

Purpose: The Medicine Hat Library Board is responsible for managing the library's budget in an efficient and economical manner while ensuring that materials and services are of a high quality.

1. Definitions:
 - 1.1. Board: Medicine Hat Library Board
 - 1.2. Purchasing: the process of buying products or services, locating and selecting a supplier, negotiating price and other contract terms, and following up to ensure proper delivery and service.
 - 1.3. RFP: Request for proposal
2. Authority to purchase:
 - 2.1. The Chief Librarian has the authority to purchase materials and/or services within the designated budgeted amounts of the annual budget.
 - 2.2. The Chief Librarian has the authority to purchase unbudgeted materials and/or services up to \$2,500 on the condition that total annual expenditures do not exceed the total annual budget. Unbudgeted materials and/or services exceeding \$2,500 must be approved by the Human Resources and Finance Committee.
 - 2.3. The purchase of unbudgeted materials/items or services exceeding the total annual budget is subject to Board approval.
 - 2.4. The Chief Librarian is considered fully responsible for appropriately managing the expenditure of any grant received from outside organizations or government agencies, excluding the annual provincial per capita grant and the City of Medicine Hat operating grant. The Board will be kept apprised of the status of grant applications and grant expenditures.
3. Approval to use any reserve fund must come from the Board. However, in an emergency situation, the Human Resources and Finance Committee has the authority to approve the use of the capital asset reserve fund up to \$10,000.
4. Preference will be given, when and where possible and economical, to suppliers within Medicine Hat and the surrounding area.
5. Quotes
 - 5.1. The Chief Librarian shall utilize the following guidelines for obtaining price quotations:
 - 5.1.1. Purchases of \$1,000 to \$5,000 – verbal quotation
 - 5.1.2. Purchases of \$5,000 to \$25,000 – written quotation
 - 5.1.3. Purchases over 25,000 – formal tender or RFP
 - 5.2. It is expected that the Chief Librarian considers current market prices prior to purchasing materials or services. Normally, a minimum of three quotes are

obtained for all purchases of material or services over \$5,000. Comparative quotes will not be required if:

- 5.2.1. No competitive supply market exists; or,
 - 5.2.2. A source has been pre-determined and/or approved by the Board as being the sole source capable of performing the service or supplying the material in accordance with standards of quality or performance satisfactory to the Board; or,
 - 5.2.3. The procurement constitutes an emergency purchase where lack of immediate action jeopardizes operations, disrupts service to the public, or threatens the health and safety of staff or public.
- 5.3. Capital building projects with projected costs of \$10,000 or greater will usually be coordinated through the City of Medicine Hat, in which case the City of Medicine Hat's Tendering Policy may be utilized. This may not occur if the project is funded through an outside granting agency.
6. Tenders and RFPs:
- 6.1. The Board will follow a similar tendering process as that outlined in the City of Medicine Hat's Tendering Policy.
 - 6.2. The Board reserves the right to reject any or all bids, to accept part of one or more bids. The lowest bid will not necessarily be the accepted bid.
 - 6.3. RFPs may be published in relevant publications and/or sent out to specific organizations that can supply the service or material required.
 - 6.3.1. RFPs will outline the library's requirements in service or material and include a final date for receipt of the proposal.
 - 6.3.2. Proposals must be received by the closing date unless approval for late submission was obtained from the Chief Librarian.
 - 6.3.3. The Board will accept proposals sent by fax, mail, or hand delivery; electronic or verbal proposals are not acceptable.
 - 6.3.4. Proposals will be discussed at the Board committee which initiated the request. The committee will recommend a supplier to the Board for approval.
 - 6.3.5. The Board is under no obligation to accept the lowest or any proposal.