



Procurement of Goods and Services Policy

Policy 4.10

Section:	Finance and Risk		
Approved By:	Council	Public:	Yes
Approved Date:	December 09, 2016	Review Schedule:	Every 3 Years
Effective Date:	December 09, 2016	Last Reviewed:	September 2023
Amended Date(s):	September 17, 2020 September 16, 2021	Next Review Date:	September 2026

Purpose

The purpose of this Policy is to set principles, processes and procedures to guide procurement of goods and services by the College. The Policy shall apply to all procurement including but not limited to: items of operational needs; consulting services; capital assets; and information technology items.

This Policy does not apply to expenses, which are covered by Policy 4.14, Expense Policy.

Principles

The procurement of goods and services shall be guided by the following broad principles:

1. The College shall strive to procure goods and services by practicing high standards of business ethics, professional competency and integrity with both suppliers and contractors.
2. Staff involved in procuring goods and services on behalf of the College shall abide by all applicable provincial and federal laws, all relevant College by-laws and policies, and the Conflict of Interest Policy.
3. All types of procurement must adhere to authorization limits assigned by the Registrar & CEO before procurement commitments can be made.
4. All procurement must follow established protocols.
5. Goods and services shall be procured with due regard to economy, efficiency and

protection against waste of resources

6. In certain situations, the College may be restricted for reasons of compatibility, continuity of services, standardization or urgency to procure goods and services not in accordance with the requirements under this Policy. In such cases the College will act in its best interest.

Policy

1. Authority to procure

- a. The acquisition of goods and services is fundamental to the efficient operation of the College and represents significant legal and financial commitment. Accordingly, all procurements and financial commitments for goods and services are to be handled only by staff authorized by the Registrar & CEO and within financial limits set in this Policy.
- b. The authorized staff shall ensure that all procurements are approved according to College policies, completed in a fair and equitable manner and handled expertly, in order to meet the requirements of the College end-user, while achieving best value. Special provisions relating to emergency occurrences are outlined in Section F of this Policy.
- c. Only the Registrar & CEO is authorized to establish accounts with vendors or to commit the College to procurement and pay for goods or services. Furthermore, only the Registrar & CEO is authorized to sign any rental, lease or license agreement or contracts with any vendor, subject to the provisions set out in the Executive Limitation Policy.

2. Conflict of interest

- a. All staff involved in procurement shall be familiar with and abide by the College's Conflict of Interest Policy in discharging their responsibilities.

3. Procurement process

- a. All procurements shall adhere to the expenditure limits set in this Policy.
- b. Authorized staff are responsible for managing the procurement process. End-users must justify the need for an item or service before the procurement process can be initiated.
- c. Comparable quotes from at least three vendors, where possible, shall be sought before a decision to procure is made. However, as provided within this Policy, this requirement may not always apply. If it is not possible to obtain two comparable quotes, the Sole Source Approval Form must be completed and approved. (See Appendix A)
- d. In deciding the preferred vendor, authorized staff shall consider the vendor whose offer represents the best combination of quality, price and lowest risk to the College. In an effort to achieve maximum value, the authorized staff shall consider utilizing existing pricing and service arrangements to maximize buying leverage and minimize prices. In

determining risk, consultation with other staff may be beneficial to assess past performance of the vendor.

- e. The specifications of any purchase must not be developed in such a way as to deliberately favour one vendor over other similar and competent vendors.

4. Authority Limitations

a. Procurement of less than \$1,000.00

- i. Individual procurement items of less than \$1,000.00 can be ordered directly without seeking comparable quotes.

b. Procurement of between \$1,000.00 and \$25,000.00

- i. The authorized staff will determine the most advantageous procurement method for each purchase, which could include purchasing from a preferred vendor based on standing quotes, soliciting quotations from at least three vendors, where possible, or approving a sole source purchase.
- ii. A rationale for the decision not to seek quotations from other vendors as the justification for a sole source purchase must be documented.
- iii. The purchase limits under this section apply to groups or bundles of goods or service purchases. Staff are prohibited from splitting orders in order to circumvent the limit set in this section. The Registrar & CEO has the final authority to determine if a group of purchases should be bundled in order to determine the appropriate purchasing methodology.

c. Procurement exceeding \$25,000.00

- i. The Registrar & CEO shall determine the most advantageous procurement method for each purchase or service exceeding \$25,000.00. These could include obtaining quotes from at least three vendors where possible, purchasing from a preferred vendor based on standing quotes, soliciting quotations from vendors on the approved vendor listing, or approving a sole source supplier or consultant.
- ii. The use of a sole source supplier or consultant shall be determined based on the following factors:
 - Ensuring compatibility with existing products or services; recognizing special expertise of a vendor or a consultant; or to ensure compliance with the manufacturer recommendation relating to equipment or software
 - Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists
 - Where it is prudent to maintain systems integration or methodologies already

deployed

- For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or original work
- iii. If the Registrar & CEO at his or her sole discretion determines that a sole source arrangement is not justified, the College shall call for a Request for Proposal in accordance with the process set out in section C of this policy.
- iv. Contracts awarded for procurement exceeding \$25,000.00 shall be signed by the Registrar & CEO and counter-signed by either the President or Vice-President consistent with Policy 4.4, Bank Signing Authority.

5. Emergency purchases

The Registrar & CEO may authorize an immediate purchase of any good or service without recourse to this Policy should emergency situations arise such as, but not limited to, the following:

- a. Where staff or public safety is in question;
- b. Prevention of damage to College property; and
- c. Restoration of essential College services.

In a case where the emergency purchase or services are likely to exceed threshold limits under this Policy, the President or Vice-President shall be kept appropriately apprised and their formal approval sought after the emergency.



Sole Source Approval Form

To: _____ **Date:** _____

From: _____ **Estimated
Total Cost:** _____

**Name of
Recommended
Supplier:** _____

Description of Product or Service

Criteria

The use of a sole source supplier or consultant shall be determined based on the following factors:	Explanation/Justification/Action Taken to satisfy the criteria:
a. Ensuring compatibility with existing products or services; recognizing special expertise of a vendor or consultant; or to ensure compliance with the manufacturer recommendation relating to equipment or software	
b. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists	

c. Where it is prudent to maintain systems integration or methodologies already deployed	
d. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or original work	

Submitted By

Name: _____

(please print)

Title: _____

Signature: _____

Date: _____

Approved By

Name: _____

(please print)

Title: _____

Registrar & CEO

Name: _____

(please print)

Title: _____

President or Vice-President

Signature: _____

Signature: _____

Date: _____

Date: _____