

PROCUREMENT POLICY

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A. PURPOSE

This policy articulates the expectations that the College obtain the best value for its expenditures; that all Procurements and Procurement processes, whether centralized or decentralized, are characterized by the highest level of institutional and personal integrity; and 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.

C. DEFINITIONS

Approving Authority: An employee or administrator within a Division with authority to enter into a purchasing contract on behalf of the College, in accordance with College *Spending and Commitment Guidelines* and the *Signing Authorities for Procurement Activities Policy*.

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 is vital to an organization.

Purchase Order: A buyer-generated document that authorizes a purchase transaction and when accepted by the seller becomes a contract, binding on both parties. A Purchase Order 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.

Purchaser: An employee who is authorized to spend College funds.

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. Where appropriate, the acquisition of goods and services should occur through a competitive bidding process in order to create the best value for the expenditure of College funds (*Spending and Commitment 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 and interprovincial trade agreements, 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 relevant to a given Purchasing transaction, including but not limited to the *Contracts Policy*, and will comply with all relevant guidelines and procedures, including those pertaining to indemnifications and insurance intended 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 is intended 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

Standard Operating Procedures

- Business Card Request
- Cheque Requisition
- College Business Travel
- Confidential Shredding – Pick-up Request
- Expense Claim
- Gift (In Kind) Agreement
- Name Badges (How to Order)
- Office Supplies (How to Order)
- Photocopier / Multi-Function Device
- Printer - Networked & Personal Laser Printers
- Purchase Requisition Request
- Records and Information Management – Paper Records Storage
- Records and Information Management – Records Destruction
- Research and Scholarly Activity Fund -- Processing Award Claims (for RIO Personnel)

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Accounting Guidelines

- Spending and Commitment Guidelines

Administration Policies

- Business and Travel Expenses (*under revision*)
- Compliance with the Freedom of Information and Protection of Privacy Act
- Conflict of Interest
- Contracts
- Environment (*under revision*)
- Fundraising and Sponsorship
- Records and Information Management
- Self-Funded Activities
- Signing Authorities for Procurement Activities

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 AGREEMENTS**

- *Collective Agreement between Douglas College and the B.C. Government and Service Employees' Union (BCGEU)*
- *Collective Agreement between Douglas College and Douglas College Faculty Association (DCFA)*