

BRANT COUNTY BOARD OF HEALTH
SPECIAL MEETING – AGENDA
Wednesday, October 19, 2022, 9:30 a.m, Virtual/In-person Hybrid

1. CALL TO ORDER

Chair Susan Brown

2. CONFLICT OF INTEREST

3. ADDITIONS TO AGENDA / Motion to APPROVE AGENDA

4. APPROVAL OF MINUTES

4.1 Motion to approve Brant County Board of Health Minutes of July 20, 2022 * ♦

All

4.2 Motion to approve Brant County Board of Health Minutes of September 14, 2022 * ♦

All

5. INCAMERA

6. FINANCIAL REPORT

6.1 Financial Report ended August 31, 2022 * ♦

Lisa DiDonato/Brent Richardson

6.2 Procurement Policy Report * ♦

Lisa DiDonato

7. NEXT MEETING DATE

Wednesday, November 16, 2022 – Discussion regarding change of date

Chair

Wednesday, December 21, 2022 (Call of the Chair)

8. ADJOURNMENT

Chair

Motion to adjourn the meeting.

* Attachments

⊕ Attachments yet to come

■ Information

♦ Information / Recommendation

**Attachments for Board of Health members only

BRANT COUNTY BOARD OF HEALTH SPECIAL MEETING of October 19, 2022
REPORT #: 6.1

FROM: Lisa DiDonato, Director, Finance
REPORT DATE: October 4, 2022
RE: Financial Report for the eight months ended August 31, 2022

The purpose of this report is to provide the financial results of the Brant County Health Unit (BCHU) for the eight months ended August 31, 2022.

For the 2022 funding year, boards of health are expected to continue to take all necessary measures to respond to COVID-19 in their catchment areas, support the Ministry in the roll-out of the COVID-19 Vaccine Program, and continue to maintain critical public health programs and services as identified in board of health approved pandemic plans. In recognition of the unique circumstance, boards of health have been provided with one-time funding to support 2022 COVID-19 extraordinary costs over and above what can be managed from within the board of health’s mandatory program budget.

As detailed in the financial expenditure variance summary, attached as Appendix A, the net expenditure surplus for eight months ended August 31, 2022, was \$1,130,828. For the year ended December 31, 2022 the health unit is forecasting a \$478,342 net expenditure surplus. The net expenditure actual and forecasted surplus are primarily the result of less than expected COVID related demands offset by a more than anticipated return to the delivery of mandatory programs.

	Actual August 31, 2022	Forecast December 31, 2022
Net Mandatory Cost Share Expenditure Deficit	(\$501,080)	(\$366,197)
COVID Response and Vaccine Program Expenditure Surplus	\$1,385,184	\$844,539
100% Funded Programs Expenditures	\$246,724	-
Net Expenditure Surplus	\$1,130,828	\$478,342

In the eight months ended August 31, 2022, BCHU incurred \$2.0 million in COVID-19 general and vaccine program expenditures. These costs, in addition to the redeployment of personal, include incremental salaries and benefits, technology and communication, purchased services, clinic supplies, personal protective equipment, training and mileage. The COVID expenditures for the eight months ended August 31, 2022, are summarized below.

Expense Categories	Total
Employee Salaries and Benefits	\$1,861,998
Other	\$163,800
Total	\$2,025,798

The revenue forecast reflects a ministry recovery \$238,342 in COVID Extraordinary Program Funding. It also includes the deferral of capital funding to 2023 for the elevator and web redesign projects which are not expected to be substantially complete until the 1st quarter of 2023. At this time, BCHU is confident that the existing level of funding from both the City of Brantford and the County of Brant will be enough to fund programs and services.

