

Reference Guide to Procurement Policy

Dollar Thresholds	Competitive Process	Approver	Payment Method	Form of Contract	Advertised	Risk Level
\$0 - \$5,000	Optional	Division Manager or designate	Procurement Card	Nil	No	Low
\$5,001 - \$15,000	Informal 2 quotes	Division Manager or designate	Purchase Order or Procurement Card	Purchase Order	No	Low
\$15,000 - \$50,000	RFX document or solicit min 3 quotes	Division Manager for low bid General Manager for highest evaluated	Purchase Order	PO or Service Agreement	Optional	Low
\$50,001 - \$100,000	RFX document	General Manager	Purchase Order	PO or Service Agreement	Yes	Medium
\$100,000+	RFX Document	CAO or Designate	Purchase Order	PO or Service Agreement	Yes	High

Direct Awards (single and sole source)

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\$0 - \$5,000	Optional	Division Manager or designate	Procurement Card	Nil	No	Low
\$5,000 - \$10,000	Nil	General Manager or designate	Purchase Order	PO or Service Agreement	No	Medium
\$10,000+	Nil	CAO	Purchase Order	PO or Service Agreement	Yes – Notice of Intent	High