

**Message from Dexter King, Director, Procurement Services
Effective March 17, 2021 purchases valued below \$25,000 will no longer require three quotes (with the exception of consulting services)
March 2021**

We are pleased to announce another step towards our efforts to simplify and digitize purchasing at York. From March 17, 2021, departments will no longer be required to solicit three quotes for payments under \$25,000, except for consulting services.

This change is one of several service improvement opportunities the Finance Department is pursuing, with the support of the Service Excellence Program. Currently, we are pursuing opportunities that fall under three themes, to:

- Simplify and digitize purchasing
- Simplify and digitize payments and claims
- Modernize budgeting, forecasting and reporting

We are working to update the signing authority register, procedure, and other artefacts. If you see any artefacts that do not align with this change, please proceed based on the information in this email and advise Dexter King (dking@yorku.ca) of the discrepancy.

WHAT’S NEW?

From March 17, 2021, departments will no longer be required to solicit three quotes for payments under \$25,000, except for consulting services which require multiple quotes regardless of value.

Summary of change	Estimated benefits to the York community
From March 17, 2021, the “single quote threshold” under which departments are permitted to determine “fair market value” (rather than soliciting three quotes) will increase from \$10,000 to \$25,000.	This change is expected to reduce the time to purchase goods and services valued between \$10,000 and \$25,000 by up to four weeks.

WHY THIS CHANGE?

This change aligns our purchasing policy with the Principles of Service Excellence, which include that services should be **user-focused**, **simple** and support service users to be **empowered and accountable**.

In addition to this alignment, the expected benefit of the change (reduced time and effort to process purchases valued between \$10,000 and \$25,000) is deemed to be sufficient when compared to the expected cost (higher average prices), and the proposed changes are within the Province’s Broader Public Sector (BPS) Procurement Directive and the Canadian Free Trade Agreement (CFTA).

ADDITIONAL INFORMATION

For more information or general enquiries, contact the Director of Procurement Services, Dexter King at (416) 736-2100 Ext.30534 or dking@yorku.ca