

THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD



BY-LAW NO. 2017-002

A By-law to amend By-law No. 2016-001 being a by-law to regulate procurement of goods and services by the Halton Regional Police Service.

WHEREAS a Police Services Board may, by law, make rules for the effective management of the police service under the *Police Services Act, R.S.O. 1990, Chapter P.15*, (hereinafter referred to as "the Act"), Part III, Section 31 (6), as amended; and

WHEREAS the Halton Regional Police Service (hereinafter referred to as the "Police Service") shall be provided with the equipment and facilities that The Regional Municipality of Halton Police Services Board (hereinafter referred to as the "Board") considers adequate; and

WHEREAS the Police Service recognizes its responsibility for the effective utilization of all its resources and has the need to establish sound policies for the purpose of procuring Goods and Services and reporting thereon in a manner that is congruent with and fulfils its mandate pursuant to the Act; and

WHEREAS the Halton Regional Police Services Board enacted By-law No. 2016-001 to regulate the procurement of goods and services by the Halton Regional Police Service Services;

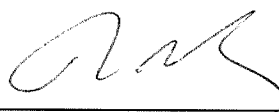
WHEREAS the Halton Regional Police Services Board hereby deems it expedient to amend By-law No. 2016-001;

NOW THEREFORE THE REGIONAL MUNICIPALITY OF HALTON POLICE SERVICES BOARD HEREBY ENACTS AS FOLLOWS:

1. That Section 2 – Definitions – Item 2.1 w) be deleted and replaced with the following:
 - w) "**Extraordinary Circumstance Purchase**" means the purchase of Goods or Services during an event which has been declared as an emergency, pursuant to in **Section 8.8**;
2. That Schedule "B" be deleted in its entirety and replaced with the attached Schedule "B"
3. In all other respects, By-law No. 2016-001 shall remain in full force and effect.

4. THAT this by-law shall come into force on the day it is passed.

This by-law is hereby enacted by The Regional Municipality of Halton Regional Police Services Board on the 26th day of January, 2017.



CHAIRMAN



EXECUTIVE DIRECTOR

Schedule "B"

THRESHOLDS		AUTHORIZATION
<i>(EXPENDITURE EXCLUDING TAXES, INCLUDING SHIPPING, IMPORT COSTS, ETC.)</i>		
<i>METHODS OF PROCUREMENT</i> <i>Goods and Services (excluding Consulting Services)</i>		
Up to \$5,000 Low Value Purchase – <i>Section 8.3</i>		Manager/Designated Service Representative
\$5,000 - \$35,000 – INFORMAL Request for Quotations (RFQ) – <i>Section 8.4</i>		Manager/Designated Service Representative <i>In consultation with Purchasing Coordinator</i>
\$35,000 - \$100,000 – FORMAL Request for Quotations (RFQ) – <i>Section 8.5</i> Request for Proposals (RFP) – <i>Section 8.7</i>		Purchasing Coordinator
Over \$100,000 – FORMAL Request for Tender (RFT) – <i>Section 8.6</i> Request for Proposal (RFP) – <i>Section 8.7</i>		Chief
Other than: • Lowest Compliant Bid recommended or • Highest Ranking Proposal recommended when Total Cost does not exceed \$35,000		Chief
Other than: • Lowest Compliant Bid recommended or • Highest Ranking Proposal recommended when Total Cost exceeds \$35,000		Board
SINGLE/SOLE SOURCE – ACQUISITION BY NEGOTIATION		
Greater than \$500 not exceed \$35,000		Purchasing Coordinator
Greater than \$35,000 not exceed \$100,000		Chief
Greater than \$100,000		Board

SINGLE SOURCE CONSULTING SERVICES	
Up to \$100,000	Director
Greater than \$100,000 not exceed \$300,000	Chief
Greater than \$300,000	Board
CONTRACT EXTENSIONS (Section 10.1)	
Where the existing contract allows for term extensions to be negotiated, the original signing authority may approve the term extension and additional funding.	
CONTRACT EXPANSIONS (Section 10.2)	
When an existing Contract requires an increase in the value of the Contract due to a required change in the scope of work and the increase does not exceed \$35,000	Director or Deputy Chief
When an existing Contract requires an increase in the value of the Contract due to a required change in the scope of work and the increase is greater than \$35,000 but does not exceed \$100,000	Chief
When an existing Contract requires an increase in the value of the Contract due to a required change in the scope of work and the increase exceeds \$100,000	Board
EXTRAORDINARY CIRCUMSTANCE PURCHASES Section 8.8	
Up to \$35,000	Manager, Director or Duty Inspector
Greater than \$35,000 not exceed \$100,000	Chief, Deputy Chief or Director
Greater than \$100,000	Chief (Information Report to Board)