Housing Services Corporation

POLICY MANUAL

SUBJECT:
Procurement Policy

NUMBER:
010

DATE OF LAST ANNUAL REVIEW:
March 26, 2026

AUTHORITY:
Board of Directors

Big Picture

Every dollar we spend has to come from somewhere. In order to pay fair wages and stay competitive, we have to monitor our expenses carefully.

Our Practice

Purpose

- To specify principles that, when applied, will ensure the integrity and transparency of procurement activity.
- To specify mandatory requirements to ensure adherence to the principles.

Scope

This policy applies to all procurements by HSC relating to goods and services except for good and services purchased from governmental and non-profit organizations and utilities (e.g., hydro) and other similar goods and services.

Principles

Goods and services shall be acquired competitively, through open and transparent procurement procedures, to meet specific needs with the objective of obtaining the best value for the funds to be expended. HSC is committed to ensuring all transactions involving acquiring goods and services follow this procedure.

Procurement procedures will ensure the following principles are upheld:

- competition from suppliers is encouraged;

- the process of procurement is accountable; and
- the evaluation of the procurement is equitable and fair to all Proponents.

The outcome of all procurements will be to achieve and maximize the added value to HSC and its members. The following principles should form the basis for decisions made by HSC staff in the planning, acquisition and management of goods and services procurements.

Competition and Fair and Equal Treatment of Suppliers

Suppliers must be treated in a fair, equitable and responsible manner. Equal treatment is to be provided to all suppliers through comparable transparent procurement procedures.

Competitive Acquisition Procedures

The procedures to be followed for the acquisition and approval of goods and services shall be based on the “Approval Levels, Methods and Signing Authorities” table as determined by the estimated value of such goods and services.

Approval Levels, Methods and Signing Authorities Table

The following table shall be used for all contractually binding contracts.

Officers of the Corporation (Signing Officers)

- Chief Executive Officer (CEO)
- Chief Operating Officer
- Chief Business Development Officer / Managing Director, HSC Business Solutions
- Chief Administration Officer / Managing Director, Business Operations

Standard Procurement of Goods and Services			
Estimated Value (excluding HST/RST)	**Procurement Method**	**Binding/Contract Execution Authority**	**Payment Approval/ Signing Authority[1, 2, 3]**
Less than $60,000	Single Source	Any Signing Officer	Any Signing Officer
$60,000 to $119,999	Invitational Competitive Process (Minimum 3 Invitations)	Chief Executive Officer	One Signing Officer being the Chief Executive Officer OR any two Signing Officers
$120,000 to $249,999	Open Competitive Process	Chief Executive Officer	
$250,000 or more	Open Competitive Process	Board	Two Signing Officers, one of whom being the Chief Executive Officer and any other Signing Officer
Additional Authority			
Up to $50,000	Insurance Claims Payments	Director, Insurance & Risk	Director, Insurance & Risk
Any Value	Insurance and Natural Gas Program Specific Purchases and Transactions[4]	CEO	One Signing Officer being either the Chief Executive Officer OR any two Signing Officers
Any Value	Statutory and Payroll Related Remittances[5]	CEO	One Signing Officer
Revenue Generating Contracts			
Up to $50,000	Revenue Generating Contracts	Directors of Technical Services and Business Solutions for their respective departments	Directors of Technical Services and Business Solutions for their respective departments
Up to $100,000	Revenue Generating Contracts	Any Officer	One Signing Officer
$100,000 or more	Revenue Generating Contracts	CEO	One Signing Officer being either the Chief Executive Officer OR any two Signing Officers

Notes to Approval Levels, Methods and Signing Authorities Table1:

1. Includes: all contractually binding agreements for the purchase of goods or services by the Corporation from external supplier and vendors, all contracts, evidences of indebtedness or other instruments or documents of the Corporation, and all invoices, cheques, or other financial instruments. Payment Signing Authorities expressly include accounts payable, including those incurred though the Claims Trust Fund.

2. Payment Signing Authorities include all expenses, including travel expenses. Officers may not approve their own expenses - cheques, money orders or instruments of like kind in the name of the Chief Executive Officer, Chief Operating Officer, Chief Business Development Officer, or Chief Administration Officer must be signed by one signing officer other than the payee; the Board Chair must approve the expenses incurred by the Chief Executive Officer and the Board Treasurer must approve the expenses incurred by the Board Chair.

3. Any one of the named signing officers and the Director of Finance in conjunction with a delegated staff member may authorize payments on behalf of the Corporation through the electronic release of funds if the required approvals from the signing authorities for the payment have been obtained.

4. Insurance and Natural Gas Program Specific Procurements: HSC insurance and natural gas programs are subject to industry specific procurement processes and transaction requirements. The CEO is authorized to bind the Corporation and authorize such transactions as may be required to administer these programs in accordance with industry practices and HSC's business objectives and budget.

5. Statutory Remittances include payments due to the Ministry of Finance and the Receiver General. Payroll related remittances include OMERS, WSIB and employee benefits.

Notification of Procurement Opportunities (Open Competitive Process)

Notification of open competitive procurement opportunities shall be listed on Bonfire with links to Bonfire on HSC's website and appropriate electronic tendering websites.

Unsolicited Bids

HSC will not accept or consider unsolicited bids.

Expenses For Consultants and Other Contractors

Consultants and other contractors will not be reimbursed for any hospitality, incidentals or food expenses, including:

• Meals, snacks and beverages

• Laundry or dry cleaning

• Dependent care

• Personal communications.

Reimbursement for allowable expenses, i.e., travel expenses where preapproved by HSC can be claimed only when the contract specifically allows for it.

Conflicts of Interest

HSC must ensure it effectively manages internal and external conflicts of interest. The evaluation team for each procurement project must ensure there are no undeclared internal direct or indirect conflicts of interest. Proponents are also required to declare any conflicts in their proposal submission. All conflicts must be declared in writing to Procurement.

Procurement Record Keeping

Proper documentation must be maintained for all stages of the procurement project and be in accordance with the Records Retention Policy.

Confidentiality

HSC must ensure Proponent information submitted in confidence as part of a procurement project is adequately protected.

Application of Policy

This policy applies equally to HSC and to all of its wholly owned or controlled subsidiaries.