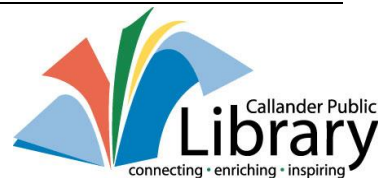

Callander Public Library



Procurement of Goods and Services Policy

Policy Type:	Operational	Initial Policy Approval Date:	March-16-2022
Policy Title:	Procurement of Goods and Services	Last Review/Revision Motion:	2024-11-40
Policy Number:	OP-05	Last Review/Revision Date:	Nov-20-2024
Initial Motion:	2022-03-15	Year of Next Review:	2028

Purpose:

The Callander Public Library board recognizes the procurement of goods and services must be undertaken in a way that complies with all applicable legislative requirements and provides the best value for the Library while balancing quality, cost and effective and efficient processes. This policy directs the Library's procurement of goods and services.

Scope:

This policy covers all procurement of all goods and services by the board, the CEO and all employees of the Library on behalf of the Library including, but not limited to, the following:

1. **Goods** – collections, collections processing supplies, computer hardware and software, furniture and equipment, office supplies, programming supplies, programming equipment, construction and building materials
2. **Professional Services** – financial, strategic planning, engineering, information technology, human resource management
3. **Facility Services** – construction, building cleaning, building system maintenance, landscaping, snow removal service

Authority

1. The CEO will be responsible for procurement activity within the approved annual operating budget.
2. In the event that the CEO is unable to fulfill their duties and responsibilities outlined in this policy, the Board can appoint a designate by motion.
3. Any adjustments to the approved operating budget will require Board approval.

Assumptions and Guiding Principles

1. The Library will endeavour to procure goods and services from local suppliers whenever possible and practical.

2. Procurement decisions will be made using an open, accountable, fair yet efficient process including creating a standard approach for conducting the process; communicating with bidders throughout the process; evaluating submissions; awarding the contract; and maintaining records of the procurement process. (see **Appendix A**).
3. Consortium and cooperative purchasing options will be used whenever possible as a cost saving practice.
4. The Library will endeavour to procure goods and services from responsible suppliers who follow ethical standards.
5. The Library will endeavour to procure goods and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.

Accountability

The Board authorizes the CEO to act for the Library in the procurement of goods and services.

1. The CEO is authorized to proceed with formal agreements and contracts on behalf of the Library. The CEO must have Board approval for the following contracts:
 - a) Granting agencies
 - b) Any contract prescribed by statute to be made by the Board
 - c) Where the cost amount proposed for acceptance is not available in the approved budget
 - d) Where the revenue amount proposed for acceptance is lower than the Board approved budget
 - e) Where a substantive objection emanating from the bid solicitation has been filed with the CEO
2. The CEO is authorized to delegate authority for procurement, depending on the scope and value of a purchase or contract (see **Appendix A**).
3. The authority to proceed with procurement is subject to the availability of sufficient funds within the approved library budget.
4. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then the Board must be notified to approve additional funds.

Conflict of Interest

A member of the Board or an employee of the library must declare any known pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the library, should they have direct or indirect interest in said work or project.

Single Source Purchases

In accordance with the thresholds established in Appendix A, single source purchases are permitted when:

1. There is only one available supplier of a required product or service that meets the needs of the library.
2. Items are being acquired for test or trial use.
3. The library is exercising purchase options or rental contracts.

4. Items being acquired are compatible with existing equipment, furniture, or systems where there is only one manufacturer or distributor.

Exclusions

This procurement policy includes the purchase of all goods and services for the library except the following:

1. Utilities such as water, hydro and natural gas
2. Training and education such as conferences, registration, courses, and workshops
3. Refundable employee expenses such as travel, mileage, accommodation
4. General expenses such as licenses, postage

Credit Card Purchases

1. It is the responsibility of staff to ensure that there are sufficient funds in the approved library operating budget before making a purchase with a corporate credit card.
2. Staff must follow procedures when making credit card purchases. *See Operations Procedures* for complete process.
3. Spending authority and limits are outlined in Appendix A

Petty Cash Purchases

1. Staff may use petty cash to procure goods.
2. Staff must follow procedures when making petty cash purchases. *See Operations Procedures for complete process*
3. Spending authority and limits are outlined in Appendix A.

