

PROCUREMENT POLICY

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A. PURPOSE

The purpose of this policy is to articulate expectations relating to Procurement and Procurement processes at Douglas College (the College), including the principles to be followed throughout the Procurement process.

B. SCOPE

This policy applies to all College employees involved in any Procurement activities for all departments and Faculties, consistent with the College’s *Spending and Commitment Guidelines* and *Signing Authorities for Procurement Activities Policy*.

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

C. DEFINITIONS

Contract: Written or verbal business arrangement between two or more parties that creates a legally binding obligation on the College.

Contractor: A person or company that undertakes a Contract to provide materials or labour to perform a service or do a job.

Procurement: The process of strategic vetting and selecting of Vendors, establishing payment terms, negotiating Contracts and Purchasing all of the goods, services and work that are vital to an organization.

Purchase Order: A buyer-generated document that authorizes a purchase transaction; that, when accepted by the seller, becomes binding on both parties; and that sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment and other associated terms and conditions, and identifies a specific Vendor or Contractor.

Purchasing: A subset of Procurement that generally refers simply to the transactional process of buying goods or services.

Vendor: A third party in the supply chain that makes goods and services available to companies or consumers.

D. POLICY STATEMENTS

1. Douglas College is committed to aligning its business practices with its [Values](#), and seeks to do business with Vendors, organizations and companies that operate and manage their affairs in ways that are compatible with these Values.
2. Procurements and Procurement processes, whether centralized or decentralized, will be characterized by the highest level of institutional and personal integrity; will be open, transparent and fair; and will be completed in a manner consistent with best business practices and with minimizing the risks associated with entering into Purchasing Contracts.
3. Each Procurement decision should be made in the overall best interest of the College, its end-users and communities, through the appropriate weighting of all decision-making factors, which will be inclusive of fiscal, social and environmental considerations.
 - a. Fiscal consideration in Procurement decision-making means assessing and weighting not only competitive pricing but also life-cycle costs, including maintenance and sustainability costs associated with the goods or service to be purchased.
 - b. Social consideration in Procurement decision-making means seeking and weighting information about a Vendor's policies and practices regarding inclusion and diversity in the workplace, ethical human resources practices and commitment to human rights, including the rights of Indigenous Peoples.
 - c. Environmental consideration in Procurement decision-making means seeking and weighting confirmation of a Vendor's sustainability practices; reliance on, or use of, ethically sourced and environmentally friendly products; and any designations under recognized third-party sustainability certifications (e.g., LEED, Fair Trade, Energy Star).
4. All Procurement activities will comply with all applicable provincial and federal legislation and trade agreements and with College policy.

E. PROCEDURES

Purchasing transactions must be undertaken and executed in compliance with the *Contracts*

Policy and all relevant guidelines and procedures, including those pertaining to insurance and indemnifications intended to limit risk exposure to the College.

[Standard Operating Procedures](#) (for internal users)

- *Procurement – Goods and Services*
- *Purchase Requisition Request*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Accounting Guidelines](#)

- Spending and Commitment Guidelines

[Administration Policies](#)

- *Conflict of Interest*
- *Contracts*
- *Privacy*
- *Signing Authorities for Procurement Activities*

G. RELATED ACTS AND REGULATIONS

- [British Columbia Service and Policies \(BC Bid\)](#)
- [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)
- [Canadian Construction Documents Committee \(CCDC\)](#)
- [Canadian Free Trade Agreement \(CFTA\)](#)
- [College and Institute Act](#) [RSBC 1996], c. 52
- [Financial Administration Act](#) [RSBC 1996], c. 138
- [Freedom of Information and Protection of Privacy Act](#) [RSBC 1996], c. 165
- [New West Partnership Trade Agreement \(NWPTA\)](#)

H. RELATED COLLECTIVE AGREEMENTS

N/A