

PROCUREMENT POLICY

PREAMBLE

Kerry's Place Autism Services falls under the BPS Act Procurement Directive because it receives more than 10 million per fiscal year collectively from government ministries.

The objective of Kerry's Place Procurement Policy and Procedures (PPP) is to ensure compliance with the BPS Procurement Guideline including ethical, efficient and accountable sourcing, contracting and purchasing activities within Kerry's Place that result in value for money in purchases by Kerry's Place.

1. PURPOSE

The purpose of the Procurement Policy and Procedures is:

- To ensure that goods and services, including construction, consulting services, and information technology are acquired by Kerry's Place through a process that is open, fair, and transparent;
- To outline responsibilities throughout each stage of the procurement process; and
- To ensure that procurement processes are managed consistently.

2. APPLICATION AND SCOPE

The Procurement Policies and Procedures govern how Kerry's Place conducts sourcing, contracting and purchasing activities, including approval segregation and limits, competitive and non-competitive procurement, purchasing, contract awarding, conflict of interest and bid protest procedures.

The Purchasing Policy and Procedure applies to all individuals involved with purchasing goods, services, consulting services, construction or capital on behalf of Kerry's Place. Procurement Policies also apply to all Kerry's Place purchasing activities including those funded by private donations, fundraising, and fee for service.

In an effort to make effective use of resources, Kerry's Place will take advantage of competitive bidding processes completed by strategic partners including group purchasing organizations, and the Ontario Government. Kerry's Place will also review all Government vendors of record for suitable contract matches.

<http://www.doingbusiness.mgs.gov.on.ca/>

Kerry's Place will look to qualified vendors first for contracts. If, after review of these organizations, no one has initiated the RFP process then we will go out to RFQ/RFP for that particular item independently.

3. PRINCIPLES

There are five key principles that allow Kerry's Place to achieve value for money while following a procurement process that is fair and transparent to all stakeholders:

- **Accountability**
Kerry's Place must be accountable for the results of its procurement decisions and the appropriateness of the processes.
- **Transparency**
Kerry's Place must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- **Value for Money**
Kerry's Place must maximize the value it receives through its purchasing activities. A value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost.
- **Quality Service Delivery**
All front-line services provided by Kerry's Place must receive the right product, at the right time, in the right place.
- **Process Standardization**
Standardized processes remove inefficiencies and create a level playing field.