Appendix A

**Brant County Health Unit
Financial Variance Summary
For the Period Ending August 31, 2022**

	Budget 8/31/2022	Actual 8/31/2022	YTD Variance 8/31/2022	% of Budget	Approved Budget 12/31/2022	Forecast 12/31/2022	Forecast Variance 12/31/2022
Mandatory Cost Share Programs							
Salaries	5,678,319	5,929,720	(251,401)	(4.4%)	8,517,478	8,671,679	(154,201)
Benefits	1,318,807	1,399,299	(80,492)	(6.1%)	1,978,208	2,058,707	(80,499)
Mileage	33,133	40,547	(7,414)	(22.4%)	49,700	60,000	(10,300)
Staff Development	75,921	97,079	(21,158)	(27.9%)	113,881	113,881	-
Supplies	722,653	592,038	130,615	18.1%	1,083,973	908,973	175,000
Needle Exchange	58,136	31,805	26,331	45.3%	87,200	77,200	10,000
Operating Cost	89,713	66,008	23,705	26.4%	134,572	134,572	-
Building Maintenance	331,500	169,782	161,718	48.8%	497,248	347,248	150,000
Housekeeping Supplies	50,667	50,209	458	0.9%	76,000	76,000	-
Utilities	59,627	60,494	(867)	(1.5%)	89,440	89,440	-
Professional Fees	211,877	135,001	76,876	36.3%	317,815	167,815	150,000
Mandatory Cost Share Program Expenses	8,630,353	8,571,982	58,371	0.7%	12,945,515	12,705,515	240,000
COVID Vaccine and General Program and Recovery Expenses	(2,585,249)	(2,025,798)	(559,451)	21.6%	(3,877,873)	(3,271,676)	(606,197)
Mandatory Cost Share Program Expenses excluding COVID Expenses	6,045,104	6,546,184	(501,080)	-8.3%	9,067,642	9,433,839	(366,197)
COVID Extraordinary Program Expenses							
COVID Absorbed Vaccine and General Program Expenses	2,585,249	1,524,718	1,060,531	41.0%	3,877,873	3,271,676	606,197
COVID Vaccine and General Program Extraordinary Expenses	825,733	501,080	324,653	39.3%	1,238,600	1,000,258	238,342
Total COVID Response and Vaccine Program Expenses	3,410,982	2,025,798	1,385,184	40.6%	5,116,473	4,271,934	844,539
Total Mandatory Cost Share Program Expenses	9,456,086	8,571,982	884,104	9.3%	14,184,115	13,705,773	478,342
100% Funded Program Expenses							
MOH - Ontario Seniors Dental Program	402,968	223,248	179,720	44.6%	604,450	604,450	-
MOH - School Focused Nurses Initiative Program	466,667	467,000	(333)	(0.1%)	700,000	700,000	-
MCCSS - Healthy Babies Healthy Children Program	687,157	626,483	60,674	8.8%	1,030,735	1,030,735	-
Health Canada - Canada Prenatal Nutrition Program	54,087	47,424	6,663	12.3%	81,130	81,130	-
Total 100% Funded Program Expenses	1,610,879	1,364,155	246,724	15.3%	2,416,315	2,416,315	-
Net Expenditure Surplus	11,066,965	9,936,137	1,130,828	10.2%	16,600,430	16,122,088	478,342
Revenue							
MOH - Mandatory Cost Share Programs	5,356,567	5,356,567	-	0.0%	8,034,850	8,034,850	-
MOH - MOH/AMOH Compensation Initiative	67,200	67,200	-	0.0%	100,800	100,800	-
MOH - Ontario Seniors Dental Care Program	402,967	402,967	-	0.0%	604,450	604,450	-
MOH - PHI Practicum Program	20,000	20,000	-	0.0%	30,000	30,000	-
MOH - School Focused Nurses Initiative	466,667	466,667	-	0.0%	700,000	700,000	-
MOH - Needle Exchange Program	40,333	40,333	-	0.0%	60,500	60,500	-
MOH - COVID Extraordinary Funding	825,733	825,733	-	0.0%	1,238,600	1,000,258	238,342
MOH - Capital Funding	115,333	115,333	-	0.0%	173,000	23,000	150,000
MOH - Retention Incentive for Nurses	194,400	194,400	-	0.0%	291,600	291,600	-
MCCSS - Healthy Babies Healthy Children	687,157	687,157	-	0.0%	1,030,735	1,030,735	-
Health Canada - Canada Prenatal Nutrition Program	54,087	54,087	-	0.0%	81,130	81,130	-
Municipal Funding	2,671,180	2,671,180	-	0.0%	4,006,770	4,006,770	-
Transfer from Deferred Revenue	60,000	-	60,000	0.0%	90,000	-	90,000
Other Revenue	105,342	159,644	(54,302)	-51.5%	157,995	157,995	-
Net Revenue Surplus	11,066,966	11,061,268	5,698	0.1%	16,600,430	16,122,088	478,342
Net Surplus (Deficit)	1	1,125,131	1,125,130		-	-	-

