

**Table 1 – Commitment Authority and Signing Authority**

<b>Total Price</b>	<b>Commitment Authority (Award to be approved by all, not just one of the persons named below)</b>	<b>Signing Authority (Contract to be signed by all, not just one of the persons named below)</b>
Up to \$75,000 (Library Specific Contracts)	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> </ul>
Up to \$75,000 (City Initiated Contracts)	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing, with the concurrence of a City SCM Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing, with the concurrence of a City SCM Manager</li> </ul>
\$75,001 to \$200,000 (Library Specific Contracts)	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• a Library Director</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Corporate Services and Facilities</li> </ul>
\$75,001 to \$200,000 (City Initiated Contracts)	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing with the concurrence of a City SCM Manager</li> <li>• a Library Director</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Corporate Services and Facilities</li> </ul>
\$200,001 - \$500,000 (Library Specific Contracts)	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• a Library Director</li> <li>• Director of Corporate Services and Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• Director of Corporate Services and Facilities</li> </ul>
\$200,001 - \$500,000 (City Initiated Contracts)	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• a Library Director</li> <li>• Director of Corporate Services and Facilities, with the concurrence of the Chief Procurement Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• Director of Corporate Services and Facilities</li> </ul>
\$500,001 - \$750,000 (Library Specific Contracts)	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• Chief Librarian</li> <li>• Director of Corporate Services and Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• Chief Librarian</li> <li>• Director of Corporate Services and Facilities</li> </ul>
\$500,001 - \$750,000 (City Initiated Contracts)	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• Chief Librarian</li> <li>• Director of Corporate Services and Facilities, with the concurrence of the Chief Procurement Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• Chief Librarian</li> <li>• Director of Corporate Services and Facilities</li> </ul>

<b>Total Price</b>	<b>Commitment Authority (Award to be approved by all, not just one of the persons named below)</b>	<b>Signing Authority (Contract to be signed by all, not just one of the persons named below)</b>
\$750,001 - \$2,000,000 (all Contracts)	<ul style="list-style-type: none"> <li>• Bid Committee</li> <li>• Board</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Facilities and Purchasing</li> <li>• Chief Librarian</li> <li>• Director of Corporate Services and Facilities</li> </ul>
Greater than \$2,000,000 (all Contracts)	<ul style="list-style-type: none"> <li>• Board</li> <li>• Council</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Librarian</li> <li>• Director of Corporate Services and Facilities</li> <li>• City Solicitor</li> </ul>

**Table 2 – Materiality Thresholds**

<b>Original Total Price</b>	<b>Materiality Thresholds</b>
Under \$500,000	15% of original Total Price
\$500,000 or More	10% of original Total Price