

Appendix “E”

SCHEDULE A – Levels of Contract Approval Authority

Sales taxes, excise taxes, goods and service taxes and duties shall be excluded in determining the price of a contract for the supply of goods or services for the purpose of the relationship of the price to the preauthorized expenditure limit. In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract. **Emergencies as defined in Section 14.2 are exempt from this Approval Authority.**

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Under \$10,000	Purchasing Card or Purchase Order	Managing Director * or any employee exercising delegated authority approval	9
Greater than \$10,000 to \$50,000***	Informal Quotation – three written quotes**	Managing Director * or any employee exercising delegated authority approval	10
Greater than \$50,000 to \$100,000***	RFQ	Managing Director * or any employee exercising delegated authority approval and Manager of Purchasing and Supply (jointly)	11
Up to \$100,000***	RFP	Managing Director * or any employee exercising delegated authority approval and Manager of Purchasing and Supply (jointly)	12
Greater than \$1,000,000***	RFT	Committee and City Council	13
Greater than \$100,000***	All RFQ and RFP RFT with an Irregular Result	Committee and City Council	11,12,13 & 8.10
Up to \$50,000	Single Source or Sole Source	Managing Director * and Manager of Purchasing and Supply (jointly) – requires documented rationale	14.3 & 14.4
Greater than \$50,000	Single Source or Sole Source	Committee and City Council	14.3 & 14.4
Less than \$2,000,000	Contract Extensions – previously approved by City Council	Managing Director * and Manager of Purchasing and Supply (jointly) – requires documented rationale	20.2
Greater than \$2,000,000	Contract Extensions – previously approved by City Council	Committee and City Council	20.2
Up to \$50,000	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Managing Director * or any employee exercising delegated authority approval OR Committee and City Council	20.3
For the Appointment of Professional Consulting Services			
Less than \$100,000	Appointment from Pre-approved List	Managing Director *	15
\$100,000 to \$500,000	Proposals invited from 3 Firms on Pre-approved List	City Council	15
Greater than \$500,000	Two stages: REOI/RFQUAL and RFP	City Council	15

* The City Manager may also exercise the approval authority of a Managing Director.

** A copy of the quotes must be provided to Purchasing and Supply for their records.

*** The criteria and analysis to determine best value must be clearly documented if not the lowest bid.