BRANT COUNTY BOARD OF HEALTH SPECIAL MEETING of October 19, 2022

REPORT #: 6.2

**FROM: Lisa DiDonato, Finance Director
Brent Richardson, Chief Executive Officer**

REPORT DATE: October 13, 2022

RE: Procurement Policy Report

The purpose of this report is to request that the Board of Health approve the proposed amendments to the Brant County Health Unit (BCHU) Procurement Policy and Procedures (IV-080).

The Procurement Policy and Procedures (IV-080) recognize the process of acquiring goods and services as being fundamental to the efficient operation of the BCHU. They are meant to ensure that procurement processes are open and transparent.

Purchasing and signing authority levels specify the type of purchase method by dollar thresholds and the amount authorized at what level of the organization. The limits reflect a balance between risk and accountability. The current purchasing and signing authority levels limit the Health Unit's ability to make timely procurement decisions, dramatically altered by the inflationary costs and supply chain challenges we are currently experiencing.

The proposed purchasing and signing authority amendments, highlighted in the Procurement Policy and Procedures (IV-080) attached as Appendix A, are meant to provide for defensible timely procurement decisions while making the best use of health unit and board time. The recommended changes are summarized in the table below.

Purchasing Method and Process	Current Threshold	Proposed Threshold
Petty Cash	Up to and including \$100	No Change
Corporate Credit Card	Up to and including the cardholder's authorization limit	No Change
Purchase Order • Informal Quotes	Up to and including \$19,999	Up to and including \$29,999
Purchase Order/Contract • 2 written quotes required.	\$20,000 and up to and including \$49,999	\$30,000 and up to and including \$99,999
Purchase Order/Contract • 3 written quotes required.	\$50,000 and up to and including \$99,999	\$100,000 and up to and including \$149,999
Purchase Order/Contract • Request for Proposal or Quotation	\$100,000 and over	\$150,000 and over

Signing Authority	Current Threshold	Proposed Threshold
Managers	Up to \$5,000	Up to \$10,000
Directors	\$5,001 to \$19,999	\$10,001 to \$49,999
Medical Officer of Health Chief Executive Officer	\$20,000 to \$49,999	\$50,000 to \$99,999
Board of Directors	\$50,000 and over	\$100,000 and over

In addition to the purchasing and signing authority amendments, the health unit, at the request of the finance committee, has done a further review with particular regard to exceptions and board reporting requirements. The Procurement Policy and Procedures (IV-080) attached as Appendix A includes additional amendments updating language to reflect current practices including the introduction of an electronic employee expense process and confirming the quarterly reporting of exceptions to the procurement policy to the finance and audit committee.

**BRANT COUNTY HEALTH UNIT
ADMINISTRATION MANUAL
POLICY**

Category: Financial Management	Number: IV-080
Approved/Issued by: _____ Board of Health	Page: 1 of 4
Distribution: Administration Manual	Date: May 1997
	Revision Date: October 2020 October 2022

PROCUREMENT

Brant County Health Unit (BCHU) recognizes the process of acquiring goods and services as being fundamental to its efficient operation and may represent significant legal and financial commitments. This policy ensures an open and transparent procurement process, respecting legal considerations for confidentiality and protection of privacy.

Responsibility

Procurement processes conform to the principle of competitive bidding. All procurement processes are the responsibility of the Director, Finance, under the direction of the Chief Executive Officer. Exceptions to this policy must be documented and approved by the Chief Executive Officer, or designate, in conjunction with the Director of Finance, ~~director of the requisitioning program.~~

Scope

This policy applies to the procurement of materials, office and program supplies, services, furniture and equipment, consulting, and advisory services. The policy and accompanying procedure apply to all employees, programs, and the Board of the BCHU.

