



PROCUREMENT POLICY

POLICY STATEMENT

The Quinte West Youth Centre (QWYC) is committed to effective management that ensures fairness, transparency, fiscal responsibility and supporting the local economy in the procurement of goods and services.

PURPOSE

The purpose of this policy is to ensure that all goods and services acquired by the QWYC are done through a process that is open, fair, and transparent. The primary goal of the QWYC procurement efforts is to maximize the value of goods and services received for the money spent, while ensuring that schedule deadlines are met, and the local economy is supported as much as possible.

PROCEDURE

QWYC will, where possible and when feasible, support local business by giving preference to locally produced goods and services, purchased from a local and independent business, over those produced more distantly.

For purchases of individual items over \$1000 a minimum of three suppliers will be contacted to obtain quoted costs. The QWYC requirements will be specified in writing, the deadline for receiving quotations will be clearly stated and all quotations will be kept confidential.

In choosing a supplier, best value* will be the deciding factor.

For purchases under \$1000, efforts will be made to secure items at best value, subject to the discretion of the Executive Director.

*Best value is determined by price, product or service quality, past experience, or referrals, and the positive impact on the local economy.

GOODS & NON-CONSULTING SERVICES

Total Procurement Amount	Procurement Method	Delegated Purchasing Authority
Up to \$999	Single Sourced OK	ED Approval
\$1000- \$4,999	3 Quotes must be documented	ED Approval
\$5000-\$49,000	Invitational Competitive	ED and Board Approval
\$50,000+	Open Competitive	ED and Board Approval

CONSULTING & OTHER SERVICES

Total Procurement Amount	Procurement Method	Delegated Purchasing Authority
\$0-\$4,999	Invitational Competitive	ED Approval
\$5,000-\$24,999	Invitational Competitive	ED and Board Approval
\$25,000+	Open Competitive	ED and Board Approval

INFORMATION TECHNOLOGY

All information technology procurement greater than \$999 must be reviewed and approved by the Executive Committee, prior to commencing procurement.

Information technology includes all equipment, software, services and processes used to create, store, process, communicate and manage information.

CONSULTING SERVICES

Consulting services include:

- Management Consulting (e.g., helping management improve their performance, primarily through the analysis of existing problems and development of plans for improvement. This includes organizational change management assistance and strategy development.
- Information Technology consulting (e.g., advisory services that help clients assess different technology strategies, including aligning their technology strategy with their business or process strategy);
- Technical Consulting (e.g., activities related to actuarial science, appraisal, community planning, health sciences, interior design, realty, social sciences);
- Research and Development (e.g., investigative study for the purpose of increasing the available store of knowledge and/or information on a particular subject)
- Policy Consulting (e.g., advisory services to provide policy options, analysis and evaluation); and
- Communication Consulting (e.g., the provision of strategy and advice in conveying information through various channels and media).

Consulting Services do not include services in which the physical component of an activity would predominate. For example, services for the operation and maintenance of a facility, water-testing services; exploratory drilling services; surveying; temporary help services; training/education instructors; employee placement; auditing services; and aerial photography. Consulting Services do not include any licensed professional services provided by medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries in their regulated capacities.

PROCUREMENT METHODS

Open Competitive

Open competitive procurement is the contractual acquisition (purchase or lease) by an organization of any good or service, which enables all suppliers to compete in a fair and open environment. Open competitive procurement ensures the highest level of fairness, impartiality, and transparency; it maximizes suitability and the value for money of the obtained goods or services.

Invitational Competitive

Invitational competitive procurement is the contractual acquisition (purchase or lease) of any good or service, which enables some but not all suppliers to compete in a fair and open environment. Three or more qualified suppliers must submit written proposals or quotes to supply goods or services.

Non-Competitive Procurement

Non-competitive procurement is when a good or service is procured from a “selected” supplier without a competitive process. “Sole source” and “single-source” procurements are noncompetitive procurements.

July 7, 2026	Introduced and approved by Board of Directors. Takes effect immediately.