

Section	Expenditures
Policy:	FP 2.01 Expense Authorization
Effective Date:	January 1, 2012, approved by Board on 23-Dec-11
Revised:	Oct 2025

**Approval Authority Schedule**

<b>Purchase Amount (excl. taxes) for Competitive Award of Goods, Non-Consulting Services and Consulting Services</b>	<b>Delegation of Financial Authority (DOFA) to approve a Competitive Award for Goods, Non-Consulting Services and Consulting Services*</b>
< \$5,000	Budget Holder
>= \$5,000 and <\$20,000	Program Manager/ CFO
>= \$20,000 and < \$200,000	CEO or CFO
>= \$200,000	Board of Directors

<b>Purchase Amount (excl. taxes) for a Non-Competitive Award for Consulting Services</b>	<b>Delegation of Financial Authority (DOFA) as per the BPS Procurement Directive to approve a Non-Competitive Award for Consulting Services</b>
< \$100,000	CEO
>= \$100,000	Board of Directors

"Consultant" means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and relating services for consideration and decision-making.

"Consulting Services" means the provision of expertise or strategic advice that is presented for consideration and decision-making.

A "Non-consulting Service Provider" is an individual/company who contracts to provide services, other than consulting services to another individual or business. Examples may include "consultants" such as property brokers, head hunters or trainers.

Some special circumstances may require Organizations to use non-competitive procurement. Prior to commencement of non-competitive procurement, supporting documentation must be completed and approved by an appropriate authority within the Organization.

The circumstances that lead to non-competitive procurements are listed in BPS Procurement Implementation Guidebook including but not limited to the following:

- *Where goods or services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest;*

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- *Where compliance with the open tendering provisions set out in the Directive would interfere with the organization's ability to maintain security or order or to protect its resources;*
- *In the absence of a receipt of any bids in response to a call for proposals or tenders made in accordance with the Directive;*
- *To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;*
- *For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;*
- *Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.*