

HOSPITAL CHART Shared Support Services of Southeastern Ontario (3S0)

Procurement for Non-Consulting and Construction		
Procurement Value	Means of Procurement	Process
\$0 to \$99.00	Petty cash	
\$100 to \$2,999	Procurement card (P-card)	
\$3,000 to \$9,999	Purchase order	
\$10,000 to \$99,999	Invitational competitive procurement (minimum of three suppliers are invited to submit a bid) Open Competitive Process recommended	<ul style="list-style-type: none"> Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
\$100,000 or more	Open competitive process - Automatic RFP	<ul style="list-style-type: none"> Calls for open competitive procurements must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.
Consulting Services		
Total Procurement Value	Means of Procurement	
\$0 to but not including \$99,999	Invitational or Open Competitive Process	
\$100,000 or more	Open competitive process - Automatic RFP	<ul style="list-style-type: none"> Calls for open competitive procurements must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.

QUEEN'S UNIVERSITY

Procurement Value	Means of Procurement	Process
\$5000 or less		<ul style="list-style-type: none"> Cheque Requisition PeopleSoft Requisition
\$5000 to \$9,999	Single written quotation required	<ul style="list-style-type: none"> Quote can be obtained by department or Strategic Procurement Services Strategic Procurement Services to approve and issue purchase order
\$10,000 to \$99,999	Solicit minimum of 3 written quotes. Some circumstances may require a formal public process to increase value for money.	<ul style="list-style-type: none"> Quote can be obtained by department or Strategic Procurement Services Department MUST complete the purchase requisition
\$50,000 to \$99,999	Issuance of an RFP is optional and will depend on the goods or services being provided	<ul style="list-style-type: none"> Department contacts Strategic Procurement Services and will provide complete specifications Evaluation team must sign a Conflict of Interest/Non-Disclosure prior to RFP closing.
\$100,000 or more	A formal public process is required by issuance of a Request for Proposal and posting on BIDDINGO	<ul style="list-style-type: none"> Department contacts Strategic Procurement Services and will provide complete specifications Department must provide weighed evaluation methodology prior to RFP issue.

CITY OF KINGSTON

Procurement Value	Means of Procurement	Process
\$5000 or less	Buyers shall be required to obtain prices from more than one supplier, or, they may purchase directly from catalogues, suppliers' lists or through negotiations, upon assuring themselves that all prices offered are fair and equitable.	<ul style="list-style-type: none"> Prices and suppliers reviewed prior to selection shall be documented by the Buyer for reference; and the procurement shall be evidenced by receipt or invoice or P-card documentation.
\$5000 to \$50,000	Initiated by selection of at least three Prospective Vendors from lists of Prospective Vendors maintained by Buyers and the Purchasing Coordinator. Prospective Vendors may also be selected from market research. Previously unidentified Prospective Vendors identified through market research shall be added to the lists of Prospective Vendors.	<ul style="list-style-type: none"> Request for Proposal, which may be issued on a simplified form approved by the Purchasing Coordinator May be advertised, subject to any direction that may be given by the Purchasing Coordinator, and must be advertised if no Prospective Vendors for the particular procurement can be identified
\$50,000 or more	RFP/Tender Issued Prospective Vendor pre-qualification in the form of a Request for Information may be used in any Tender upon the direction of the responsible Director and in co-ordination with the Purchasing Coordinator. When pre-qualification is used, all responses received from Prospective Vendors shall be submitted on Forms.	<ul style="list-style-type: none"> No Offer to Procure by Single Source valued over \$50,000 shall be issued without resolution of Council. Publicly advertised Opened publicly with the announcement of only the name of the submitter of the proposal; Further evaluated in accordance with all weighting criteria.