



POLICY STATEMENT

Policy Name	Procurement		
Policy #	413-G	Category	Finance
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	November 29, 2016
Policy Approved by	Board of Directors	Issue or Revision Date	June 20, 2022
Procedures Approved by	President & CEO	Review Date	June 2025

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to govern the organization’s procurement practices and ensure Saskatchewan Polytechnic adheres to the highest level of institutional and personal integrity.

SCOPE

This policy applies to all employees of Saskatchewan Polytechnic who engage in purchasing activities on behalf of Saskatchewan Polytechnic, and to all goods and services purchased with Saskatchewan Polytechnic funds, including, but not limited to, operating, capital, research grants, grants and funds held in trust.

GUIDING PRINCIPLES

All procurement of goods and services by Saskatchewan Polytechnic will be handled with consideration of the following fundamental principles:

1. As a publicly funded organization, Saskatchewan Polytechnic has a responsibility to ensure adequate monitoring and control of the expenditure of public funds.
2. Saskatchewan Polytechnic is committed to procurement processes that are open, competitive where appropriate, transparent and fair, and all qualified vendors are afforded equal opportunity, while remaining in full compliance with legislation, trade agreements and other related Saskatchewan Polytechnic policies and procedures.
3. Best overall value for money spent, including the consideration of total cost of acquisition and ownership, the mitigation of risk and improved efficiencies.
4. Consistency with Saskatchewan Polytechnic’s mission, vision, values, and strategic priorities.
5. Open and fair, non-discriminatory acquisition processes.
6. Transparency, with the highest level of personal and organizational excellence and integrity.
7. Commitment to promoting, supporting, and encouraging equality, diversity, and inclusion.

8. Promotion of Indigenous engagement.
9. Sustainability – considering environmental, social, and economic impact.

POLICY

1.0 General

- 1.1 All acquisitions of goods or services must be properly authorized according to Saskatchewan Polytechnic Policy 504b Management Authorities Grid.
- 1.2 Procurement Department is responsible for the management of all procurement services unless otherwise delegated within the referenced procedures.
- 1.3 A purchase order is required for the purchase of all goods and services, except for those goods and/or services identified within the procedures.
- 1.4 No person will commit Saskatchewan Polytechnic to agreements, licenses, contracts, leases, or other legally enforceable obligations unless authorized to do so as indicated within the Legal requirements of the Governance policies – specifically Policy 504b Management Authorities Grid .
- 1.5 Saskatchewan Polytechnic’s purchasing processes, forms and services shall not be used by Saskatchewan Polytechnic employees for personal purchases.
- 1.6 A Saskatchewan Polytechnic corporate purchasing card (Pcard) may be used by employees authorized to procure goods and services for Saskatchewan Polytechnic activities according to procedures set out in the Pcard manual, found under Financial Services SharePoint site.
- 1.7 When Saskatchewan Polytechnic has collaborated with other organizations to jointly procure goods or services, Saskatchewan Polytechnic may rely on the work done by the partner organization(s) to fulfill the requirements of the referenced procedures of this policy. This is subject to review by Strategic Procurement and approval as per Policy 504b Management Authorities Grid.

2.0 Legislative and Policy Compliance

- 2.1 Competitive bids, in accordance with the thresholds and requirements stated within the procedures, are required for the purchase of all goods and services. Open, fair, and transparent competitive bid processes provide evidence of due diligence to funding partners and ensure best value and compliance with legislative requirements.
- 2.2 As a publicly funded organization Saskatchewan Polytechnic is considered a member of the MASH sector (Municipalities, Academic Institutions, Schools, and Hospitals) and as such is subject to the New West Partnership Trade Agreement (NWPTA), Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA). To ensure compliance with these agreements, all procurement of goods and services must follow the thresholds and limitations as set out in the referenced procedures.
- 2.3 On an annual basis, Senior Leadership Council (SLC) and the board of directors (audit committee) will be informed of any significant procurement compliance concerns. Non-compliance with procurement policies may expose Saskatchewan Polytechnic to significant financial, legal, and reputational risk.
- 2.4 Procurement will make purchases in compliance with legislation and statutory regulations including, but not limited; to Occupational Health and Safety (OHS) and Canadian Standards Association (CSA)

for safety standards, Workplace Hazardous Materials Information System (WHMIS) for hazardous products, Canada Border Services Agency (CBSA) for custom duties and excise taxes, Goods and Services Tax (GST) and Provincial Sales Tax (PST).

