

Procurement Approval Limit

Presented to: Audit Committee

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IMPACT OF THE \$50,000 APPROVAL LIMIT

- Procurement approval is the awarding of a contract to a vendor following a BPS compliant process for an item that is already approved in the budget
- Institutional best practice includes the delegation to procure to the CEO/COO/CCO/CFO following approval of the global budget (operational)
- Significant staff time is involved in preparing reports
- Vendor participation, scheduling and pricing is affected
- Time between meetings can result in delays, withdrawals, cancellation

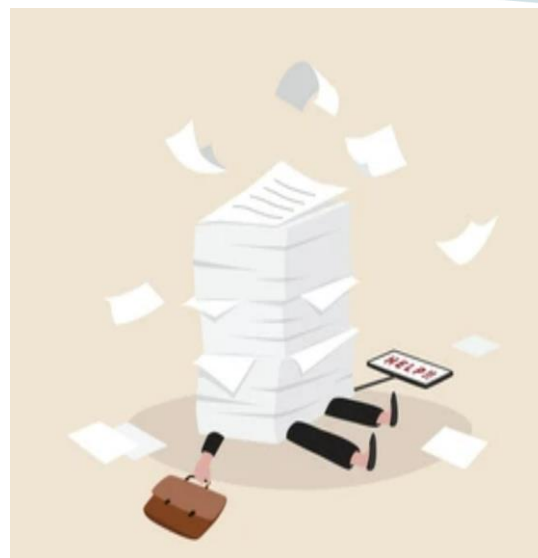
IMPACT OF THE \$50,000 APPROVAL LIMIT



Supplier reluctance to bid due to long approval process



Budget overruns or increased costs
Spent an additional \$286K in 2023



Significant hours spent in administrative tasks
Approximately 3,480 hours over 4.5 years (equivalent 0.5 FTE)