Procurement Value

Procurement value is determined by adding the cost of the goods and services, products or contracts, including taxes, delivery and installation as well as ongoing annual operating costs such as training, support, and maintenance:

- When a project involves multiple related purchases, the value is considered to be the cumulative value of all related procurements. For example, if BCHU purchases a number of items such as laptops, the value would include the shipping costs, setup costs and other related costs.
- If additional items are to be ordered for another program or accessories for the items are being purchased, they cannot be separated into separate purchases. The total cost of all items and accessories are to be considered at the same time to determine the total purchase cost.
- Total procurement value cannot be reduced by dividing a single procurement into multiple purchases. Multiple purchases of the same product made within a six-month period throughout the year using the same vendor are considered “a total purchase” and

the dollar amount of the anticipated total purchases must be considered to ensure the correct purchasing process is used.

Vendor Selection

All things being equal, goods and or services are purchased at the lowest bid price. For formal proposals, evaluation criteria must be developed in advance of the competitive procurement process.

When there is a Vendor of Record (VOR) on file, a VOR may be used when making purchases for goods or services as outlined in the Procurement procedure.

A purchase order (PO) must be completed and approved PRIOR to purchasing or ordering goods or services. The approved PO number should then be provided to the vendor when ordering to ensure the PO number is noted on the invoice.

Administration and Oversight

Signing authorities are outlined in the Procurement procedure.

When entering into a contract or agreement for the procurement of goods or services, the contract or agreement should be first reviewed by the Director and then reviewed and approved by the Director of Finance and/or the Chief Executive Officer. Consultation with legal counsel may be sought for review of contracts or agreements at the discretion of the Director of Finance or the Chief Executive Officer.

When procuring goods, services, and facilities, BCHU incorporates accessibility design criteria and features. Where applicable, procurement documents specify the required accessibility criteria to be met and provide guidelines for the evaluation of proposals in respect of those criteria.

Supply Chain Code of Ethics

Employees must not have any financial or personal interest, direct or indirect, in any transaction made with any authorized vendor. All employees who have decision-making authority or who are in a position to influence a decision about a purchase or contract must disclose in writing any personal conflict of interest in a prospective vendor to the Chief Executive Officer, or designate, and withdraw from the decision-making process as deemed appropriate by the Chief Executive Officer or designate. Employees involved in the evaluation of a request for proposal must complete a conflict-of-interest declaration.

The Brant County Health Unit purchasing system cannot be used for personal purchases.

Definitions:

Purchase Requisition (PR): Document generated by program staff to notify Finance Corporate Services of items to be ordered. The PR must contain the appropriate level of manager's authorization to proceed.

Purchase Order (PO): Based on the approved PR, the purchase order is a document generated by Finance Corporate Services that authorizes a purchase transaction and binds BCHU to a

contract with the supplier. The PO sets forth the descriptions, quantities, prices, upper limit, discounts, payment terms, date of performance or shipment and other terms and conditions.

Payment Requisition: A form authorized by the **at the appropriate level manager that approves** the reimbursement of funds to an employee who has used their personal funds for a purchase, or the payment to a vendor for a purchase or service that occurred where a PO was not issued.

Request for Proposal/Quotation: A formal document for the procurement of goods and services which outlines the background, requirements, scope of work, timelines and terms and conditions required for vendors to bid on the proposal.

Blanket Purchase Order (PO): A purchase order issued to a vendor or supplier to provide goods or services on a repeated basis (e.g. office or medical supplies, advertising or media buys).

General Conditions:

1. Exemptions to the Procurement policy are outlined in the Procurement procedure.
2. Price quotes must be obtained periodically (at least every three years) for purchases of recurring items or services (e.g. printing, office and program supplies and graphic design).
3. Contracts would normally have a three year duration with the ability to extend a contract up to two additional years (five years in total) at which point the appropriate procurement procedure (quotation, request for proposal (RFP), request for quotation (RFQ), etc.) must be followed for the goods or services.
4. All office related technology and equipment purchases (e.g. computers, laptops, telephones, mobile phones, printers and all other electronic devices, etc.) must be approved by the ~~Manager of Information Technology and Director of Finance~~ **Human Resources in consultation with the Manager, Information Technology** in addition to whatever dollar threshold approvals are required in this policy.
5. The date that goods or services were **received** ~~invoiced~~ determines the fiscal year in which the purchase ~~was~~ **is** recorded.
6. Prepayment for goods and services is discouraged but may be approved in exceptional circumstances where the monetary value is less than \$5,000 (excluding taxes), or as otherwise agreed to by the Director of Finance or designate. Prepayment may be appropriate for staff education, registration expenses and memberships **or deposits on major equipment or construction projects.**
7. Workplace Safety and Insurance Board (WSIB) or equivalent insurance coverage must be confirmed (by obtaining a copy of the WSIB certificate) before outside contractors are permitted to do work that involves altering, repairing, or maintaining premises and equipment.

