

Administrative Procedure 515: Procurement and Contracts
Procurement Methodology and Competition Matrix (PMCM)

This PMCM is to be used in conjunction with AP515: Procurement and Contracts

Dollar Threshold ¹		Procurement Methodology	Competition Requirement
Goods and Services	\$0 - \$4,999	Petty Cash (typically less than \$50 per transaction), or P-Card, or Purchase Order (PO), or Direct Invoice For efficiency preference is P-Card unless item is restricted.	Preferred vendors do not require a quote. Where a preferred vendor cannot be used, minimum of one written quote is required. Preference is to preferred vendors.
	\$5,000 - \$19,999	Purchase Order (PO), or Documented Contract (specifying terms and conditions)	Preferred vendors do not require a quote. Where a preferred vendor cannot be used, minimum of one written quote is required. Preference is to preferred vendors. Quotes can be obtained by requestor or PCS.
	\$20,000 - \$74,999	Purchase Order (PO), or Documented Contract (specifying terms and conditions)	Preferred vendors do not require a quote. Where a preferred vendor cannot be used, minimum of three written quotes is required. Preference is to preferred vendors. If sole source required, Sole Source Justification (add link) must be completed. Quotes can be obtained by requestor or PCS. Competitive bid (RFP/RFQ) may be issued to the marketplace at the discretion of PCS. Option for sourcing to be advertised on APC or by 'invitation' only.
	Over \$75,000	Documented Contract (specifying terms and conditions) A PO can be issued against the contract to facilitate cost tracking.	Open competitive procurement (RFQ/RFP) must be issued through APC by PCS. If sole source required, Sole Source Justification (add link) must be completed.
Construction Services	\$0 - \$19,999	Purchase Order (PO), or Documented Contract (specifying terms and conditions)	Preferred vendors do not require a quote. Where a preferred vendor cannot be used, minimum of one written quote is required. Preference is to preferred vendors.
	\$20,000 - \$74,999	Purchase Order (PO), or Documented Contract (specifying terms and conditions)	Minimum of three written quotes from any vendors. Preference is to preferred vendors. If sole source required, Sole Source Justification (add link) must be completed.
	\$75,000 - \$199,999	Documented Contract (specifying terms and conditions) A PO can be issued against the contract to facilitate cost tracking.	One of these two options at the discretion of Facility Services: - Minimum of three quotes from any vendors. Preference is to preferred vendors. Quotes can be obtained by requestor or PCS. - Competitive bid (RFP or Request for Tender) issued to a minimum of three vendors. The RFQ/RFP may be advertised on APC or by 'invitation' only.
	Over \$200,000	Documented Contract (specifying terms and conditions) A PO can be issued against the contract to facilitate cost tracking.	Open competitive procurement (RFP or Invitation to Tender) must be issued through APC.

(1) The total value is calculated based on the value of the purchase (over the term of the contract – excluding extensions) after taxes and freight and valued in Canadian dollars