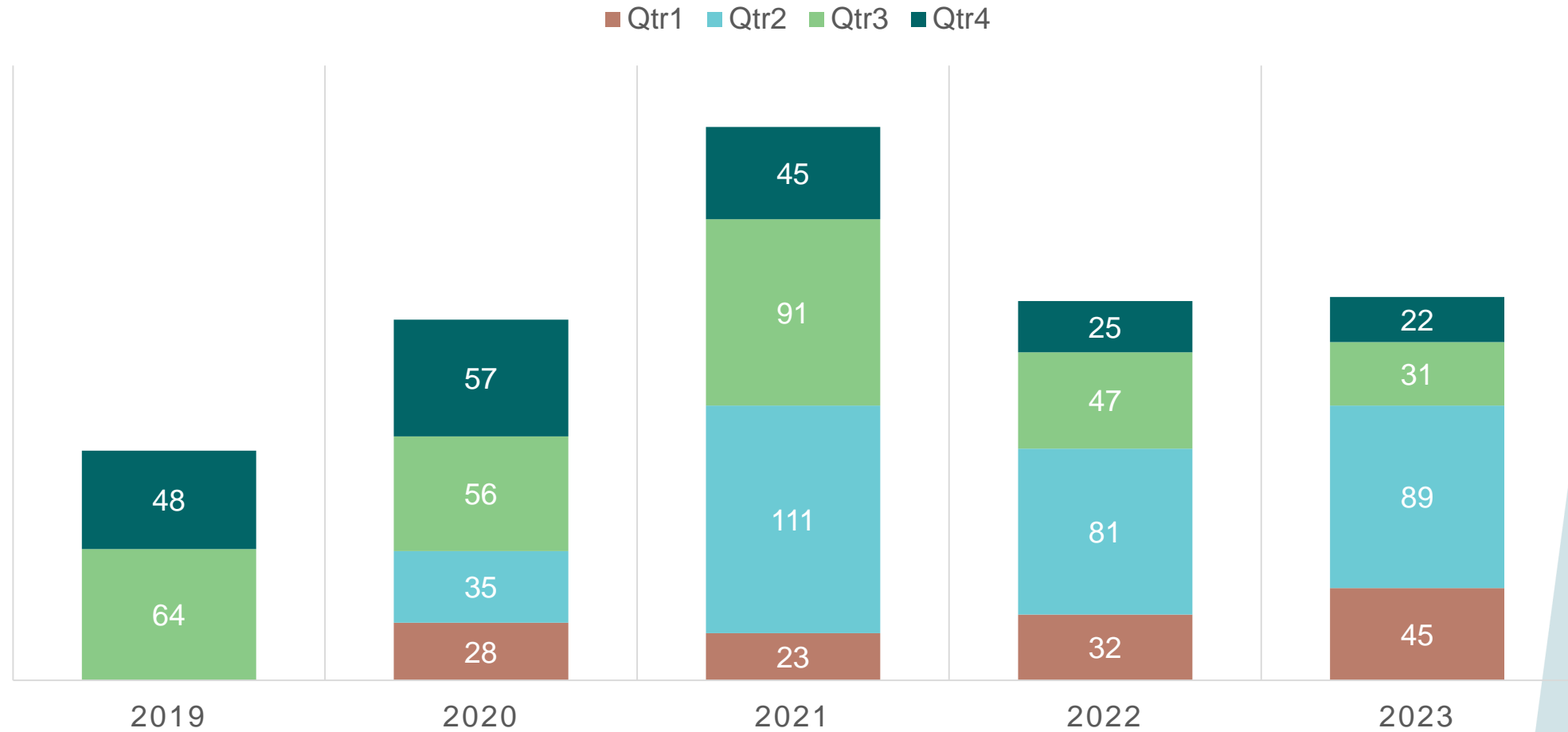


Delayed awards result in missed opportunities **(11 bids cancelled in 2023)**

BENCHMARK: TOP 10 SCHOOL BOARDS IN ONTARIO

Name of Board	Est. # of Students	Est. # of Schools	Limit Requiring Trustee Award/Approval		
			Goods/Services	Facilities	New Build
Toronto DSB (under review)	235K	583	\$250K	\$500K	\$0
Peel DSB	156K	257	N/A	N/A	N/A
York DSB	128K	208	N/A	N/A	N/A
Toronto Catholic DSB	84K	196	\$50K	\$50K	\$0
Thames Valley DSB	80K	163	N/A	N/A	N/A
Dufferin Peel CDSB	80K	151	N/A	N/A	N/A
Ottawa Carleton DSB	79K	146	N/A	N/A	N/A
Durham DSB	77K	135	N/A	N/A	N/A
Halton DSB	67K	102	N/A	N/A	N/A
York Catholic DSB	54K	101	N/A	N/A	\$0

