

Purchasing policy

Policy statement

Effective purchasing facilitates fiscal stewardship, increased value, financial and environmental sustainability, ethical management, and accountability. This Purchasing Policy supports the achievement of our vision, mission, and mandate by providing broad programming designed to provide graduates with opportunities to improve their lives, prepare for further education, and advance their careers. Bow Valley College (BVC, or “the College”) purchasing activities must promote the legal, reputational, environmental and financial interests of the College.

Purpose

The purpose of this policy is to set principles associated with the purchase of Goods and Services and Construction Services at Bow Valley College.

Scope

Purchasing Services (part of Campus Services) is the primary purchaser for the College. However, this policy applies to all Employees of the College who are involved in acquiring Goods or Services or Construction Services from Vendors/Suppliers on behalf of the College. The following areas of Goods and Services are excluded from this Purchasing Policy:

- Legal & notary Services; and
- Treasury & financial Services.

Principal objectives

BVC purchasing values

1. Bow Valley College Purchasing Services shall work to be in compliance with the relevant legislation and ethical and professional purchasing standards listed in this policy (see Related Legislation and Related Guidelines on the Data Sheet).
2. Employees involved in purchasing decisions should maintain relationships with Vendors/Suppliers that are consistent with the College’s Code of Conduct Policy and Respectful Workplace Policy and the Code of Conduct of the Supply Chain and Logistics Association Canada.
3. Purchasing decisions, actions, and communications at the College should:
 - 3.1. Ensure that use of resources is for their intended purposes;
 - 3.2. Ensure fair dealings with Vendors/Suppliers of Goods and Services and Construction Services;
 - 3.3. Comply with the College’s Code of Conduct Policy; and
 - 3.4. Comply with the College’s Respectful Workplace Policy.
4. Purchase Order information and responses from Vendors/Suppliers to Tenders/Bids are considered confidential information. College Employees are not to discuss such terms with other Vendors/Suppliers. All inquiries for information regarding the awarding of College business should be referred to Purchasing Services. Vendors/Suppliers may be informed that BVC is subject to legislation (e.g. the *Freedom of Information and Protection of Privacy Act* and other legislation cited in the Data Sheet) that has implications for records created and retained in the purchasing process and for any disclosure of such information to any party.

5. Purchases must align with the College’s commitment to providing a healthy and safe work environment. All electrical equipment must meet current Canadian Standards Association standards and bear appropriate labels. If an Employee requires specialized ergonomic equipment, then an ergonomic assessment that is facilitated through Human Resources is required. Occupational Health & Safety can assist with assessing potential hazards and risks related to purchases at a department’s request.
6. Bow Valley College is committed to social and environmental sustainability. As a member of the Association for the Advancement of Sustainability in Higher Education (AASHE) and the Sustainable Purchasing Leadership Council (SPLC), and a Reporter under the Sustainability Tracking, Assessment & Reporting System (STARS), Bow Valley College is committed to transparency of all sustainability initiatives. In compliance with the United Nations Sustainable Development Goal #12, Responsible Consumption and Production, our decisions regarding the acquisition of Goods and Services and Construction Services take environmental and social impacts into account.

BVC purchasing environment

7. The College will operate a centralized purchasing system through Purchasing Services.
8. Purchasing approval by select College business units is required for any purchase that relates to specific categories, as indicated below:

BVC business unit	Categories delegated
Human Resources	<ul style="list-style-type: none"> • Recruitment and selection advertising
Campus Services	<ul style="list-style-type: none"> • Mechanical, maintenance, repair, construction, and transportation Goods and Services • Furniture (including repair and replacement, space and facility leases, tenant improvements, and rentals) • Safety, security, and emergency preparedness Goods and Services
Marketing and Communications	<ul style="list-style-type: none"> • Website/social media Goods and Services • Crisis communications Goods and Services • Goods and Services used to officially promote the College in the community (any marketing of the College using the logo)
Information Technology Services	<ul style="list-style-type: none"> • Information management and electronic communications Services and technology.

