



Northlands College Policy Procurement

POLICY STATEMENT

Northlands College monitors and controls procurement of goods and services in compliance with legislative requirements while achieving the best value for money using a fair, transparent, and consistent process.

Legislative Requirements

Northlands College is publically funded and for this reason, will perform all procurement of goods and services subject to its own policies in addition to the legislative requirements outlined in the New West Partnership Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA).

For more information about the legislative requirements, the following links are provided.

CFTA – www.cfta-alec.ca/canadian-free-trade-agreement/

NWPTA – www.newwestpartnershiptrade.ca

Definitions

Authorized Employees – employees who have been delegated authority by the Board to engage in purchasing transactions on behalf of Northlands College

Bidder(s) – suppliers or vendors that provide a quote or proposal

Public request – may be posted publically, by invitation, or a combination of both when known vendors can be alerted

Purchasing – the Purchaser and other members of the Purchasing Department at Northlands College

Request for Quote – requesting from potential vendors a dollar value for service or goods requested

Request for Proposal – requesting a product or service that provides a solution to a stated desired outcome that includes pricing

Single Source – choosing one supplier from a number of options without a request for quote comparison

Sole Source – choosing the only available supplier for the required item(s) or services.

Standardized Request – a documented request for quote or proposal that provides all potential suppliers with the same information

Transparent Request – the process is documented, the criteria for decision-making and weighting for scores are determined at the time the request for quote or proposal is issued

Guidelines

In addition to the Rules under legislation, the following guidelines are to be followed when procuring goods or services on behalf of Northlands College.



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1. General

- 1.1. Purchasing is responsible for all procurement of goods and services processes for the College with authorized employees reporting activities to Purchasing.
- 1.2. Employees who have authority to procure goods and services on behalf of Northlands College are approved by the Board and the list will be shared with employees and updated by the Vice President of Finance and Operations accordingly.
- 1.3. Employees involved with procuring goods and services will follow this Policy and the processes provided by Purchasing.
- 1.4. Employees who do not adhere to this Policy and the procedures provided by Purchasing may be subject to discipline up to and including termination of employment.
- 1.5. Procurement is the responsibility of the authorized employee performing the procurement process unless another party is identified prior to awarding the vendor.
- 1.6. The authorized employee for the purchase must not be the person who receives the goods delivered.
- 1.7. Contracts or purchase agreements will not be “split” in order to avoid following the guidelines and procedures provided.
- 1.8. All decision-making Northlands College employees listed in the Delegation of Authority, Policy #203 must submit a written declaration of any real or perceived conflict of interest prior to procuring any goods or services. This documentation will be submitted to Accounts Payable and filed there as audit evidence.

2. Requests for Quotes or Proposals

- 2.1. All of the values listed below represent annual maximums for contracts and purchase orders and the methods of procurement.

Estimated Purchase value including shipping	Method of Procurement
<\$3,000	Option to request quotes or single source based on experience and knowledge.
\$3,001 - \$25,000	Request for quotes or proposals using public, transparent, documented, standardized format provided by Purchasing. The process will default to the lowest bid price unless Purchasing is involved in the process. All documentation will be provided to Purchasing.
\$25,001 - \$75,000	Request for tender with standardized format provided by Purchasing. The process will default to the lowest bid price unless Purchasing is involved in the process. All documentation will be provided to Purchasing.
>\$75,001	Formal Public Tender for a minimum length of 30 days by Vice President of Finance and Operations



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- 2.2. Invitational requests for quote or proposal may be used in conjunction with a publicly posted tender.
- 2.3. Consideration can be given to factors other than lowest dollar value at the discretion of the authorized decision-maker. The criteria will be determined in collaboration with the Purchasing department prior to requesting quotes or proposals.

The following list offers guidelines for evaluating vendor quotes and proposals; however, other attributes and weighted averages may be used as long as they are documented and witnessed prior to comparing quotes and proposals.

Example of pre-determined Criteria for Evaluation:

	Attributes	Points
1.	The supplier offered good quality product or service in the past (to either Northlands College or another publicly funded entity).	20
2.	The supplier's response to the request was delivered on time, with all of the information requested, and using the communicated method.	10
3.	The supplier claims on-time delivery.	20
4.	The supplier provided credible and positive references	20
5.	Bid price ranking	30

2.4. Minimum requirements for a Standardized Request for Quote or Proposal

- Date of issue
- Closing date and time for the Request
- Criteria for awarding
- Date of the award
- Method for receiving quotes or proposals
- Specifications for the items or services sought as precisely as possible
- Name of the authorized decision-maker (identified internally only)

2.5. Receiving quotes and proposals

- The individual receiving the quotes will not be the sole decision-maker and will be responsible for keeping all quotes and proposals sealed until the closing date and time.
- Ideal means to receive quotes and proposals: tenders@northlandscollge.sk.ca.
- When closing date has arrived, the person requesting the quote or proposal must find a witness to sign and date at opening all quotes and the evaluation of those quotes.

2.6. Single/Sole Sourcing

Single source purchases are when one vendor is chosen from a number of potential vendors without requesting a quote or proposal. This is permissible when one of the following conditions applies:

- emergent or urgent situations
- goods or services < \$3,000

Documentation explaining the reason(s) for the choice to single-source a good or service greater than \$3,000 will be authorized by the Vice President of Finance and Administration or the President and CEO.



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2.7 Procurement for Training Services

- Procurement for the purpose of a Training Services Agreement (TSA) or Contract is the responsibility of Program Coordinators, Managers and Directors. The methods for procurement of training services will be clearly documented when the methods for procurement do not follow the guidelines provided by this policy.

All TSA documents will be authorized by the Program Coordinator, Program Manager or Director and Vice President or the President and CEO.

