

Housing Services Corporation Procurement Policy

Summary Document

Last Updated: April 7, 2021

Housing Services Corporation (HSC) is committed to open, fair and transparent procurement processes. In keeping with provincial and municipal best practices, HSC's procurement policies require that:

- Contracts valued between \$25,000 and \$99,999 utilize an invitational competitive process that requires a minimum of three quotes.
- Contracts valued at \$100,000 or more must use an open competitive process.
- Open competitive procurements of \$100,000 or more are advertised by HSC on its [website](#) and on electronic tendering systems, such as Bonfire.
- HSC employees managing procurements and contracts do not receive benefits of any kind, directly or indirectly, from any vendor.
- Vendors must not have any conflict of interest that may give them an unfair advantage in bidding on HSC contracts.