

POLICY

TA2.6 Attachment 1



POLICY NUMBER	
POLICY TITLE	Purchasing Policy -Proposed Revision 1
ISSUED BY	Toronto Atmospheric Fund Board of Directors

EFFECTIVE DATE	Feb-19-2018
REVISION NO.	1
REVISION DATE	April 12, 2019

1. PURPOSE

1.1 To provide purchasing processes, approval limits and authorities for The Atmospheric Fund.

2. SCOPE

2.1 This policy applies to TAF's procurement of all goods and services.

3. POLICY

3.1 As per the TAF Relationship Framework Section 6.5.6, when City policies are applied to TAF procurements, TAF's Board has approval authority wherever the policy requires Council approval. As such, TAF's Board shall determine purchasing approval limits and authorities for TAF staff.

3.2 For any purchase estimated to be over \$65,000 (excluding taxes), TAF will undertake a formal procurement process through City of Toronto Purchasing & Materials Management Division.

3.2.1 A request for proposals (RFP) shall be used to obtain goods and services of a unique or complex nature where all or part of the requirements cannot be precisely defined and the expectation is that suppliers are to propose solutions to arrive at the desired result and the evaluation criteria to determine best value may include more than price factors. The RFP may allow for consecutive or concurrent negotiations to be conducted with suppliers on any of the contract terms including, but not limited to, the technical specifications, commercial terms and/or prices pursuant to a process detailed in the RFP, subject to any other provisions of the Purchasing By-law and the Procurement Processes Policy.

3.3 For purchases estimated to be under \$65,000 (excluding taxes), TAF may, on the authority of the CEO, use the City of Toronto's Procedure for Using Divisional Purchase Orders (DPOs), specifically:

3.3.1 Waive decision to obtain quotes for purchases up to \$4,000 (excluding taxes);

3.3.2 Request telephone quotes from a minimum of three (3) vendors for purchases under \$13,000 (excluding taxes);

3.3.3 Undertake an Informal Call for Quotations for purchases \$13,000 or more, but estimated to be under \$65,000 (excluding taxes) by securing written quotes from a minimum of three (3) vendors, if the requirements for the goods and/or services:

- Has clearly defined specifications or scope of work, and is not complex in nature;
- Does not require complex additional documentation, samples or other requirements that may not be possible to fulfill in a short period of time,
- can be evaluated based on compliance with the specifications/scope of work and price

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3.4 For purchases estimated to be under \$65,000 where the evaluation criteria to determine the best value is both the proposed approach to the scope of work and the total cost for delivering the specifications/scope of work, TAF may, on the authority of the CEO, undertake an internal formal procurement process.

3.5 For the infrequent purchases where sole sourcing is appropriate based on the City of Toronto's criteria, TAF will adhere to the process and terms of the City of Toronto Procurement Processes Policy.

3.6 Maintain records of all purchasing as required by City of Toronto Procurement Processes Policy.

3.7 Seek express written consent from the Province for the purchase of rental equipment or capital items over \$25,000 that fulfill all of the following criteria:

- The equipment or capital item being used on multiple occasions for the purposes of the Agreement;
- Total rental costs are greater than the one-time purchase cost;
- The equipment or capital item is not of a type found in a normal office environment; and
- Without the Agreement, it is unlikely the Recipient would purchase the equipment or capital item.

4. RELATED PROCEDURES

4.1 Request for Proposals (RFP) Process

4.2 Divisional Purchasing Order Process

Revision Log		
Date	Description	Revision
Feb. 9/18	Board Approval	0
April 12/2019	Draft for Board Approval April 30, 2019	1

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APPROVED BY:

Responsible Manager

DATE

Management Representative

DATE

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