

Selection Contracts		8050
Chapter 8: Purchasing/Expenditures		Department: Finance
Date Approved:		Date Revised:
Source Reference: Government Ontario – Broader Public Sector Procurement Directive www.doingbusiness.mgs.gov.on.ca		

POLICY:

The Agency will formalize the procurement agreement with the winning bid candidate by means of signed written contract before the provision of supplying goods or services commences.

PROCEDURE:

1. The Director of Finance or Manager of Information Technology and Infrastructure as directed by the Chief Executive Officer will prepare an Agreement which clearly states the requirements in detail, as follows:
 - a) Terms and conditions of the goods and/or service to be provided;
 - b) Time frame for the delivery of the goods and/or service;
 - c) Periodic evaluation of results achieved;
 - d) A minimum 10% holdback provision based on agreed upon payment schedule;
 - e) Termination clauses;
 - f) Dispute resolution process;
 - g) Final signing of the documentation.
2. The delegated authorities will sign the Agreement on behalf of the Agency. Upon receipt of the Agreement signed by the Contractor, the Agreement will be forwarded to Finance Department for filing.
3. The Director of Finance may renew an existing agreement if:
 - a) The vendor's performance met the Terms and Conditions;
 - b) Written justification demonstrates that renewal is in the best interests of the Agency, and;
 - c) Funds are available within the approved budget.
4. For all procurements greater than \$5,000 in value, the Accounting Manager will maintain the following records:
 - a) Quotations, proposals and/or tenders received for the specific procurement;

- b) Evaluation documents of proposals and/or tenders;
- c) Approval document;
- d) Agreement and amendments to Agreements;
- e) Supplier performance records;
- f) Confirmation of receipt of deliverables.

5. Procurement Records will be maintained in accordance with the [Maintenance and Destruction of Records Policy](#).
6. The Director of Finance will review vendor performance and satisfaction with the procurement process on an as needed basis and implement improvements as necessary.