

PROCUREMENT POLICY

Policy Section & Number:		Effective Date:	November 4, 2022
Policy Owner:	Vice President, Corporate Services & CFO	Last Revised:	October 7, 2022
Policy Administrator:	Procurement Manager	Review Scheduled:	October 7, 2026
Approver:	Executive Committee		
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>			

A. POLICY STATEMENT

This policy applies to all employees of Keyano College (The College), as well as contractors, vendors and consultants while engaged by the College, who are involved in the acquisition of goods, services and capital assets.

Procurement of goods, services and capital assets at the College is conducted and managed by the Procurement Department. This policy is applicable to all procurement regardless of the ultimate source of funding, unless specifically indicated otherwise by the funding source.

1. Guiding Principles

- 1.1 The College operates under the principle of competitive purchasing following the New West Partnership Trade Agreement (NWPTA), Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA).
- 1.2 The College is committed to a procurement process for good and services that takes into account sustainable environmental and ethical procurement considerations; with a focus on best value for the total cost of ownership and utilizing open, fair, transparent and accountable procurement practices.
- 1.3 The Procurement Manager shall exercise general supervision and control over the procurement of all goods, services and capital assets in accordance with this policy and its' associated procedures. The Procurement Manager is authorized to make and issue administrative rules of procedure as necessary to implement this policy.

- 1.4 All procurement activities must be conducted in a manner able to withstand the closest possible audit scrutiny. This includes, but is not limited to ensuring employees:
- a. Maintain impartiality throughout the entire procurement process.
 - b. Do not receive or seek to receive personal gain through procurement activities.
 - c. Declare conflict of interests or perceived conflict of interests in accordance with the Conflict of Interest Policy.
 - d. Do not split larger purchases into two or more smaller orders in order to circumvent the tendering requirements of this policy and the trade agreements.
 - e. Treat potential and existing suppliers with equality and fairness and maintain confidentiality of commercially sensitive information such as prices, discounts, product information, responses to proposals, etc.
- 1.5 The College is responsible for ensuring that the management of the procurement of goods and services in an accordance with all applicable legislation and regulations. By having a clear and transparent Procurement Policy, the College is promoting institutional transparency, openness and accountability.
- 1.6 All acquisitions shall be in accordance with approved departmental budgets except where otherwise authorized by the Board of Governors. This includes the procurement for routine operational activities and capital assets. All formal tendering processes, contracting and purchase orders will be managed by the Procurement Department.
- 1.7 Departments can recommend suppliers for particular purchases; however, the final decision on supplier's selection rests with Procurement.
- 1.8 College departments are authorized to carry out budgeted procurement for the acquisition of routine operational goods and services in accordance with the Delegation of Authority Policy. The appropriate authority must ensure sufficient budgetary funds are available to cover the costs of the goods and services being purchased. All capital projects, capital assets, construction and related renovations are the responsibility of the Office of the Vice President, Infrastructure and CIO.

2. POLICY OBJECTIVE

- 2.1 The objective of this policy are to ensure:
- a. Controls are in place for efficient and proper expenditure of College funds.
 - b. Transparency and accountability in the use of public funds for the acquisition of goods, services and capital assets.

- c. Goods, services and capital assets are acquired to meet the College's quality and safety requirements at competitive prices and in a consistent manner.
- d. Goods, services and capital assets are obtaining on time, within budget and meet the needs of the end users.
- e. Compliance, in all respects, with applicable legislation, regulations and College policies and procedures. This includes, but it not limited to: NWPTA, CFTA, CETA and the Freedom of Information and the Protection of Privacy Act (FOIP).
- f. Risks are identified, assessed and managed throughout the procurement process.
- g. The College will procure goods, services and capital assets only from established and reputable suppliers.

B. DEFINITIONS

Refer to Procurement Procedure

C. RELATED POLICIES

- Budgeting Policy
- Capital Asset Management Policy
- Conflict of Interest Policy
- Delegation of Authority Policy

D. RELATED LEGISLATION

- *Canadian Free Trade Agreement (CFTA)*
- *Comprehensive Economic and Trade Agreements (CETA)*
- *Customs Act*
- *Dangerous Goods Transportation and Handling Act*
- *Freedom of Information and Protection of Privacy Act (FOIP)*
- *New West Partnership Trade Agreement (NWPTA)*
- *North American Free Trade Agreement (NAFTA)*
- *Post Secondary Learning Act*
- *Uniform Electronic Commerce Act*

E. RELATED DOCUMENTS

- Procurement Procedure
- Sole/ Single Source Application Form
- Goods and Services Request Form

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
06/30/2015	New	All	Procurement Manager	Vice President, Infrastructure & CIO
05/04/2022	New	All	Procurement Manager	Vice President, Corporate Services & CFO
10/07/2022	Revised	All	Procurement Manager	Vice President, Corporate Services & CFO