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| Title: Directive on the Procurement of Goods, Non-Consulting and Consulting Services Policy | Date of Issue: July 31st 2025 |
| Approved by: Vice President, Governance | Review/Revise Date: July 31st 2027 |

1. Preamble

This policy is written based on the Ontario Public Service Procurement Directive and complies with the Broader Public Sector Procurement Directive in accordance with the organization's Me Too Policy

In the event there is a discrepancy between this policy and the requirements of the Broader Public Sector Procurement Directive or any other Ontario government directive (i.e, Building Ontario Business Initiative) the government directive applies and overrides this policy. Corporate Affairs will be engaged to interpret such matter.

2. Purpose

The purpose of this policy is to comply with the Broader Public Sector Accountability Directives, along with Governance Best Practices as recommended by industry guidelines and Ministry colleagues.

To ensure that goods and services (including construction, consulting services, and information technology) are acquired through a process that is fair, open, transparent, geographically neutral and accessible to qualified vendors.

To specify the responsibilities of individuals and organizations at each stage of the procurement process.

To contribute to a reduction in purchasing costs.

To ensure consistency in the management of procurement-related processes and decisions.

3. Purpose

The overall objective of this Directive is to ensure that organization is able to acquire the goods and services required to meet the organization's needs in

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the most economical and efficient manner, through procurement processes that conform to the following principles.

a. **Value for Money**

Goods and services are procured only after consideration of both financial and non-financial factors, including government and organization objectives, intended outcomes, business requirements, procurement alternatives, timing, supply strategy, and method.

b. **Vendor Access, Transparency, and Fairness**

Access for qualified vendors to compete for organization business is open and the procurement process is conducted in a fair and transparent manner, providing equal treatment to vendors. Conflicts of interest, both real and perceived, are avoided during the procurement process and the ensuing contract. Relationships that result in continuous reliance on a particular vendor for a particular kind of work are not created.

c. **Responsible Management**

The procurement of goods and services is responsibly and effectively managed through appropriate organizational structures, systems, policies, processes, and procedures.

d. **Geographic Neutrality and Reciprocal Non-Discrimination**

Ministries and Other Included Entities that are subject to Ontario's trade agreements ensure that access for vendors to compete for government business is geographically neutral with respect to other jurisdictions that practice reciprocal non-discrimination with Ontario.

e. **Utilization of OPS Enterprise-Wide Vendor of Record Agreements**

The Organization, whenever possible, post implementation of a transfer payment agreement, will look to first utilize the vendors, pricing, and contract terms contained within the Ontario Public Service's Enterprise-Wide Vendor of Record Agreements as managed by Centralized Supply Chain Ontario (CSCO) o/a Supply Ontario and listed on ontario.ca. A business case must be written prior to procuring a product that is available on the VOR through an open RFP.

4. Procurement Requirements based on procurement dollar value.

The appropriate procurement method and required approvals are in alignment with the Ontario Broader Public Sector Procurement Directive and the Valued Connections Healthcare Delegation of Authority Approval matrix.

| Dollar Amount | Procurement Type | Approval Required |
|---------------|----------------------------------|-------------------|
| Under \$100 | Purchasing Card / Via Expenses | Program Manager |
| \$100-\$900 | Multiple Quotes were appropriate | Program Director |

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| | | |
|--------------|--------------------------|-------------------------|
| \$900-\$1500 | Invitational Competitive | Vice President |
| \$1500+ | Open Competitive | Chief Executive Officer |

5. Exceptions:

It is understood that in some circumstances and in some industries, open competitive requests for proposal of the above nature may not be accepted or appropriate. In such circumstances, a request for approval from the Board of Governors (with a vote) may be accepted to approve the procurement in an alternative method.

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