- 2.5 Saskatchewan Polytechnic employees are governed by policies on Conflict of Interest and on Gift Acceptance. Saskatchewan Polytechnic employees must disclose any financial or personal interest, direct or indirect, in a prospective vendor to the Procurement department, and where deemed appropriate withdraw from the decision making. Business gifts shall not be offered or accepted, except as part of the normal exchange of hospitality between persons doing business together or the exchange of gifts as part of protocol.
- 2.6 Procurement works cooperatively with the Advancement Office when vendors or potential vendors are to be solicited for donations. However, in no case shall donations or other gifts given or offered be considered in purchase decisions.
- 2.7 All suppliers for Saskatchewan Polytechnic are subject to Saskatchewan Polytechnic's Sexual Violence and Harassment policies. Saskatchewan Polytechnic does not tolerate behaviors that will undermine the dignity, self-esteem, or productivity of any Saskatchewan Polytechnic employee or student. Every student and employee of Saskatchewan Polytechnic is entitled to a learning and work environment that is free of violence, harassment, and discrimination. Violation of Saskatchewan Polytechnic policies will be considered a breach of any Saskatchewan Polytechnic agreement.

3.0 Non-Compliance

- 3.1 If goods and services are not purchased according to this policy, the fiscal responsibility of Saskatchewan Polytechnic may be compromised. Any employee making a purchase or commitment in Saskatchewan Polytechnic's name without following proper process may be subject to disciplinary action, up to and including termination of employment.
 - 3.1.1 Competitive bid exceptions using direct award procedures may be exercised by Saskatchewan Polytechnic and approved if there are organizational strategic priorities or essential and/or material reasons for awarding an order or contract without soliciting competitive bids. Validating such alignment ensures Saskatchewan Polytechnic provides all potential suppliers equal and fair treatment and meets its statutory procurement requirements.
 - 3.1.2 All direct award justifications must be documented with appropriate rationale that would support a transparent award process and withstand public scrutiny. These purchases must be authorized as per the Management Authorities Grid and approved by the Director of Strategic Procurement, prior to any purchase and in compliance with Guiding Principle 1. See Single or Sole Source Guidelines found under Financial Services SharePoint site.

DEFINITIONS

Corporate Purchasing Card (Pcard) – refers to the credit card, separate from a personal credit card, provided to approved Saskatchewan Polytechnic staff for the payment of approved, business-related expenses, including travel-related expenses. An application for a Pcard is found under Financial Services SharePoint site.

Direct Award – means negotiation with one vendor without a competitive process.

Purchasing – refers to the process involved in ordering goods and services such as requisition, approval, creation of a purchase order (PO) and the receipt of goods and services. It is a subset of the wider procurement process.

Procurement – is the overarching function that describes the activities and processes to acquire goods and

services. Importantly, and distinct from “purchasing,” procurement involves the activities in establishing requirements, sourcing activities such as market research, competitive sourcing, vendor evaluation and negotiation of contracts. It can also include the purchasing activities required to order and receive goods/services.

Single Source – is when more than one vendor for a product or service exists in the market; however, only one of those vendors is equipped to meet specific requirements.

Sole Source – is when only one vendor is capable of meeting end-user requirements and specifications.

RELATED POLICIES/DOCUMENTS

Policy 202-G Fundraising
Policy 404 Asset Capitalization and Amortization
Policy 411 Travel, Hospitality, and Other Expenses
Policy 414 Asset and Materials Disposal
Policy 504a-G Board Authorities Grid
Policy 504b Management Authorities Grid
Policy 601 Harassment
Policy 605 Sexual Assault and Sexual Violence
Policy 703 Code of Conduct
Policy 704 Conflict of Interest

APPLICABLE LEGISLATION OR REGULATIONS

Canadian Free Trade Agreement
Comprehensive Economic and Trade Agreement
New West Partnership Trade Agreement