

Economic Development Division Financial Processing Procedures

Please find below a table indicating the required documentation relative to the value of purchase:

<u>Value of Purchase</u>	<u>Required Documentation</u>	<u>Processing Procedures</u>
\$200 to \$7,500 (exclusive of all taxes)	Request to Purchase Goods & Services (RPGS) based on supplied quotation Department Purchase Order (DPO) issued to vendor	<ul style="list-style-type: none"> ➤ BIA to submit request and quote from a single vendor. ➤ Staff to obtain Capital Cost Share Approval from BIA (Form). ➤ Staff to prepare an RPGS based on quote. ➤ Director to sign . ➤ Processing time of 2-4 days. ➤ DPO generated and mailed to vendor . ➤ Staff to notify BIA and vendor to proceed . ➤ RPGS will only be issued for one-time purchases of goods and/or services. They shall not be issued for repetitive purchases of the same goods and/or services where the cumulative amount of the purchase exceeds the DPO limit.
\$7,500 to \$50,000 (exclusive of all taxes)	Request to Purchase Goods & Services (RPGS) based on 3 suggested vendors Department Purchase Order (DPO) issued to vendor	<ul style="list-style-type: none"> ➤ BIA to submit request and 3 suggested vendors. ➤ Staff to prepare scope of work, price schedule, drawings, permit approvals etc., and tender out RPGS to obtain 3 quotes . ➤ Director to sign. ➤ Processing time of 7-14 days. ➤ Staff to review quotes and obtain Capital Cost Share Approval from BIA for lowest bid (Form). ➤ DPO generated and mailed to vendor . ➤ Staff to notify BIA and vendor to proceed . ➤ RPGS will only be issued for one-time purchases of goods and/or services. They shall not be issued for repetitive purchases of the same goods and/or services where the cumulative amount of the purchase exceeds the DPO limit.

Over \$50,000	<p>Request For Quotations (RFQ)</p> <p>Purchase Order (PO) or Blanket Contract issued to vendor</p>	<ul style="list-style-type: none"> ➤ An RFQ shall be used to obtain goods and services, through a non-evaluative process, where the requirements can be precisely defined and the expectation is that the contract is awarded to the lowest bidder. ➤ Staff prepare Purchase Requisition and RFQ with Purchasing, who will issue the RFQ to obtain bids (minimum of 15 days). ➤ Staff to review submitted bids and obtain Capital Cost Share Approval from BIA for lowest bid. ➤ Director to sign. ➤ Staff to advise Purchasing to issue a Purchase Order (PO) or Blanket Contract to the lowest bidder/vendor with note to proceed . ➤ Processing time is 2-3 months.
Over \$50,000	<p>Request For Proposals (RFP)</p> <p>Request For Proposals (RFP)</p> <p>Purchase Order (PO) or Blanket Contract issued to vendor</p>	<ul style="list-style-type: none"> ➤ An RFP shall be used to obtain goods and services, through an evaluative process, where the requirements cannot be precisely defined and the expectation is that the contract is awarded based on quality of the proposal and the lowest bid. ➤ Staff prepare Purchase Requisition and RFP with Purchasing, who will issue the RFP to obtain proposals (minimum of 15 days). ➤ Staff to review and evaluate submitted bids via an evaluation committee. ➤ Evaluation committee to score submitted bids based on requirements and price. ➤ Staff to review scoring and obtain Capital Cost Share Approval from BIA for winning proponent. ➤ Director to sign. ➤ Staff to advise Purchasing to issue a Purchase Order (PO) or Blanket Contract to the lowest bidder/vendor with note to proceed. ➤ Processing time is 4-6 months.
\$200 and >	Sole Source	<ul style="list-style-type: none"> ➤ A non-competitive procurement process shall only be used if one of more of the following conditions apply and a process of negotiation is undertaken to obtain the best value in the circumstances for the City of Toronto. ➤ The goods and services are only available from one source or one supplier by reason of: <ul style="list-style-type: none"> ○ a statutory or market based monopoly ○ scarcity of supply in the market ○ existence of exclusive rights (patent, copyright or license, i.e. proprietary written confirmation) ○ need for compatibility with goods and services previously acquired and there are no reasonable alternatives, substitutes

		<ul style="list-style-type: none"> ○ need to avoid violation warranties and guarantees where service is required ➤ An attempt to purchase the required goods and services has been made in good faith, using a competitive method, and has failed to identify a successful supplier. ➤ The goods and services are required as a result of an emergency, which would not reasonably allow the use of the other methods permitted. ➤ The required goods and services are to be supplied by a particular vendor or supplier having special knowledge, skills, expertise or experience which cannot be provided by any other supplier. ➤ The nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security or confidential matters. ➤ A Briefing Note should accompany the Sole Source Form, and provide a rationale specific to why no other vendor could be selected to provide the product or service required, or why proper purchasing procedures (i.e. competitive bidding process) could not be followed.
Invoices	Invoice quoting DPO, PO or Blanket Contract number	<ul style="list-style-type: none"> ➤ Invoice reviewed by staff and completion of work confirmed. ➤ Invoice sent to BIA for approval – 5 days to confirm completion and satisfaction of work. ➤ Invoice circulated for Director to sign – 2 days. ➤ Invoice sent to Accounts Payable for cheque to be cut and mailed to supplier – processed under a 30 day payment schedule. ➤ Capital Cost Share Invoices mailed to Chair of BIA bi-annually (August/February) for work completed Jan-June and July-December.