

Title	Purchasing
Number	C3001
Category	Finance

1. PURPOSE

To ensure efficient, economical and ethical practices for purchasing equipment, supplies and services for College use.

2. DEFINITIONS

Best value – the attainment of the desired result for the least amount and with the greatest probability of success.

Directive – a specific instruction with respect to responsibilities, actions and limitations related to this policy authorized by the Director, Financial Services.

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

Sustainability – is the state of achieving environmental, social and economic balance across generations.

Technical Authority – a department of the College identified by Directive 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 and services, the authorized 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) Use a competitive bid process except when:
 - i. the costs of so doing are prohibitive when compared to the benefits therefrom;

- ii. the process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest; or
 - iii. specifically excluded by Directive.
- d) Consult with the appropriate Technical Authority as identified by Directive.
- e) Document the selection process followed in accordance with Directive.
- 3.3. Goods and services will not be procured from related parties unless specifically approved by the Vice-President, Administration and Finance.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Director, Financial Services.

5. REGULATIONS/PROCEDURES

Purchasing Directives

History/Revision	
Origination Date	March 7, 2006
Amendment Date(s)	Approved June 13, 2017 Effective October 1, 2017 March 5, 2013; April 1, 2009
Next Review Date	October 1, 2020