8. The Director of Finance is responsible for ensuring that the provisions of this policy are followed.
9. BCHU accepts the lowest bid meeting the requirements specified for the procurement or document the rationale for not choosing the lowest bid. Documentation should be noted by the approving director and attached to the quotes or RFP/RFQs which are maintained in the purchasing file.

Purchasing Methods and Limits

Purchasing Method	Procurement Value (excluding taxes)	Purchasing Process
Petty Cash	Up to and including \$100	Petty cash reimbursement/ payment requisition
Corporate Credit Card	Up to and including the card holder's authorization limit	Credit card
Purchase Order	Up to \$19,999 \$29,999	Purchase Requisition Informal quotes
Purchase Order/Contract	\$20,000 \$30,000 and up to \$49,999 \$99,999	2 written quotes required. If single source is used the rationale should be in writing and signed by Director of Finance and Chief Executive Officer
Purchase Order/Contract	\$50,000 \$100,000 and up to \$99,999 \$149,999	3 written quotes required. If single source is used the rationale should be in writing and signed by Director of Finance and Chief Executive Officer
Purchase Order/Contract	\$150,000 \$100,000 and over	Request for Proposal or Request for Quotation

**BRANT COUNTY HEALTH UNIT
ADMINISTRATION MANUAL
PROCEDURE**

Category: Financial Management	Number: IV-080 (a)
	Ref. Policy No.: IV-080
Approved/Issued by: _____	Page: 1 of 10
Board of Health	Date: May 1997
Distribution: Administration Manual	Revision Date: October 2020 October 2022

PROCUREMENT

This Brant County Health Unit (BCHU) procedure covers the following:

1. **Responsibilities**
2. **Board Reporting Requirements**
3. **Signing Authorities**
4. **Instruction on how to place an order, other than a formal bidding process**
5. **Corporate credit cards**
6. **Exemptions to the Procurement policy**
7. **Emergency exemptions**
8. **Vendor of record**
9. **Formal Bidding Process**

1. Responsibilities

- a) The Director, Finance or designate, under the direction of the Chief Executive Officer, has the authority to:
 - Enter into an agreement for goods and services by way of Purchase Order (PO); and
 - Develop and authorize vendor contracts and rental contracts; and
 - Prepare and distribute competitive bidding documents and other purchasing documents for BCHU.
- b) Staff initiate a purchase by preparing a Purchase Requisition (PR) itemizing the specific requirements of the goods or services required. The PR is authorized by **at** the appropriate **level** ~~manager or director~~.
- c) The requisitioning manager provides the functional and technical specifications for the goods and services to be acquired.
- d) The requisitioning manager is responsible for monitoring vendor performance to ensure that the goods and services acquired through this policy meet the specifications set out in the purchase order, Request for Proposal (RFP) or contract, and that service providers are

delivering the quality and quantity of services before the manager signs off on invoices for payment.

2. Board Reporting Requirements

Exceptions to the Procurement policy are required to be reported to the Board of Health Finance and Audit Committee on a quarterly basis.

3. Signing Authorities

The following signing authorization levels are required for all purchases and financial commitments entered into for the BCHU.

Purchases and financial commitments must be within budget and must adhere to the Procurement policy.

Exceptions require documented rationale to accompany the purchase requisition, purchase order or contract and must be maintained with the purchase order or in the RFP/RFQ/contract file.

