



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Purchasing
Policy Number:	AI-038
Effective Date:	January 13, 2025
Reviewed:	
Amended:	

Authority/Legislative Reference

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Policy Statement

The Woodstock Police Service Board (the "Board") is committed to ensuring that all purchasing activities are conducted in a transparent, fair, and accountable manner, in compliance with the *Community Safety and Policing Act*. This policy establishes the procedures and guidelines for the procurement of goods and services to support the operations of the Woodstock Police Service (the "Service").

Policy Application

1. All purchasing decisions must adhere to principles of fairness, transparency, and cost effectiveness. The procurement process must be designed to achieve best value while ensuring that expenditures are necessary, reasonable, and within budgetary constraints.
2. All purchases must follow a structured procurement process, which includes identifying the need for goods or services, obtaining quotes or proposals,

evaluating bids, and making a selection based on predetermined criteria. The process should ensure competition and impartiality, avoiding any conflicts of interest.

3. Different levels of approval are required based on the value of the purchase. Purchases below a specified threshold may require approval from designated staff, while higher-value purchases must be approved by senior management or the Board, as appropriate. Any purchase exceeding \$100,000 requires prior approval from the Board, unless explicitly authorized under an existing agreement.
4. For significant expenditures, a competitive bidding process must be conducted to ensure fairness and transparency. Requests for proposals (RFPs) or invitations to tender (ITTs) should be issued and bids must be evaluated based on criteria such as cost, quality, and vendor qualifications. The evaluation process must be documented to ensure accountability.
5. All individuals involved in the procurement process must disclose any potential conflicts of interest. Any actual or perceived conflicts must be managed in accordance with the Board's Conflict of Interest Policy to maintain the integrity of the procurement process.
6. Contracts must be formalized in writing and clearly outline the terms and conditions, including deliverables, timelines, and payment terms. Contract performance should be monitored to ensure compliance with agreed-upon terms and any issues must be addressed promptly.
7. Accurate records of all purchasing activities must be maintained, including documentation of procurement processes, approvals, contracts, and payments. Records must be retained for the period specified in the Board's Record Retention By-Law, and accessible for review as needed.
8. All purchasing activities must comply with ethical standards and regulations, including those related to anti-bribery, anti-corruption, and fair trade

practices. Board members and staff must conduct themselves with integrity and transparency throughout the procurement process.

9. This policy will be reviewed annually or as needed to reflect changes in legislation, regulations, or organizational needs. Revisions will be made to ensure the policy remains relevant and effective in guiding the Board's purchasing activities.