



Niagara Parks Procurement Policy – August 2024

Summary of Changes

These key changes are set out in the order that they appear in the policy.

Area of Change	Procurement Policy – Effective April 1, 2024
Preamble	Updated Ministry NPC operates under to Ministry of Tourism, Culture and Gaming .
2. Application and Scope	This Policy does not apply in situations where goods or services are procured for commercial sale or resale or for use in production of a good or service intended for commercial sale or resale.
3.4. Geographic Neutrality and Reciprocal Non-Discrimination	NPC is subject to Ontario's Trade Agreements. For any procurement that is subject to a Trade Agreement, NPC will ensure that access for vendors to compete for government business is geographically neutral with respect to other jurisdictions that practice reciprocal non-discrimination with Province of Ontario under that Trade Agreement .
3.8. Building Ontario Businesses Initiative	New Section . Added new section addressing Building Ontario Businesses Initiative Act, 2022.
4. Procurement Planning	Updated to match existing procurement planning activities.
4.1.1. Non-Consulting Services	Small change to correspond with Procurement Thresholds in Section 5 ("Summary of Procurement Methods and Approvals")
	NPC may consider the use of legal services and/or a Fairness Consultant on complex projects of any value .
4.3. Procurement Planning – Retail Goods for Resale	Deleted . This Policy does not apply in situations where goods or services are procured for commercial sale or resale or for use in production of a good or service intended for commercial sale or resale.
4.4. Retail Vendor Performance Evaluation	Deleted . This Policy does not apply in situations where goods or services are procured for commercial sale or resale or for use in production of a good or service intended for commercial sale or resale.

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4.3. Procurement Planning – Food Purchases	Small change to correspond with Procurement Thresholds in Section 5 (“Summary of Procurement Methods and Approvals”)			
4.4.1. RGO Plan	Updating approval amounts to match current Delegation of Authority Policy CPM-01-02.			
4.5.1. Submission Requirements for Unsolicited Proposals	Unsolicited Proposals can be submitted in hardcopy, via email or other method prescribed by NPC.			
5. Summary of Procurement Methods and Approvals	Type	Thresholds for Goods and Services	Form	Authority
	Single Source (no bidding required)	Up to \$9,999 (currently \$4,999)	Tracking Requisition	CEO or DOA
	Invitational Competitive	\$10,000 to \$121,199 (currently \$5,000 - \$99,999)	Form A or Form B	CEO or DOA
	Open Competitive	\$121,200 and over (currently \$100,000 and over)	Form B	CEO or DOA (up to \$749,999) Board Chair (\$750,000 and over)
	Non-competitive	\$10,000 and over (currently \$5,000 and over)	Form C (Exception)	CEO or Designate (up to \$121,199) Board Chair (\$121,200 and over)
5.2. Invitational Competitive Procurement (Form A)	A “no bid” response by a qualified vendor or lack of response by the pre-determined deadline will count toward the minimum of three (3) proposal / quote requirement.			
5.6. Consulting Services	NPC may use an invitational competitive Procurement for Consulting Services valued up to \$121,200. An invitational competitive Procurement is achieved by requesting a minimum of three (3) qualified vendors to submit a written proposal in response to the Procurement requirements.			

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5.8. Advance Contract Award Notice	New Section. Added new section addressing Advance Contract Award Notice in more detail.
6. Creating a VOR Arrangement	The Procurement Division will maintain a current listing of VOR Arrangements in a secured location designated by the Procurement Division accessible to NPC staff as appropriate (e.g., financial management system).
6.3.1. Second Stage Selection Process for NPC VOR Arrangements	Include thresholds for Construction services.
7.2. Allowable Exceptions for Non-Competitive Procurement	Allowable Exceptions for Non-Competitive Procurement to match OPS Procurement Directive (April 1, 2024.)
8. Procurement Value	Included currency exchange costs in determining the appropriate approval authority and method for a given Procurement.
9.3. Electronic Tendering	Updated procurement value thresholds to match same section in the OPS Procurement Directive (April 1, 2024)
9.5. Bid Response Time	Updated procurement value thresholds to match same section in the OPS Procurement Directive (April 1, 2024)
9.10. Development and Management of Contracts and Issuance of Purchase Orders	NPC can issue purchase orders for any amount.
10.5 Innovative Procurement	Deleted. This section is not required for “Other Entities” of the OPS Procurement Directive (April 1, 2024). OPS Directive only says “ <i>Ministries can contact Supply Ontario for a strategy consultation on procurement models</i> ”.

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	NPC can conduct its own independent market research which could include contacting Supply Ontario for best practices for similar procurement.
11. Corporation Card Programs	Deleted. This is now covered by the Corporate Business Cards Policy CPM-02-08
12. Reporting	Procurement cards and travel cards are now covered by the Corporate Business Cards CPM-02-08.