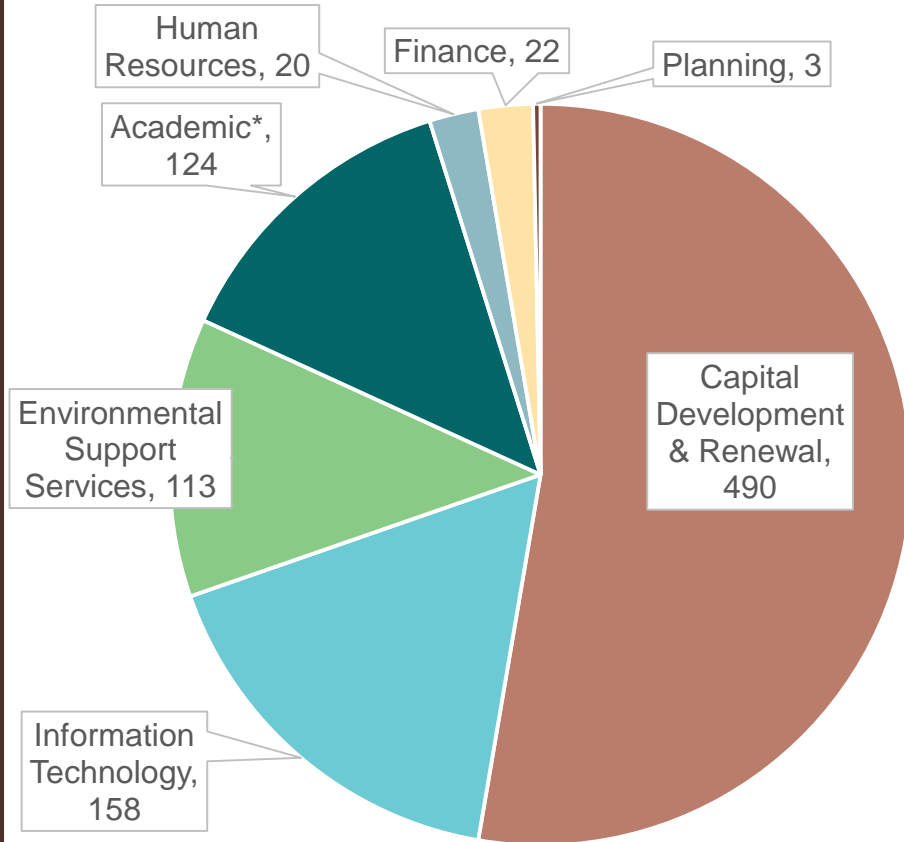
NO. OF APPROVALS BY YEAR & QUARTER (\$50K LIMIT)



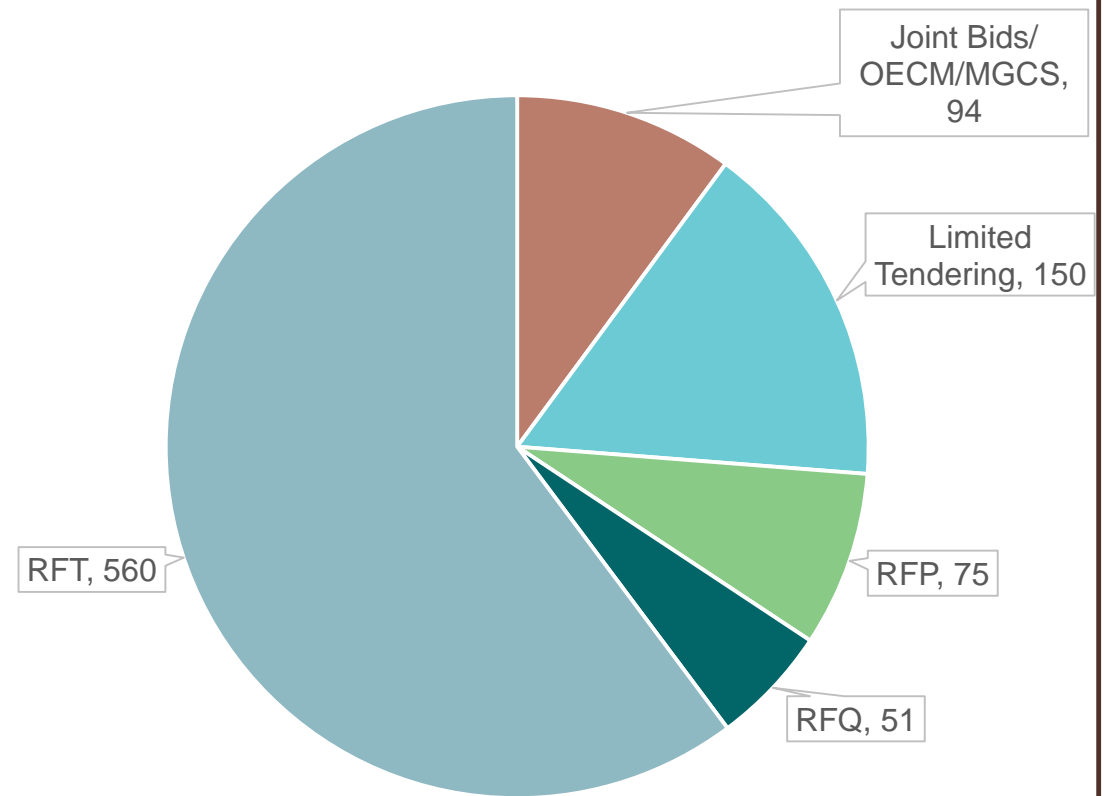
The highest number of approvals are in Qtr2 or Qtr3 each year.

