

BY-LAW 30-2018 – SCHEDULE "B"
PROCUREMENT APPROVAL AUTHORITIES UNDER PART V

Method of Procurement	Dollar Range	Procurement Authority
Direct Purchase	Up to \$10,000	Any employee authorized by the Director of Procurement
Informal Request For Quotation	Greater than \$10,000 to \$25,000	Any employee authorized by the Director of Procurement including employees under Clause 4.2
Request for Quotation	Greater than \$25,000 to \$100,000	Manager of Procurement
Request for Tender	Greater than \$100,000 up to \$500,000	Director of Procurement
	Greater than \$500,000	Chief Financial Officer/ Deputy Chief of Police
Request for Proposal	Greater than \$10,000 to \$500,000	Director of Procurement
	Greater than \$500,000	Chief Financial Officer/ Deputy Chief of Police
Direct Negotiation	Greater than \$10,000 to \$100,000	Director of Procurement
	Greater than \$100,000 to \$250,000	Chief Financial Officer/ Deputy Chief of Police
	Greater than \$250,000	Regional Council/ Police Services Board
Emergency Procurements	Greater than \$10,000 to \$100,000	Director of Procurement and Director of Program
	Greater than \$100,000	Chief Financial Officer and Department Head

OTHER AWARDS REQUIRING COUNCIL OR BOARD APPROVAL
PROCUREMENT APPROVAL AUTHORITIES UNDER PART XVI

Method of Procurement	Dollar Range	Procurement Authority
All procurement methods resulting in an Irregular Result (in accordance with s. 16.1.2)	All Dollar Values	Regional Council/Police Services Board
All procurement methods when directed by the Director of Procurement or the Chief Financial Officer/Deputy Chief of	All Dollar Values	Regional Council/Police Services Board

Police (in accordance with s. 16.1.3)		
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