APPENDIX "D" GENERAL REQUIREMENTS UNDER PROCUREMENT POLICY Need to acquire goods or Development of services that are NOT requirements, Greater than excluded items in the specifications, scope \$10000? Procurement Policy Schedule of work, delivery schedule, terms of reference NO Corporate Credit Card, Review procurement approach: Payment Voucher or submit requisition for Purchase Order 1) Can the goods / services be obtained through a competitive process? IF NO 2) Are the goods / services only available from a single / sole source **END** Non-Competitive Purchases (PP 14.1) The requirement for competitive bid solicitation for goods, services and construction may be waived under joint authority of the appropriate Executive Director and City Treasurer, CFO and Competitive Process? replaced with negotiations by the Director and Manager of Purchasing and Supply (or delegate). Emergencies are the exception and will be dealt with as per PP 14.2 YÉS Informal quotation requiring the documentation of three (3) written quotes AND Single requirements, specifications, Sole Source? Over \$50K? scope of work, delivery schedule, payment schedule, terms of reference & pricing YES YĖS There may be more than one **Executive Director requires** source of supply in the open goods, services or equipment market, but only one of these deemed to be available from Documentation prepared / administered by Purchasing is recommended by the only one source of supply due Over \$100K? **Executive Director for** to existing monopoly, patents, (RFQ, RFT, RFP, EOI, RFI) consideration on the grounds trade secrets, technical that it is more cost effective or requirements beneficial to the City Communication with Purchasing & Supply prior to start of Report is prepared negotiations or preparation of recommending award to the Committee/Council report relevant Committee and Council When a Executive Director intends to select a supplier pursuant to subsection 14.1, a written report indicating the YES Over \$50K? compelling rationale that Council warrants a non-competitive NO approval to selection to relevant proceed? Committee and Council NO YĖS Submit purchase requisition with account number, Direct Negotiation with authorized signature and Council supplier / consultant / approval to YES appropriate backup contractor in accordance with proceed? information **Procurement Policy** Purchase Order **OR Contract Record OR Formal Agreement END** (Mayor & Clerk)