Authority Level (excluding taxes)	Purchasing Methods	Authorized Positions
Up to \$5,000 \$10,000	BCHU credit card Informal quotes Purchase Order Payment Requisition	Managers
\$5,001 to \$19,999 \$10,001 to \$49,999	BCHU credit card Informal quotes Purchase Order Payment Requisition Competitive process requiring two written quotes. Contracts and agreements (Ministry agreements, service agreements, labour relations settlements and agreements, rental agreements and equipment leases.)	Directors Medical Officer of Health Chief Executive Officer
\$20,000 and up to \$50,000 \$50,000 to \$99,999	Competitive process requiring two written quotes. Competitive process requiring three two written quotes.	Medical Officer of Health Chief Executive Officer

Authority Level (excluding taxes)	Purchasing Methods	Authorized Positions
	Contracts and agreements (Ministry agreements, service agreements, labour relations settlements and agreements, rental agreements and equipment leases.)	
\$50,000 and up to \$99,999	Competitive process requiring three written quotes.	Board of Directors approval Signing authority: any 2 signing officers
\$100,000 and over	Competitive process requiring three written quotes. Formal bidding process utilizing a Request for Proposal or Request for Quotation. Contracts and agreements (Ministry agreements, service agreements and labour agreements, etc.)	Board of Directors approval Signing authority: any 2 signing officers
\$50,000 and over	Contracts and agreements (Ministry agreements, service agreements and labour agreements, etc.)	Board of Directors approval Signing authority: any 2 signing officers
Professional Services Up to \$5,000 \$10,000	Request for Quotation Informal rate quotes Minimum 2 written quotes	Managers
Professional Services From \$5001 to \$19,999 \$10,001 to \$49,999	Request for Quotation Informal rate quotes Minimum 2 written quotes	Directors
Professional Services From \$50,000 to \$99,999	Request for Quotation Minimum two 2 written rate quotes	Chief Executive Officer Medical Officer of Health
Professional services \$50,000 or more \$100,000 and more	Competitive process requiring three two written rate quotes.	Board of Directors approval Signing authority: any 2 signing officers

4. Instruction on how to place an order, other than a formal bidding process

a) Petty Cash – purchases up to and including \$100 (excluding taxes)

- The original purchase receipt, authorized by the manager of the program is

- reimbursed by **Finance** ~~Corporate Services~~. Cash advances are not provided to staff.
- Staff who have purchased items can also **complete an electronic expense report** ~~complete a payment requisition~~ for reimbursement via an Electronic Funds Transfer.
- b) **Purchases using a Corporate Credit Card**
- Corporate credit cards may be used for purchases up to the signing authority of the individual card holder or as authorized by their manager.
- c) **Purchases up to and including \$~~29,999~~**19,999** (excluding taxes)**
- Excluding petty cash and credit card purchases, purchases up to \$~~29,999~~**19,999** require a purchase order to be completed and approved prior to the purchase.
- d) **Purchases involving values of \$~~30,000~~**20,000** and up to and including \$~~99,999~~**49,999** (excluding taxes)**
- Two (2) written quotes are needed. Where it is not possible to obtain the required number of quotes, the purchaser documents the reason and consults with the Director of Finance.
- e) **Purchases involving values of \$~~100,000~~**50,000** and up to and including \$~~149,999~~**99,999** (excluding taxes)**
- Three (3) written quotes are needed. Where it is not possible to obtain the required number of quotes, the purchaser documents the reason and consults with the Director of Finance
 - ~~Requires Board of Directors' approval.~~
- f) **Purchases involving values of \$~~150,000~~**100,000** (excluding taxes) and up**
- Request for Proposal or Request for Quotation
 - ~~This means any form of requesting a minimum of three (3) suppliers/vendors to submit a written proposal in response to defined requirements.~~
 - ~~Requires Board of Directors' approval.~~

5. Corporate Credit Cards

- a) The Director of Finance or delegate is responsible for issuing corporate credit cards, upon the request of the program director, and approval by the Chief Executive Officer.
- b) All employees who are in possession of a BCHU credit card must sign the "Statement of Responsibility Form for Credit Cards".
- c) Credit cards are used for BCHU business purposes only.
- d) Cardholders may not use their credit card to:
- a) Bypass an existing contract or existing Procurement procedure
 - b) ~~Make personal purchases~~ Personal use purchases
 - c) Permit another staff person to use their card

