

APPENDIX A Policy GOV-19
 Gravenhurst Public Library
 Procurement Policy: Spending Authority



Type of procurement	Authority
Credit card purchases	The CEO/Chief Librarian or designate can purchase items up to a value of \$5,000 on the corporate credit cards. Purchases made by other staff must be pre-approved by the CEO/Chief Librarian or designate.
Single source	The CEO/Chief Librarian approves purchase of everyday items up to a value of \$5,000.
Request for quotation	<p>Goods and services between \$5,000 and \$20,000 require two (2) written quotes, and between \$20,000 and \$50,000 require three (3) written quotes.</p> <p>The CEO/Chief Librarian or designate approves contracts up to \$20,000. Contracts over \$20,000 are awarded based on recommendation to the GPL Board.</p>
Request for proposal	<p>RFPs are formal invitations to suppliers to identify specific services, equipment or products, which would meet the requirements of the Library.</p> <p>The Library requirements will be outlined in a general performance specification document.</p> <p>All proposals will be evaluated against clearly stated criteria and specifications.</p> <p>The selection will not be made solely based on the lowest dollar value that meets the requirement of the proposal.</p> <p>The CEO/Chief Librarian or designate approves contracts up to \$20,000. Contracts over \$20,000 are awarded based on recommendation to the GPL Board.</p>