Disposal of Goods Procured

1. Library materials: The disposal of physical materials collections (including books and DVDs) as outlined in OP-01Collection Development Policy. .
2. Surplus Goods:
 - a) Where the CEO or designate determines that any goods should be declared surplus due to being obsolete, worn out or no longer being useful for the library or any of the branch locations, a list of such goods shall be created for inventory and tracking purposes.
 - b) The CEO or designate shall be responsible for the handling of surplus of all library materials and shall determine the appropriate method of conveyance to best meet the library's needs.
 - c) Arrangements may be made for the disposal of the goods in any way that is believed will provide the highest return to the library including, but not limited to:
 - i. Trade-in as part of the procurement of other similar goods being acquired by the library
 - ii. Donating to another community organization or neighbouring library
 - iii. Selling the goods for a nominal fee
 - iv. Public auction or
 - v. Classifying as waste and recycling, dismantling, destroying and/or disposing.

Tangible Capital Assets

1. The Library will compile and maintain records and prepare reports for the following tangible capital assets:
 - Shelving and furniture
 - Specialty and other equipment
 - Computer hardware and software
 - Resource materials, collections
2. Tangible Capital Assets that have a useful life of greater than one year but a per unit cost that is less than the threshold will be expensed in the year of purchase unless it is an asset that is included in an asset pool. These assets may be tracked for asset management purposes. The threshold for Tangible Capital Assets is as follows:
 - Shelving and furniture: \$5000
 - Speciality and other equipment: \$5000
 - Computer hardware & software: \$5000
 - Resource materials: no threshold

Appendix A: Spending Authority and Limits

Type of Procurement	Authority	Purchase Limits
Petty Cash	All staff can purchase items	\$50.00
Credit Card Purchase	CEO (Card limit \$5000)	\$2000.00
	Assistant Librarian (Card limit \$2000.00)	\$1000.0
Request for Quotation or Request for Tender	Must obtain two written quotes and can authorize purchases within board the approved budget	\$2000 up to \$10,000
	Must obtain three written quotes and board approval to award	\$10,000 and up
Request for Proposal – for specific professional services	Evaluated by a committee of the board Awarded by board approval based on report of the appointed committee	

Definitions:

Best value means the balance of quality, delivery precision and cost using a pre-determined evaluation plan.

Bid means an offer or submission received from a vendor in response to a request.

Contract means a binding agreement between at least two parties. In some cases, a “purchase order” is the contract.

Contingency Threshold is a defined incidental additional expense associated with a specific project.

RFP A request for proposal, a process in which a need is identified, but the method by which it will be achieved is not necessarily prescribed at the outset and price is not the only evaluation criterion. Each RFP will have clearly stated criteria and specifications.

RFQ Request for Quotations, including formal and informal quotations, but not including RFPs/ RFTs. It could consist of a request in which the Library approaches a Supplier directly, or a public posting to give notice, to obtain a written fixed price to provide specific goods, services, or construction.

RFT Request for Tender, a process to request supplier responses to supply deliverables in compliance with stated requirements, performance specifications and terms and conditions and evaluation is made solely on price. Tenders would include a schedule of unit prices, where final quantities may be unknown.

Supplier means an individual or organization provides goods or services to the library such as a contractor, service organization, vendor or consultant.

Useful life is the estimate of the period over which a tangible capital asset is expected to provide services. The life of a tangible capital asset may extend beyond its estimated useful life. As a guideline, assets should be amortized over the following life spans:

- Shelving: 25 years
- Furniture: 10 years
- Specialty and other equipment: 10 years
- Computer hardware: 5 years
- Computer software: 5 years
- Collections: 5 years

Related Documents:

OP-01 Collection Development Policy

GOV-05 Internal Affairs Committee – Terms of Reference

Library Financial Procedures

History

Motion#	Date	Action (approved, amended, reviewed)
2018-11-32	November 2018	Approved FIN-02 Procurement of Goods and Services
2022-03-15	March 2022	Approved OP-05 Procurement of Goods and Services (replaced FIN-02 Procurement of Goods and Services)
2024-11-40	Nov-20-2024	Amended