

# Procurement Threshold Schedule

This policy applies to all YWCA Hamilton Employees, Contractors, Students & Volunteers

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## 1. PURPOSE

This schedule defines the procurement thresholds and corresponding processes for YWCA Hamilton. It supports the implementation of the Procurement and Purchasing Policy and ensures compliance with the Broader Public Sector (BPS) Procurement Directive.

## 2. PROCUREMENT THRESHOLDS

<b>Purchase Value (excluding taxes)</b>	<b>Required Process</b>	<b>Approval &amp; Documentation</b>
<b>Up to \$10,000</b>	One written quote (or catalogue/online pricing)	Approval per DOA; Submit to Records Management if there is a signed contract
<b>\$10,001 to \$25,000</b>	Invitational Competitive Procurement (minimum 3 quotes)	Approval per DOA; submit Sole/Single Source Form if exception. Submit to Records Management if there is a signed contract.
<b>\$25,001 to \$121,000</b>	Formal RFP/RFQ Competitive Process	Approval per DOA; use Evaluation Scorecard; submit to Records Management if there is a signed contract.
<b>Over \$121,000</b>	Formal Open Competitive RFP (advertised)	Approval per DOA; Evaluation Scorecard; submit to Records Management if there is a signed contract.

## 3. SOLE-SOURCE AND SINGLE-SOURCE PROCUREMENTS

When a single-source or sole-source procurement is proposed in place of a competitive or invitational competitive process, departments must complete the appropriate justification form and obtain approval from the Vice President, Finance & Asset Management before proceeding, regardless of dollar value.

#### **4. REVIEW AND UPDATES**

This schedule is reviewed annually by the Director of Finance and recommended for approval by the VP of Finance and Asset Management and CEO. Changes to thresholds must be approved and communicated to all departments.

#### **5. RELATED DOCUMENTS**

Purchasing and Procurement Policy

**Approved by:**

Medora Uppal, Chief Executive Officer