9. Orders shall be initiated through the generation of a Purchase Requisition. Goods or Services or Construction Services must be specified in sufficient detail to enable Purchasing Services to secure Quotes or put the purchase to Tender/Bid. Full cost centre codes, account codes, and project codes are required.
10. Unless otherwise specified, the decision to initiate a purchase from budgeted funds rests with the designated signing authority for the cost centre involved (see Delegated Signing Authority Policy & Procedure 100-2-5). Employees who initiate purchases are responsible 10.1. for ensuring that sufficient budgetary funds are available. All purchases are subject to available budget funds.
11. All purchases must be properly authorized by the appropriate signing authority (see Delegated Signing Authority Policy & Procedure 100-2-5). Or purchases under \$75,000

the Employee authorized to initiate purchases may proceed to obtain Quotes directly from the Vendor/Supplier or by contacting Purchasing Services.

12. The purchasing process includes specification of the purchases set out in the Purchase Requisition, selection of the Vendor/Supplier, and establishment of Contract conditions including the price to be paid. If the purchases offered do not conform to the specifications, or the price significantly exceeds the area's own estimate, the matter will be referred to Purchasing Services for a recommendation.
13. All tangible items purchased must be received through centralized receiving.
14. The College assigns credit cards (Procurement Cards) to certain positions, schools and departments. Purchases made on College credit cards must comply to the Credit Card Policy and Procedures, in addition to complying with this Policy.

BVC vendor/supplier requirements

15. The College expects Vendors/Suppliers to accurately reflect their capacity to satisfy the requirements stipulated in a Tender, Bid, Quote, or Contract. Vendors/Suppliers are obliged to alert Purchasing Services of any factual errors they may have provided during the entire course of the business relationship.
16. Vendors/Suppliers selected by Purchasing Services are required to have insurance and WCB coverage, or a WCB-exempt letter, depending on Goods or Services provided. Insurance coverage should be a minimum of two million, although coverage to be determined by Purchasing Services in consultation with Finance Services.
17. Vendors/Suppliers are required to have appropriate Bonding in place for facility, renovation, and construction projects of a value equal to or greater than \$200,000. The College may request Bonding for projects less than \$200,000. Waiving of Bonding requirements can only be authorized by the Vice President, Strategy & CIO in cases where there is minimal risk.

BVC tenders and required actions

18. Purchases, other than those specifically exempt within this Policy, shall have required actions based on the purchase values in **Table 1** and **Table 2**

Table 1 (in Canadian dollars)

	Purchase value	Required action
Goods and services	\$0 - \$74,999.99	<ul style="list-style-type: none"> • Purchase Order or Contract required • One written/email Quote minimum, additional Quotes encouraged • This is for a one-time occurrence for one particular Good or Service with the Vendor/Supplier and is not intended to have a cumulative effect whereby the spend reaches \$75,000 over the initial term with the Vendor/Supplier. • Required actions will also require those that are otherwise included in the Delegated Signing Authority.

	≥ \$75,000	<ul style="list-style-type: none"> • Formal Competitive Bid • Required actions will also require those that are otherwise included in the Delegated Signing Authority.
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Table 2 (in Canadian dollars)

	Purchase value	Required action
Construction services	\$0 - \$199,999.99	<ul style="list-style-type: none"> • Purchase Order or Contract required • One written/email Quote minimum, additional Quotes encouraged • This is for a one-time occurrence for one particular Good or Service with the Vendor/Supplier and is not intended to have a cumulative effect whereby the spend reaches \$200,000 over the term with the Vendor/Supplier. • Required actions will also require those that are otherwise included in the Delegated Signing Authority.
	≥ \$200,000	<ul style="list-style-type: none"> • Formal Competitive Bid • Required actions will also require those that are otherwise included in the Delegated Signing Authority.