REPORT APPROVALS BY DEPARTMENT & BID TYPE (2019-2023)

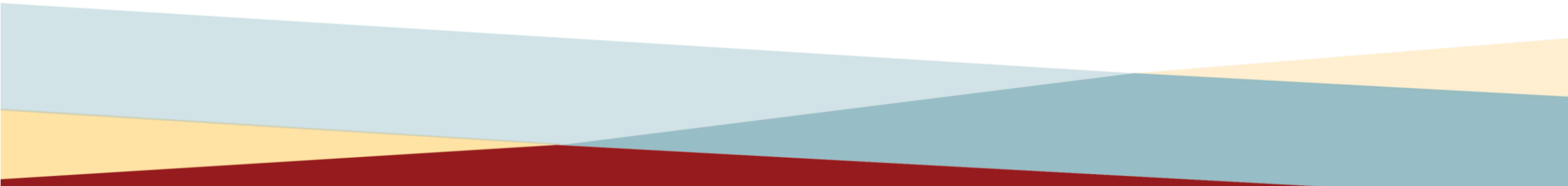
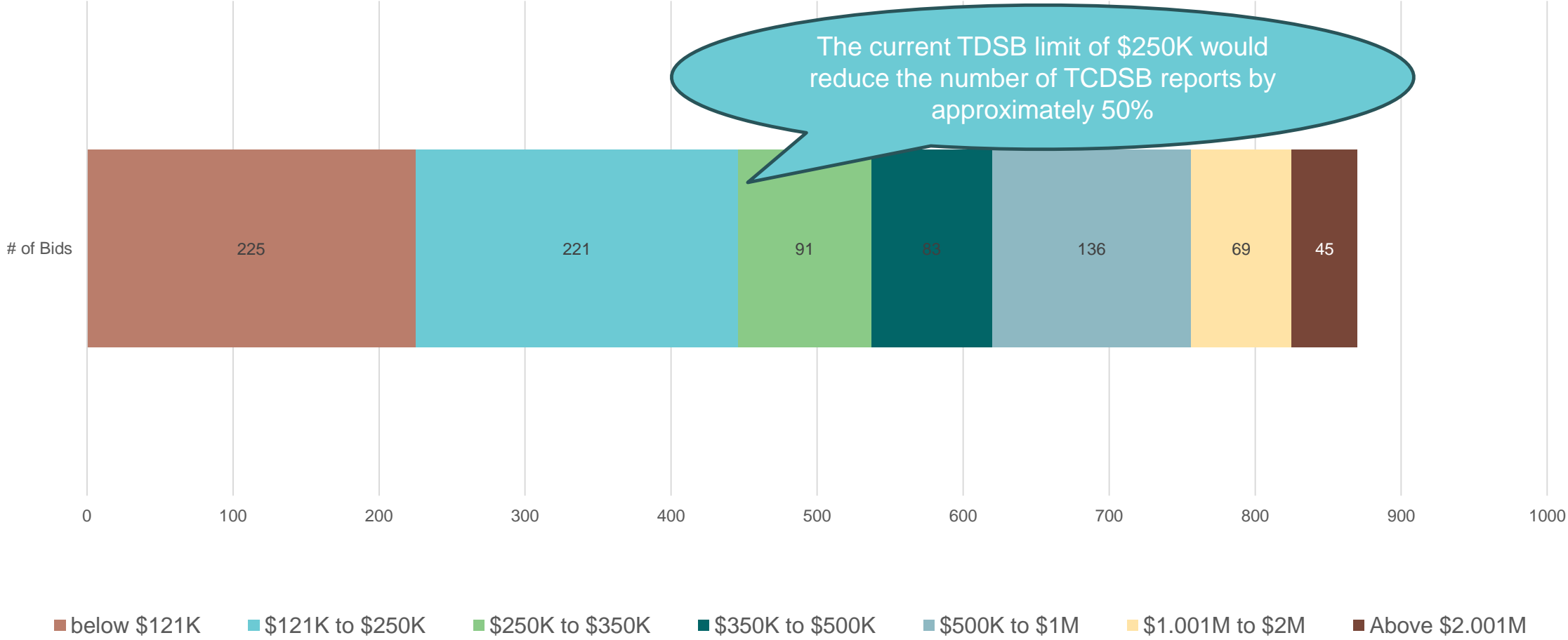
Reports by Department



