

<b>Title</b>	<b>Procurement</b>
<b>Number</b>	<b>C3001</b>
<b>Category</b>	<b>Finance</b>

## 1. PURPOSE

To ensure efficient, economical and ethical practices for the procurement of equipment, supplies, services, and construction for College use.

## 2. DEFINITIONS

**Competitive bidding process** – a process undertaken to obtain and review comparable bids or quotations for the purchase of goods or services from Suppliers

**Related parties** – employees, immediate relatives of employees, or businesses controlled directly or indirectly by the employees, or their immediate relatives.

**Sustainable Procurement**– the purchase of goods and services that are environmentally preferable. It includes the purchase of products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. When determining whether a product is environmentally preferable all phases of a product’s life cycle will be considered, including raw materials acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal, potential for reuse and ability to be recycled.

**Technical Spend Authority** – a department of the College identified as having expertise in a particular area.

## 3. POLICY

3.1 The procurement of goods and services will be coordinated through Financial Services.

3.2 For the procurement of all goods, services, and construction, the employees will:

- a) Adhere to all provincial and federal government requirements.
- b) Abide by the concept of obtaining best value, by assessing quality, availability, service and maintenance support, technical qualifications, warranty, timeliness of delivery, sustainability, and other relevant factors or risks in addition to price.

- c) Give preference to socially responsible goods or services, provided that quality and other criteria are the same.
  - d) Comply with the competitive bidding provisions within the trade agreements.
  - e) Consult with the appropriate Technical Spend Authority as identified in the Technical Spend Authority document.
  - f) Complete the necessary documentation in accordance with Procurement Procedures.
- 3.3 Goods, services, and construction will not be procured from related parties without written approval by the Vice-President, Administration and Finance.
- 3.4 Goods and services for personal or non-business use cannot be procured in the name of the College.

**4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Vice-President, Administration and Finance.

**5. REGULATIONS/PROCEDURES**

- [Procurement Procedures](#)
- [Sustainable Procurement Procedures](#)
- [Technical Spend Authority](#)

<b>History/Revision</b>	
Origination Date	March 7, 2006
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