19. A formal process will be used prior to the purchase of Goods or Services equal to or greater than \$75,000, and prior to an award of a Construction Services Contract equal to or greater than \$200,000. This process may also be used in areas involving purchases of specialized Services and other circumstances that warrant special treatment. While this process will generally be closed to the public, the Vice President, Strategy & CIO has the discretion to rule that Tenders/Bids will be opened in public.
20. At certain times the College may have to utilize a Sole Source solicitation, due to specific justifications. Sole Sources may be used in the circumstances below provided that they are not used by a procuring entity to avoid competition, discriminate between suppliers or protect the suppliers of its Party. In such cases, a Competitive Bid Procedure (CBP) Exception Request form must be completed by the requestor and authorized by their Vice President and by the Vice President, Strategy & CIO. If the requestors Vice President is the Vice President, Strategy & CIO then the CBP must be counter-signed by the CFO. As per the New West Partnership Trade Agreement, Sole Source justifications are permitted in circumstances below however they may not be permitted in other purchasing legislation (must check with Purchasing):
- 20.1. procurement from philanthropic institutions, prison labour, or persons with disabilities;
 - 20.2. procurement from a public body or non-profit organization;
 - 20.3. procurement of Goods purchased for representation and promotional purposes, and Services or Construction Services purchased for representational or promotional purposes outside a procuring entity's Province;
 - 20.4. procurement of health Services and social Services;
 - 20.5. procurement on behalf of an entity not covered by the NWPTA;
 - 20.6. procurement by entities that operate sporting or convention facilities, in order to respect a commercial agreement;

- 20.7. procurement where it can be demonstrated that only one Vendor/Supplier is able to meet the requirements;
 - 20.8. procurement where an unforeseeable situation of urgency exists and the Goods, Services or Construction Services could not be obtained in time by means of open procurement procedures;
 - 20.9. procurement when the acquisition is of a confidential or privileged nature and disclosure through an open Bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption, or be contrary to the public interest;
 - 20.10. procurement of Services provided by lawyers and notaries;
 - 20.11. procurement of Goods intended for resale to the public;
 - 20.12. procurement in the absence of a receipt of any Bids in response to a call for Tenders.
21. As per the New West Partnership Trade Agreement General Exceptions for purchasing of measures adopted or maintained related to:
- 21.1. Aboriginal peoples;
 - 21.2. Water, and services and investments pertaining to water;
 - 21.3. Social policy, including labour standards and codes, minimum wages, employment insurance, social assistance benefits and workers' compensation.
22. In a situation where a Contract for Services or Construction Services needs to be extended, the **Table 1** or **Table 2** amounts need to be considered and the Sole Source justification and approval documents need to be reviewed for applicability. New deliverables trigger the start of a new engagement process.
23. Total purchase value should consider the value over the entire term with the Vendor/Supplier. Required actions apply when it is known that purchases over the entire term with the Vendor/Supplier will reach the noted thresholds identified in **Table 1** and **Table 2**.
24. All purchase value thresholds identified in **Table 1** and **Table 2** include all costs except GST and other applicable taxes.
25. Tactics such as splitting the total purchase value of Goods or Services or Construction Services into smaller amounts to circumvent purchasing actions, requirements, or the approval limits listed in **Table 1** and **Table 2** are prohibited.
26. The listed thresholds and required actions in **Table 1** and **Table 2** apply to Contractual engagements with Independent Contractors. If the purchases offered do not conform to the price specifications and required actions listed, the matter will be referred to Purchasing Services.
27. In cases of regularly recurring material purchases, agreements, or Contracts, work may be done using a Vendor/Supplier who has been chosen as the selected bidder on a call for Tender/Bid (also referred to as preferred Vendor/Supplier). The agreement or Contract will be for multiple years and will follow the criteria listed within the Delegated Signing Authority Policy (100-2-5).
28. Tenders/Bids for continuing supply of Goods or Services or Construction Services should be awarded for a maximum of three (3) to five (5) years; Tenders/Bids or proposals to be issued for more than five years must be approved by the President & CEO.

29. Where unusual or special Tender/Bid requirements are contemplated, departments may discuss such requests with Purchasing Services prior to submitting a Purchase Requisition.

Compliance

Employees, Contractors, and learners are responsible for knowing, understanding and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their employment or relationship at the College.

Definitions

Bid:

An offer to buy or sell Goods or Services or Construction Services by a purchaser or Vendor/Supplier

Bonding:

Is a percentage of a Tender/Competitive Bid price and forms a security guaranteeing the fulfillment of a particular Contract. If the Vendor/Supplier fails to enter into a Contract with the College, then the College may seek compensation under the Bond. Examples include Bid Bonds, performance Bonds, labour and materials Bonds, and surety Bonds.

Competitive bid:

Is the formal means by which potential Vendors/Suppliers are invited to submit their proposal to supply Goods or Services to the College.