- d) Purchase gift certificates (with the exception of **Finance** and **Human Resources Corporate Services**)
 - e) ~~Pay recurring expenditures such as internet charges or magazine subscriptions (with the exception of Corporate Services)~~
 - f) Purchase software or technical equipment without prior approval from the Manager, Information Technology, **and Director of Human Resources.**
 - g) Purchase alcoholic beverages (BCHU policy prohibits reimbursement for alcoholic purchases).
- e) ~~The purpose of corporate credit cards is to assist with registrations to conferences, hotel accommodations, purchases of equipment from businesses that do not accept purchase orders, businesses requiring payment in a foreign currency and to provide an efficient procurement method. It is not intended to circumvent the Procurement policy or this procedure.~~
- f) It is the responsibility of the individual credit card holder to ensure that:
 - i. Only the authorized cardholder named utilizes and signs for the goods and services purchased with the corporate credit card.
 - ii. Transactions using the corporate credit card are within the authorized signing authority of the individual card holder or as authorized by their manager.
 - iii. A list of purchases with all receipts attached is submitted by the card holder to their manager for authorization. The report is sent to **Finance Corporate Services** for expense allocation and review, no later than 5 days after the statement date.
 - g) ~~Corporate Services~~ **Finance** ensures payment of statements in a timely fashion to avoid any interest or service charges.

6. Exemptions to the Procurement Policy

Exemption	Description	Procedure
1. Purchases reimbursed through petty cash.	Employee acquires goods.	Provide sales receipt signed by a manager to Finance Corporate Services .
2. Refundable employee expenses	<ul style="list-style-type: none"> a) Travel expenses including meal allowances b) Accommodation expenses c) Training expenses d) Miscellaneous program supplies and materials e) Reimbursement of fees for medical reports 	Complete employee electronic Expense Statement Report for reimbursement.

Exemption	Description	Procedure
3. Employer's General Expenses	a) Payroll deduction remittances b) Tax remittances c) Employee benefit payments	Payment Requisition
4. Training & Development	a) Registration and tuition fees for conferences, conventions, workshops, courses, and seminars (see Administration P&P Training & Development VI-303).	Complete a Staff Development Request form. Complete employee electronic Expense Report for reimbursement or request payment by Corporate Credit Card. Payment Requisition or employee Expense Statement for reimbursement
	b) Magazines, subscriptions, books, and periodicals	Payment Requisition or employee Expense Statement Complete employee electronic Expense Report for reimbursement or request for payment by Corporate Credit Card.
	c) Memberships and association fees	Payment Requisition or employee Expense Statement Complete employee electronic Expense Report for reimbursement.
	d) Food purchases for meetings/in-service/hosted workshops from the list of approved vendors/caterers.	Order placed by Program Assistant (PA) and invoice attached to Payment Requisition and approved by manager
5. Professional Services, Consulting Services & Advisors	<ul style="list-style-type: none"> • Legal services • Consulting services • Advisors to the Board • Accounting and auditing services 	Payment Requisition

Exemption	Description	Procedure
	<ul style="list-style-type: none"> • Group benefits • General liability insurance • Human Resources & labour relations consulting • Realty services 	
6. Utilities, licenses and certificates	Utility expenses, licenses, certificates and other approvals.	Pre-approved payments or Payment Requisition
7. Advertising services	Includes but is not limited to radio, television, newspaper and magazines	Issuance of a blanket PO. Orders placed by Communications staff, after receiving confirmation and approval from manager of the program purchasing the ad. Invoice approved by manager.
8. Professional and skilled services to clients	BCHU program expenses including but not limited to medical services for clinics.	Payment Requisition or as per contract.
a) Non-competitive (sole source) purchase provided that any of the following conditions apply:	<ol style="list-style-type: none"> a. Where there is only one known source or no other qualified vendors were found; b. Where the compatibility of a purchase with existing equipment, facilities or service is deemed to be the most efficient and effective; c. Where the vendor has expertise that cannot be reasonably provided by another vendor; d. An emergency as defined in section 7 of this procedure. 	Purchase Requisition
9. Ministry special funding with timelines.	When funds are received from the Ministry or other funding source with deadlines that do not allow for a competitive bidding process and the funds cannot be carried over to another fiscal year.	Purchase Requisition

7. Emergency Exemptions

Adherence to the Procurement policy and procedure are not required for emergency goods and services where an unforeseen situation of urgency exists, and the goods or services cannot be obtained in time through a competitive process. Purchase of emergency items

must be authorized by the Chief Executive Officer or designate. An unforeseen situation or emergency does not include a situation where BCHU has failed to allow sufficient time to conduct a competitive process.

