

Toronto Lands Corporation

Policy TLCP008 CORP.

Title: **PURCHASING**
Adopted: December 1, 2009

General

1. Purchasing and Distribution Services of the Toronto District School Board (TDSB) shall be responsible for the purchase and supply of all materials, equipment and services required by the Toronto Lands Corporation, except land purchases, insurance, employee fringe benefit contracts (where required) and miscellaneous petty cash and purchase-card purchases.
2. Purchasing and Distribution Services shall not make any purchases on behalf of employees or Directors of the Board of the Corporation.

Legal Services

3. Legal Services will be selected via the RFP process in place for the TDSB.

Approval Authority

4. Contracts for consulting services* up to \$50,000 shall be acquired using the Request for Quotation process and may be approved by the CEO, or designate.
5. Contracts over \$50,000 for consulting services shall be acquired using the Request for Proposal process and approved by the Board of the Corporation prior to an award.
6. Where a sole-source consulting services contract exceeding \$50,000 is deemed necessary, approval from the Board of Directors of the TLC will be sought prior to an award.

Definitions

Consulting Services is defined as, but not limited to, those provided in the following categories:

1. Technical and Professional Consultants, (including architectural or engineering design, project supervision services, accounting, actuarial, appraisal, financial, etc.), who typically undertake activities for a defined assignment to assist managers in delivering services requiring the application of mandatory or essential technical skills by accredited professional or quasi-professionals;
2. Management Consultants, (can be operational, administrative, organizational or policy in nature) who typically undertake planning, organizing and directing activities to assist managers in analyzing management problems and recommending solutions for a defined assignment;

* See definitions below

3. Systems Development Consultants, (can be analytical, project management, programming, testing or of an implementation nature) who typically undertake activities on a defined assignment to assist managers in developing and maintaining systems including information processing, telecommunications and office automation;
4. Legal Consultants fees paid to legal firms;
5. Research and Development Consultants investigative studies that provide the Board of the Corporation with increased knowledge or information;
6. Creative Communications Consultants advertising, promotional, public relations and graphic design services;
7. Other

Consultant is defined as any firm or individual providing time-limited expertise, advice, or professional services that are not available from staff of the Corporation, either because it is not economical for the Board of the Corporation to hire staff for that purpose, or the work is not able to be accommodated internally in a timely fashion. Consulting services result in contracts (or other forms of agreement) and some are provided on a fee-for-service basis, others on a fixed-cost basis.