

**Preamble** As an agency of the Province of Ontario, ROM must comply with the Ontario Public Service (OPS) Procurement Directive as amended from time to time. As of September 2023, the most recent amendment was May 2023.

The purpose of the Procurement Directive is:

- To ensure that goods and services (including construction, consulting services and information technology) are acquired through a process that is fair, open, transparent, geographically neutral and accessible to qualified vendors.
- to specify the responsibilities of individuals and organizations at each stage of the procurement process.
- to contribute to a reduction in purchasing costs.
- to ensure consistency in the management of procurement-related processes and decisions.

The objective of the Procurement Directive is to ensure that goods and services are acquired in a manner that conforms to the following principles:

- Value for Money
- Vendor Access, Transparency, and Fairness
- Responsible Management
- Geographic Neutrality and Reciprocal Non-Discrimination

**Policy** All procurement of goods and services at ROM must comply with the Directive. Day-to-day procurement activity is governed by the ROM Procurement Policy which sets out rules and procedures required to ensure Directive compliance. Anyone undertaking a procurement on behalf of ROM must be made aware of relevant Management Policy requirements. Management will ensure that supporting resources including personnel, training and systems are in place to ensure compliance and to facilitate the monitoring thereof.

**Date** April 19, 2001

**Amended** August 2002 | May 2004 | June 2007 | March 2010 | June 2012  
March 26, 2015  
March 26, 2019 (reviewed with amendments)  
March 22, 2022 (reviewed with amendments)  
October 17, 2023 (administrative changes)

**MONITORING**

**Adherence to Policy**

*Board:* The Finance & Audit Committee will periodically review adherence to the policy.  
*Management:* The Director & CEO and Deputy Director & Chief Financial Officer will ensure that the Finance & Audit Committee has the information required for determining adherence.

**Policy Review**

*Method* Internal Report  
*Responsibility* Finance & Audit Committee  
*Minimum Frequency* Every three years

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