Approval levels do not apply in the event of an emergency which includes, but is not limited to:

- Situations where a risk exists to the health and/or safety of employees, clients or the community;
- Where the matter involved is confidential or privileged and the disclosure of those matters could reasonably be expected to compromise confidentiality;
- Where a competitive process could interfere with security;
- An imminent or actual danger of injury to or destruction of real, or personal property belonging to the Board of Health;
- An unexpected interruption of an essential public service;
- An emergency as defined by the Emergency Plans Act, R.S.O. 1990, Chapter E.9 and the emergency plan formulated thereunder by BCHU;
- A spill of a pollutant as contemplated by Part X of the Environmental Protection Act, R.S.O. 1990, Chapter E.19;
- Mandate of a non-compliance order (i.e. Ministry of Labour order).

Note: As a Board of Health, the Broader Public Sector Expenses, Perquisites and Procurement Directives do not apply. Boards of Health are exempt for the following reasons:

1. **As defined in the Act;**
2. **As defined under the “publicly funded organization” definition in the Act;**
3. **Refer to the definitions of “public funds”, “publicly funded organizations” and “agency of the Government of Ontario” under the Act and to Regulation 146/10 under the Public Service of Ontario Act, 2006 for a list of public bodies.**

8. Vendor of Record

Use of a Vendor of Record (VOR) from the Ministry of Government Services website precludes the need to go to a public bid solicitation process since this process was already done by that Ministry. Examination of the pricing should be compared against local/current suppliers of the same product or service to ensure that BCHU is getting the best quality, price, and availability before engaging a VOR.

VORs can be found on the following website. Note that those that indicate a Provincially Funded Organizations (PFO) beside them can be used by BCHU.

- <https://www.doingbusiness.mgs.gov.on.ca/>

9. Formal Bidding Process

- 9.1 When completing an RFP or an RFQ, the BCHU template must be used. The “standard” template is used in most cases; however, in the event that the “simple”

template version is required, consultation with the Director of Finance is required in advance. It is the responsibility of the requisitioning Director to prepare the functional and technical specifications for the goods and services to be acquired.

9.2 When an RFP/RFQ has been completed, a Selection Committee is formed to review the received RFPs/RFQs. The team consists of at least two (2) individuals, including the one who prepared requested the RFP/RFQ and the Director of Finance. The RFP/RFQ documents are stored together along with the final contract in the purchasing files. The following should be included in the supporting documents:

- Original RFP/RFQ
- Any Addendums issued
- All submitted RFP/RFQs
- Selection Committee members and notes from review
- Evaluator conflict of interest declarations
- Selection Committee recommendation for award
- RFP rating overview
- Letter/PO/contract issued to the vendor selected
- Vendor performance documentation.

9.3 BCHU has consulted the Guidelines in the Broader Public Sector Procurement Directive to develop bid documents and ensure an open and transparent competitive process. The Director of Finance Corporate Services is responsible for ensuring the bid documents include:

- a) Name, telephone number and location of the person to contact for information about the procurement document. Suppliers should be cautioned that contacting any other person at BCHU regarding the competition may lead to their disqualification.
- b) Description of the needed goods, services, or construction in generic and/or functional terms specific to the business needs.
- c) Disclosure of the evaluation criteria, process, and methodology to be used in assessing submissions, including identification of criteria considered mandatory, any technical standards that need to be met, and the methodology of weighting and evaluating the criteria.
- d) Conditions that suppliers must meet before obtaining procurement documents, such as conflict of interest declarations, confidentiality, and non-disclosure agreements.
- e) Period of irrevocability where bids cannot be withdrawn.
- f) Statement that procurement is subject to Ontario's trade agreements.
- g) Notice that any confidential information supplied may be disclosed by the Board of Health where it is obliged to do so under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or otherwise required by a court of law.
- h) A minimum response time specified in calendar days and a closing date set on a normal working day.
- i) Statement indicating vendor submission must be received prior to the deadline to be considered.
- j) Notice of bidder or proponent entitlement to a post-award debriefing.
- k) Request for a list of subcontractors to be used to complete the procurement, where applicable.

- l) Procedures for a supplier to follow in the event that it wants to submit a protest.
- m) **Where applicable**, a draft form of the agreement is to be attached in the event of procurement award.