

# Schedule "C" - Threshold of Procurement Methods

	Allowable Procurement Methods	Procurement Threshold (Estimated Purchase Value <sup>1</sup> excluding tax)	Procurement Responsibility
Low Cost Purchase Up to \$75,000	Non-Competitive Purchase using Pcard or Purchase order	All purchases up to \$10,000	Section/Division requiring goods and and/or services. Purchasing Card Purchases must comply with the Provisions of the Purchasing Card Policy.
	Non-Competitive Purchase through direct negotiation		
Purchases Up to \$125,000	Limited Procurement (Invitational) <b>using Informal Request for Quotations (IRFQ) Template</b> ; Standing Arrangement; Multiuse List	All purchases up to \$75,000	Procurement Activities undertaken <b>by Procurement Team</b> . Cooperative Purchasing Arrangements <b>coordinated through Procurement Team</b>
	Non-Competitive Purchase through direct negotiation; or using Standing Arrangement or Multi-Use List		
	Limited Procurement (Invitational) bids may be solicited from 2 or more bidders	All purchases over \$75,000 up to \$125,000	
	Standing Arrangement/Multi-Use List bids may be solicited from 2 or more Bidders		
	Co-operative Purchasing Arrangement		
Purchases over \$125,000	Open Competitive Publicly Advertised		Procurement Activities undertaken <b>by Procurement Team</b> . Cooperative Purchasing Arrangements <b>coordinated through Procurement Team</b>
	Non-Competitive Procurement through direct negotiation; or using Standing Arrangement or Multi-Use List	For purchases over \$125,000 only permitted if approvals as set out in this by-law have been obtained. <sup>2</sup>	
	Limited Procurement (Invitational) All Services <b>except</b> Construction. Competitive bids to be solicited from a minimum of 3 Bidders	For purchases over \$125,000 only permitted if approvals as set out in this by-law have been obtained. <sup>2</sup>	
	Limited Procurement (Invitational) for Construction Services. Competitive bids to be solicited from a minimum of 3 Bidders	For purchases over \$125,000 up to \$325,000. For purchases over \$325,000 only permitted if approvals as set out in this by-law have been obtained. <sup>2</sup>	
	Standing Agreement / Multi Use List - competitive bids to be solicited from a minimum of <b>3</b> Bidders	Purchases over \$125,000 Up to \$249,999	
	Standing Agreement / Multi Use List - competitive bids to be solicited from a minimum of <b>5</b> Bidders	Purchases \$250,000 up to \$749,999	
	Standing Agreement / Multi-Use List - competitive bids to be solicited from <b>all</b> Bidders on the list	Purchases over \$750,000	
	Co-operative Purchasing Arrangement	Purchases over \$125,000	
Emergency Purchases	Open Competitive Publicly Advertised	Purchases over \$125,000	Purchase to be carried out in accordance with the provisions of this by-law
	Emergency Purchase	\$ Any Value	

<sup>1</sup>**Estimated Purchase Value** is the factor that determines the allowable procurement method. In determining the Estimated Purchase Value consideration must be given to the total value of the procurement over its entire duration, whether awarded to one or more suppliers, taking into account all forms of remuneration, including (i) premiums, fees, commissions and interest; and (ii) the total value of renewals if the procurement provides for the possibility of renewals; (iii) the value of any contingent payments (e.g. cash allowances), excluding sales taxes.

<sup>2</sup> Refer to Non Competitive Procurement approvals in Section 7.3.5.