

Method of Procurement	Value excluding VAT	Procurement Authority *	Document Execution Authority*	Payment Release Authority*
INVITATIONAL COMPETITION				
Informal Quotation	Up to \$100,000	DM	DD	DM
Request for Quotation (RFQ)	Up to the Open Competition Threshold	DM	ADD where one exists. DD where there is no ADD	DM
OPEN COMPETITION				
RFT, NRFP, RFP, RFSQ & Standing Offer	≥ 25,000 (for RFP) and Open Competition Threshold (all others) to \$250,000	ADD where one exists. DD where there is no ADD	DD	DM
	> \$250,000 to \$1,000,000	DD	GM	DM
	> \$1,000,000 to \$5,000,000	GM & DCS	GM	DD
	> \$5,000,000 to \$10,000,000	GM & DCS	GM & DCS	DCS
	> \$10,000,000	COMMISSION	CLERK and CHAIR	DCS
CONTRACT AMENDMENTS				
Contract Amendments, Scope Changes and Extensions per s.23	>\$0 to \$100,000	DM	DD	DM
	>\$100,000 to \$250,000	DD	DCS (or GM if DCS is procuring authority)	DM
	> \$250,000 to \$500,000	DD	DCS & GM	DM
	> \$500,000 to \$1,000,000	GM & DCS	GM	DD
	> \$1,000,000	GM	GM & DCS	DCS
NON-COMPETITIVE				
Low Value, Emergency, Direct Award,	>\$0 to \$25,000	DM	ADD where one exists. DD where there is no ADD	DM
	>\$25,000 to \$250,000	ADD (or DD if department	DD (if ADD is procuring authority)	DM

and Schedule "A"**)*)		does not have an ADD) and DCS	or DCS if DD is procuring authority	
	> \$250,000 to \$500,000	DD and DCS	DCS and GM	DM
	> \$500,000 to \$1,000,000	DCS and GM	DCS and GM	DD
	> \$1,000,000	COMMISSION	CLERK and CHAIR	DCS

SCHEDULE "B" – NIAGARA TRANSIT DELEGATED AUTHORITY.

In the above table, "DM" means Department Manager, "ADD" means Associate Department Director, "DD" means Department Director, "DCS" means Director of Corporate Services, "GM" means General Manager. The basis for the authority for Award Approval and Contract execution is Document Execution Authority. The need for an executed agreement, in addition to the issuance of a PO, is determined in accordance with the Niagara Region's purchasing procedures and protocols.

*The 'Authority' listed means the Niagara Transit positions listed, and any position, which is higher in the organization's reporting structure.

**Payment Release Authority for Schedule "A" item 1(n), is, in the case of utility bills, completed as a review of invoices centrally by Accounting Services with compensating controls in lieu of approvals from Department Managers.