Construction services:

Purchases related to the construction or maintenance of College buildings.

Contract:

A document that records a formal and/or legally binding agreement.

Employee:

Those who are employed by Bow Valley College. The College pays Employees directly and also files tax information and deductions with the Canada Revenue Agency.

Goods and services:

Includes, but is not limited to, equipment, materials, and supplies; services such as consultancies, professional and/or related services; and public utilities.

Independent contractor:

Businesses, either sole proprietorships or multi-person companies that provide Goods or Services or Construction Services to the College through a business transaction. Worker payments, transactions, taxes, and benefits are the responsibility of the Independent Contractor.

Invitational tender:

The College invites specific Vendors/Suppliers to submit Tenders, or proposals, usually from a Pre-Qualified list.

Pre-qualified:

A method of ensuring that Vendors/Suppliers meet the standards requested by the College. For purposes of expediting the procurement processes, the College could maintain an inventory of Pre-Qualified Vendors/Suppliers from which to draw.

Purchase order:

A Purchasing Services document used to formalize and commit a binding purchasing transaction or Contract with a Vendor/Supplier.

Purchase requisition:

An internal document used to request Purchasing Services to purchase Goods or Services or Construction Services.

Quote:

A written statement of price, terms of sale, and specific description of Goods or Services or Construction Services offered by a Vendor/Supplier.

Sole source:

A purchase from a Vendor/Supplier of Goods or Services or Construction Services without a competitive process.

Supply chain:

A system of organizations, people, activities, information, and resources involved in moving Goods or Services or Construction Services from Vendor/Supplier to customer.

Tender:

The act of offering for sale, in written form, Construction Services requested by specifications of tender.

Vendors/suppliers:

An independent enterprise that contributes Goods or Services or Construction Services to the College's Supply Chain.

Data sheet

Accountable officer

The Executive Team member responsible for Finance

Responsible officers

Director, Campus Services
Director, Finance

Relevant dates

Approved	Board of Governors: BOG141121-07
Effective	November 21, 2014
Next review	November 21, 2017
Modification history	<ul style="list-style-type: none"> Updated Accountable and Responsible officer info 4-18-2023 July 2017 change of titles and dept. name September 5, 2019 – Change of dollar thresholds, adding sustainability and Indigenous people’s content Policy Committee reviewed and updated numbering format January 2022 Rebranded 2021
Verified by	Office of the President, April 2023*

Related policy

Code of Conduct (200-1-13)	Fraud (200-1-4)
Credit Card (100-1-5)	Hospitality Event Expense (100-1-9)
Delegated Signing Authority (100-2-5)	Occupational Health and Safety (200-2-3)
Disclosure of Travel and Expense (100-1-3)	Protected Disclosure (200-1-6)
Enterprise Risk Management (600-1-4)	Travel Expense (100-1-8)
Environmental Sustainability (300-1-7)	

Related procedures

Code of Conduct (200-1-13)	Expense Claim (100-1-6)
Credit Card Use (100-1-5)	Sustainable Procurement (200-1-2)
Delegated Signing Authority (100-2-5)	

Related forms

CCRA criteria checklist	Product / Service Requisition (PSR)
Competitive bid procedure (CBP)	Technology Product / Service Requisition
Exception Request	

Related guidelines

Canadian Electrical Code, CSA C22.1 (Canadian Standards Association)	Public Sector Accounting Handbook (Canadian Institute of Chartered Accountants)
Code of Conduct (Supply Chain and Logistics Association Canada)	

Related legislation

Access to Information Act (Canada)
Agreement on Internal Trade (Canada)
Canadian Free Trade Agreement
Competition Act (Canada)
Financial Administration Act (Alberta)
Freedom of Information and Protection
of Privacy (Alberta)
Lobbying Act (Canada)
Lobbyist Act (Alberta)
New West Partnership Trade
Agreement (Western Canada)

Personal Information Protection
Act (Alberta)
Personal Information Protection and
Electronic Documents Act (Canada)
Post-Secondary Learning Act (Alberta)
Public Interest Disclosure Act (Alberta)
Trade, Investment and Labour Mobility
Agreement (Canada)
Other relevant federal / provincial
legislation