2.8 Products and Services Evaluations

- Vendors who provide goods or services below or beyond expectations should be scored using the form and method provided by Purchasing. The documented scores may factor into future vendor choices. The Board for Northlands College will be informed if vendor evaluations for goods or services would impact and/or influence future decisions.

2.9 Use of Purchase Orders and Contracts

- A purchase order is required for the procurement of all goods and services, with the exception of those that are necessarily completed on an authorized Northlands College credit card or where a contract is deemed necessary.
- Purchase of goods over \$2000 in value and with a delivery schedule, not exceeding a one-year term will be made using a purchase order as the purchasing document.
- Purchase of goods with a term exceeding one year in length or in the opinion of the signing authority include complex terms and conditions requiring more formal documentation, will be made using a written contract as the purchasing document. A purchase order may still be issued for the transaction, but the agreed terms and conditions of the written contract will govern the agreement.
- Purchase of services will be made using a written contract as the purchasing document. As with goods, a purchase order may still be used for this transaction, but the terms and conditions of the written contract will govern the agreement.

3. Awarding the Bid

- 3.1. Quotes and proposals received from bidders are considered confidential.
- 3.2. Once a bidder is chosen, the following information will become public and communicated to the bidders:
 - Name of the Bid-winner
 - Dollar value of the award
 - Range of quoted values
 - Number of bidders
- 3.3. Bids awarded will be authorized within the College at the per-transaction level assigned by Board approval (Appendix A).
- 3.4. Bidders may request a follow-up to the bid process through the Vice President of Finance and Operations at tenders@northlandscollge.sk.ca. Information will be provided specific to the bidder only within 30 days of the request.



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4. Other Related Policies

The Procurement Policy should be read with consideration for the following list of other policies and procedures.

- #203 Delegation of Authority (Appendices A & B)
- #210 Credit Cards
- #503 Code of Ethics
- #504 Conflict of Interest
- Purchasing Procedures provided by Purchasing

Policy Originated: July 1, 2016	Approved by: Board of Directors
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Appendix A – Delegation of Authority (Policy #203)

Financial Transactions, Agreements & Commitments

Levels of Authority and Positions in Level	Types of Financial Transactions, Agreements & Commitments (other than People & Culture related)	Maximum Amount in Transaction
Level 1: Board	• Borrowing • Annual budget • Annual report • Multi-year business plan • Collective agreement (ratify) • Appoint auditor • Recommend investments to Ministry • Appoint President & CEO • Policies • Board bylaws • Restrictions to surplus funds • Disposal of assets with market value • Tuition and fees (standard) • Write-offs of outstanding tuition and fees • Selection of banking institution	unlimited
Level 2: President & CEO	• Transactions, agreements, commitments • Memorandums of Understanding with 3rd parties • Disposal of assets with value <\$100 (with Director responsible for Finance) • Relocation expenses • Credit cards • Tuition and fees (non-standard) • Timeframe for collection of tuition and fees • Payment plan for student tuition and fees	unlimited



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Level 3a: Vice President responsible for Finance	• Transactions, agreements, commitments • Leases of one-year or longer; renewals of these leases, subject to approval by the Ministry • Leases less than one year that do not require approval of a Ministry, <i>with</i> the Vice President whose operations require the lease • Use of personal vehicle for travel (with supervisor of employee) • Incur legal expenses • Eligibility for mobile devices	\$250,000
Level 3b: Vice President responsible for Academics	Training service agreement (with Program coordinator, manager or director) $\leq$ 1 year and within annual programming budget	\$250,000
Level 3c Vice President responsible for Academics with Vice President responsible for Finance	Training service agreement $>$ 1 year and/or up to \$500,000	\$500,000
Level 4: Vice Presidents other than Level 3	• Transactions, agreements, commitments • Leases less than one year that do not require approval of a Ministry, <i>with</i> the Vice President responsible for Finance	\$50,000
Level 5: Associate Vice President	• Transactions, agreements, commitments	\$35,000
Level 6: Directors	• Transactions, agreements, commitments • Disposal of assets with value $<$\$100 – (Director responsible for Finance with President & CEO) • Tenancy agreements for college-owned or college leased housing	\$25,000



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Level 7: Managers	• Transactions, agreements, commitments	\$10,000
Level 8: Executive Coordinator	• Transactions, agreements, commitments	\$10,000
Level 9: In-scope Coordinator Registrar	• Transactions, agreements, commitments	\$5,000

1. No signing authority will be granted to the members of the Purchasing Department or to the Director of Finance to ensure sufficient segregation of duties.
3. If transactions, agreements, and commitments extend more than one year or exceed \$75,000, the President and CEO can request an additional signature to demonstrate knowledge of and recommendation of the transaction, agreement, or commitment by the position responsible for delivery on it.

Agreements and Contracts that do not have a specified limit must be authorized by 2 parties:

- a. Program Coordinator, Manager or Director or Associate Vice President **and**
 - b. Vice President or President & CEO.
3. All credit cards have a transaction limit of \$5,000.



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Appendix B –Corporate Credit Card Limits (Policy #210)

		Credit Card Limit	Single Transaction Limit
General Purchasing			
Director of IT, Innovation & Marketing		\$ 30,000	\$ 5,000
Administrative Assistant to the VP Finance, Administration and Sustainability		\$ 60,000	\$ 5,000
Human Resources Director		\$ 5,000	\$ 5,000
Facilities Coordinator		\$ 10,000	\$ 5,000
Executive Coordinator, President & CEO Office		\$ 40,000	\$ 5,000
Accounting Technician		\$ 99,000	\$ 5,000
University			
Program Assistant	Central	\$ 10,000	\$ 5,000
Student Advisor	Western	\$ 5,000	\$ 5,000
University Instructor	Eastern	\$ 5,000	\$ 5,000