

PROCUREMENT POLICY

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A. PURPOSE

The purpose of this policy is to ensure that the College obtains the best value for its expenditures while ensuring that all procurements and procurement processes whether centralized or decentralized are characterized by the highest level of institutional and personal integrity; that the procurement process is open, transparent and fair.

B. SCOPE

This policy applies to all College employees involved in any procurement activities for all departments and faculties. It identifies those with the authority and the responsibility to acquire goods and services on behalf of the College and sets out the principles to be followed throughout the procurement process.

The Policy applies to all College purchases for all goods and services including but not limited to consulting services, capital expenditures and goods for resale.

Exceptions to this scope is the hiring of College employees which is covered by [Recruitment, Selection and Retention of Employees - College Policy](#)

C. DEFINITIONS

1. **Approving Authority:** An employee or administrator within the Division with authority, per the:
 - Spending and Commitment Authority Levels – Guidelines Goods & Services

- Spending and Commitment Authority Levels – Guidelines Consulting & Training Services
- Spending and Commitment Authority Levels – Guidelines Facilities & Construction

to enter into a purchasing contract on behalf of the College.

2. **Contract:** Written or verbal business arrangement between two or more parties that creates a legally-binding obligation on the College.
3. **Contractor:** a person or company that undertakes a contract to provide materials or labour to perform a service or do a job.
4. **Procurement:** involves the process of selecting vendors, establishing payment terms, strategic vetting, and selection, the negotiation of contracts and actual purchasing of goods. Procurement is concerned with acquiring (procuring) all of the goods, services and work that is vital to an organization.
5. **Purchase order:** A buyer generated document that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties. A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller.
6. **Purchaser:** An employee who is authorized to spend College funds.
7. **Purchasing:** is a subset of procurement. Purchasing generally refers simply to the transactional process of buying goods or services.
8. **Vendor:** a 3rd party in the supply chain that makes goods and services available to companies or consumers.

D. POLICY STATEMENTS

1. Where appropriate, the acquisition of goods and services should be by a competitive bidding process to create the best value for the expenditure of College funds ([College Spending and Commitment and Authority Levels - Guidelines](#)). Each decision should be made in the overall best interest of the College and its end users through the appropriate weighting of all decision making factors.
2. All procurement activities will comply with applicable provincial and federal legislation, interprovincial trade agreements, municipal bylaws, and College policies. Including the National Agreement on International Trade (AIT) and the British Columbia, Alberta, and Saskatchewan New West Partnership Agreement (NWPTA).
3. The College will manage procurement activities in a manner consistent with best business practices and minimize the risks associated with purchasing contracts.

4. Employees will abide by all College policies, guidelines and procedures relevant to a given purchasing transaction, including but not limited to: contract policy, and indemnifications and insurance when entering into a purchasing contract to limit risk exposure to the College.
5. The College will give preference to ethically sourced and environmentally friendly products whose quality, function, and cost are equal or superior to more traditional products. This policy will, but not be limited to: conserve natural resources, minimize pollution, reduce the use of water and energy, eliminate or reduce environmental hazards to workers, support recycling markets, reduce materials that are landfilled, reward vendors that reduce environmental impacts, and support locally produced goods and services.
6. The College strives to ensure that its procurement process is open, transparent and fair, and that all qualified vendors are given the opportunity to compete for the College's business.

E. PROCEDURES

[Internal Standard Operating Procedures](#)

- Business Card Request
- Cheque Requisition
- College Business Travel
- Confidential Shredding Pickup Request
- Expense Claim
- Gift (in kind) Agreement
- Name Badges (how to order)
- Office Supplies (how to order)
- Print Operations - Photocopier Multifunctional Device
- Print Operations - Networked & Personal Laser Printers
- Purchase Requisition Request
- Records and Information Management - Records Destruction
- Records and Information Management - Records Storage
- RSAF Processing Claims Against RSAF Awards

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administrative Policies Page](#)

- Conflict of Interest
- Compliance with the Freedom of Information and Protection of Privacy Act
- Self-Funded Activities
- Records and Information Management
- College Spending and Commitment and Authority Levels - [Guidelines](#)
- Contracts Policy
- Fund Raising
- Business and Travel Expenses
- Environment
- Use of College Resources

G. RELATED ACTS AND REGULATIONS

- [Agreement on Internal Trade](#) (AIT)
- [British Columbia Bid](#) (BC Bid)
- [Canadian Construction Documents Committee](#) (CCDC)
- *Financial Administration Act* (R.S.B.C. 1996 c. 138)
- *College and Institute Act* (R.S.B.C. 1996 c. 52)
- *Freedom of Information and Protection of Privacy Act* (R.S.B.C. 1996 c. 165)
- [New West Partnership Trade Agreement](#) (NWPTA)

H. RELATED COLLECTIVE AGREEMENT CLAUSES

- Collective Agreement between Douglas College and the B.C. Government and Service Employees (BCGEU). Effective from July 1, 2014 to June 30, 2019. Articles 3.1 Bargaining Unit Defined, 3.2 Bargaining Unit Recognized, 4. Union Security.
- Collective Agreement between Douglas College and Douglas College Faculty Association April 1, 2014 – March 31, 2019. Articles 1.02 Parties to Agreement, 2.01 Union Recognition/Bargaining Unit Description, 2.04 Union Representation (general), 2.06 Contracting Out.