Reports by Bid Type

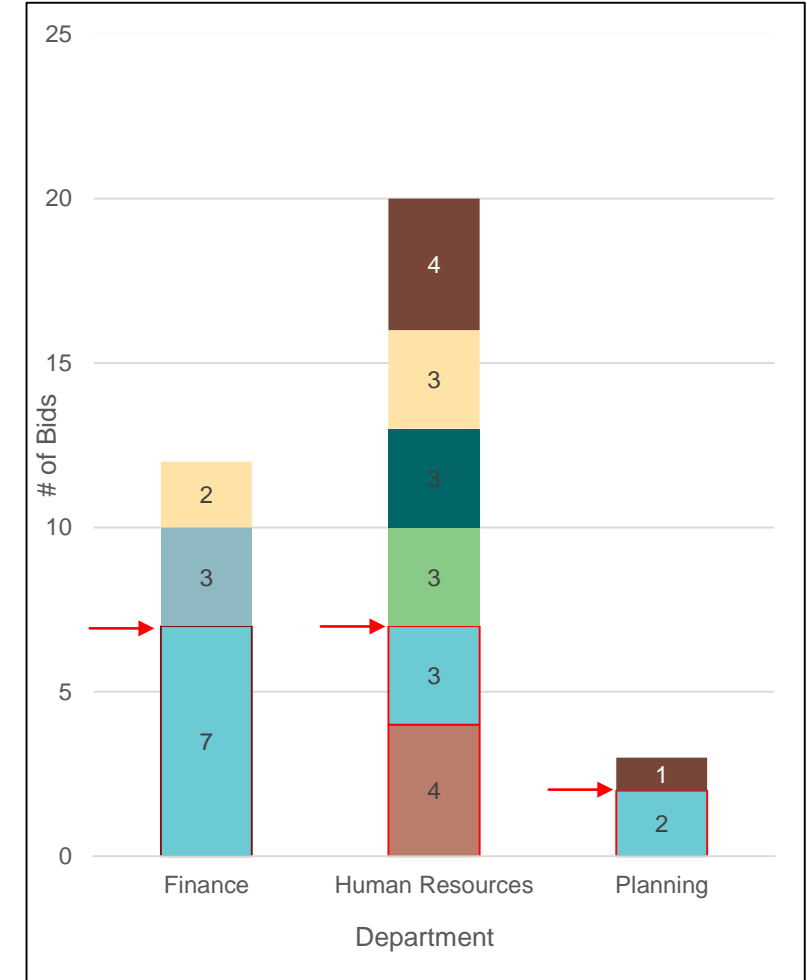
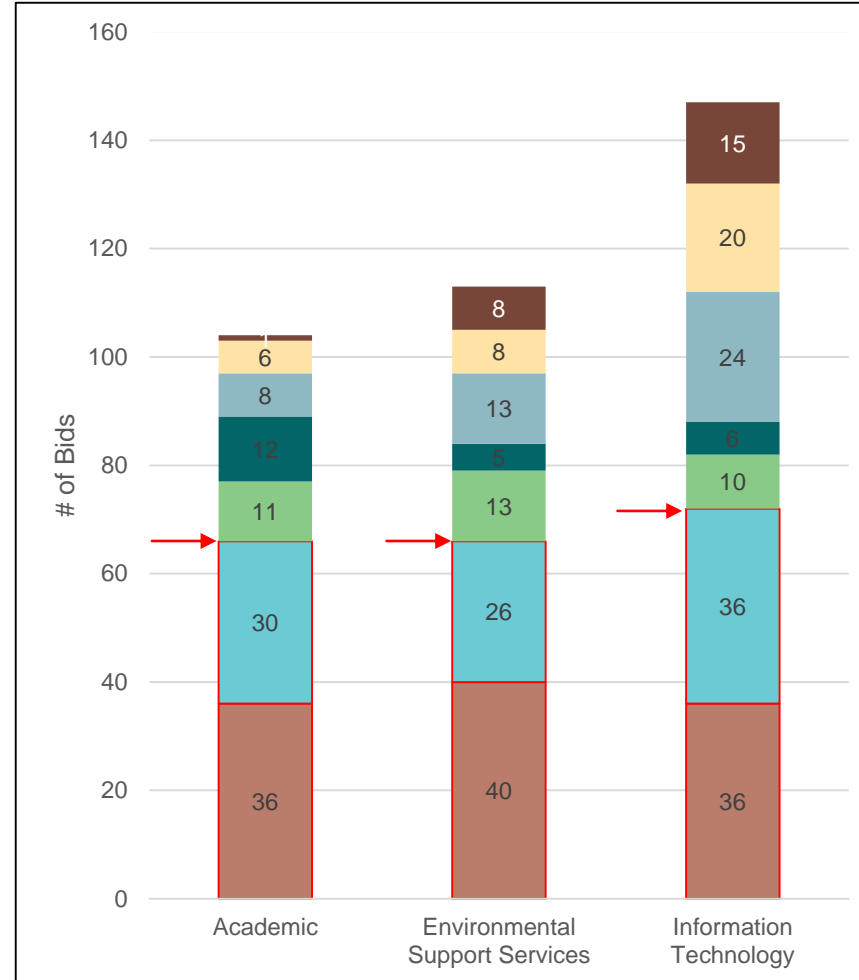
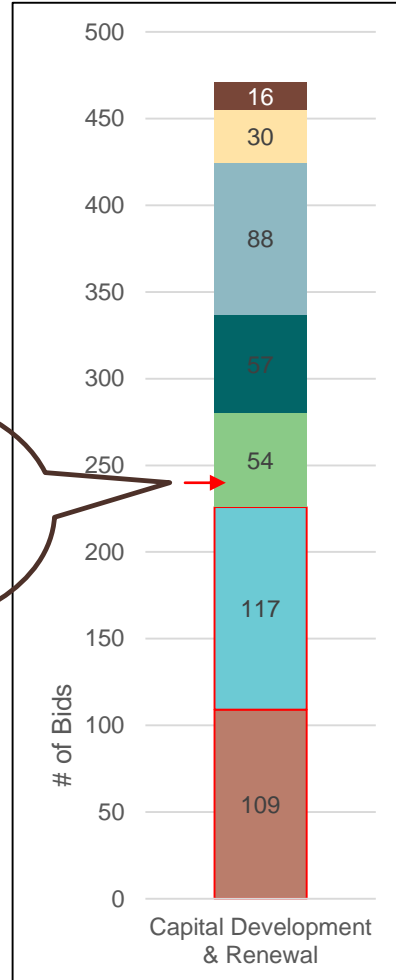


Number of Procurement Reports over \$50K (2019-2023)



NO. OF REPORTS BY DEPARTMENT

TDSB \$250K approval limit = 50% reduction in reports



■ below \$121K
 ■ \$121K to \$250K
 ■ \$250K to \$350K
 ■ \$350K to \$500K
 ■ \$500K to \$1M
 ■ \$1.001M to \$2M
 ■ Above \$2.001M