

APPENDIX A

OCAD University Procurement Method & Approval Authority Schedule (AAS)

Ontario Broader Public Service Directives (BPS)

(Dollar values are exclusive of taxes, freight, and delivery costs)

PROCUREMENT METHOD	GOODS	SERVICES	CONSTRUCTION	PROCUREMENT AUTHORITY	PURCHASE APPROVAL REQUIRED	TENDER POSTING PERIOD
Purchasing Card (Pcard)	\$0 - \$5000	\$0 - \$5000	\$0 - \$5000	Local unit / Department	Procurement, Unit Head / Designate	Not applicable
Purchasing Card (Pcard)	\$0 - \$9,999 (Equipment repairs / refurbishment)			Local unit / Department	Procurement, Unit Head / Designate	Not applicable
1 quote	\$5,000 - \$24,999	\$5,000 - \$24,999	\$5,000 - \$24,999	Local unit / Department	Procurement, Unit Head / Designate, Finance	Minimum of 15 calendar days
2 written competitive quotes or RFQ	\$25,000 - \$75,000	\$25,000 - \$75,000	\$25,000 - \$75,000	Local unit / Department	Procurement, Director Finance or VP Finance & Administration	Minimum of 15 calendar days
3 written competitive quotes or RFQ	\$75,000 - \$121,199	\$75,000 - \$121,199	\$75,000 - \$121,199	Local unit / Department	Procurement, Director Finance or VP Finance & Administration	Minimum of 15 calendar days
Open Tender call / RFX	\$121,200	\$121,200	\$121,200	Procurement Services	President and VP, Finance & Administration or Director of Finance \$121,200 - \$299,999	Minimum of 15 calendar days
Open Tender call / RFX	\$121,200	\$121,200	\$121,200	Procurement Services	Board of Governors \$300,000 or more (\$121,200 if not part of pre-approved Budget)	Minimum of 15 calendar days

Canadian Free Trade Agreement (CFTA) and Trade and Cooperation Agreement between Ontario and Quebec (OQTC)

PROCUREMENT METHOD	GOODS	SERVICES	CONSTRUCTION	PROCUREMENT AUTHORITY	PURCHASE APPROVAL REQUIRED	TENDER POSTING PERIOD
Open Tender call / RFX	\$133,800	\$133,800	\$334,400	Procurement Services	President and VP, Finance & Administration or Director of Finance \$121,200 - \$299,999	Minimum of 15 calendar days
Open Tender call / RFX	\$133,800	\$133,800	\$334,400	Procurement Services	Board of Governors \$300,000 or more (\$121,200 if not part of pre-approved Budget)	Minimum of 15 calendar days

Canada-European Union Comprehensive Economic and Trade Agreement (CETA)

PROCUREMENT METHOD	GOODS	SERVICES	CONSTRUCTION	PROCUREMENT AUTHORITY	PURCHASE APPROVAL REQUIRED	TENDER POSTING PERIOD
Open Tender call / RFX	\$353,300	\$365,700	\$8,800,000	Procurement Services	President and VP, Finance & Administration or Director of Finance \$100,000 - \$249,999	40 calendar days or reduced to 25 days according to prescribed conditions
Open Tender call / RFX	\$353,300	\$365,700	\$8,800,000	Procurement Services	Board of Governors \$250,000 or more (\$100,000 if not part of pre-approved Budget)	40 calendar days or reduced to 25 days according to prescribed conditions