	POLICY NUMBER:	G85
	APPROVED BY:	Board of Directors
	LAST REVIEWED:	2026-01-22
	NEXT REVIEW:	2028-01-01
MANUAL	CH Governance Manual	
CATEGORY	01 Governance	
TITLE	Competative Procurement Thresholds	

See Broader Public Sector Procurement Directive April 1 2024

Context

In 2014-2015 Fiscal Year, Contact Hamilton became a Broader Public Service organization given its annual government funding and as such must comply with the Broader Public Sector Accountability Act, 2010.

Policy

Contact Hamilton will ensure that all contracts entered by Contact Hamilton will comply with the mandatory requirements set forth in the Broader Public Sector Procurement Directive.

Contact Hamilton will conduct an open competitive procurement process where the estimated value of procurement of goods or services is $100,000 or more. The exemptions must be in accordance with the applicable trade agreements.

Contact Hamilton will competitively procure consulting services irrespective of value. The exemptions must be in accordance with the applicable trade agreements.

Contact Hamilton will not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent competitive procurement thresholds.

For expenses less than $100,000, Contact Hamilton will follow its Means of Procurement rules below.

Approval Authority/Means of Procurement

Goods, Non Consulting Services and Construction		
Total Procurement Value	**Means of Procurement**	**Approval Authority**
$0 up to $9999	One quote	Executive Director
$10000 up to $24,999	3 written quotes	Executive Director
$25,000 to $99,999	Informal or Invitational – 3 written quotes	Board of Directors
$100,000 or more	Open Competitive Process	Board of Directors
Consulting Services		
$0 up to $99,999	Invitational or Open Competitive Process (BPS)	Board of Directors
$100,000 or more	Open Competitive Process (BPS)	Board of Directors

For complete details of the 25 mandatory requirements, please see: Broader Public Sector Procurement Directive.

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