

Policy Name	Procurement		
Policy #	413-G	Category	Finance
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	December 9, 2016
Policy Approved by	Board of Directors	Revision Date	June 20, 2022
Procedures Approved by	President & CEO	Review Date	June 2025

See the related [POLICY](#).

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.

PROCEDURES

1.0 General

1.1 Strategic Procurement is responsible for the management of all procurement services.

Strategic Procurement may grant delegated authority for the procurement of goods and services specifically related and limited to Saskatchewan Polytechnic operations. Those with delegated authority are required to be in compliance with procurement policy and follow all applicable procurement procedures. The following units are the only offices authorized to undertake procurement under the Saskatchewan Polytechnic purchasing framework on behalf of Saskatchewan Polytechnic Strategic Procurement:

Library:	for physical and digital library collections
Bookstore:	for textbooks and ancillary items for resale
Cafeteria:	for food services

- 1.2 Employees must not split purchases. For example, splitting what should be a single purchase or contract into two (2) or more parts that are below relevant purchasing thresholds in order to avoid compliance with this policy and Policy 504b Management Authorities Grid approval to purchase.
- 1.3 All leasehold improvements through the Ministry of SaskBuilds and Procurement must be set up through the web requisition/purchase order process with Capital Committee endorsement and VP approval.
- 1.4 All procurements for Saskatchewan Polytechnic will be based on the following minimum guidelines. It is the policy of Saskatchewan Polytechnic to acquire goods and services through a competitive process whenever practical. As such, Procurement may recommend further research be done for any given price level. As allowed under the relevant trade agreements, these minimum guidelines do not apply to the purchase of goods intended for resale to the public (e.g., ancillary items for resale).
- 1.4.1 Any procurement not exceeding \$5,000 (pre-tax) in value may be purchased based on:
- Purchasing's knowledge of and experience with the supplier; or
 - The requisitioner's knowledge of last purchase price; and/or
 - Written quotation if using a purchase order
- 1.4.2 Any procurement not exceeding \$75,000 (pre-tax) in value may be purchased on the basis of quotations from no fewer than three (3) suppliers. The quotations must be documented in writing and attached to the electronic web requisition for audit control purposes. Where reasonable and practical one of these quotations should include an Indigenous vendor or Indigenous contents criteria.
- 1.4.3 Any procurements exceeding \$75,000 (pre-tax) in value are purchased through a public posted formal competitive bidding process unless subject to a trade obligation allowable exception. All submissions will be evaluated on best value (e.g., scope, schedule and cost), including all aspects associated with price, quality (technical and commercial evaluation), environment (health and safety, and sustainability etc.), and social-economic impacts (community impact to Saskatchewan, Indigenous engagement etc.).

Saskatchewan Polytechnic purchasing dollar threshold summary for determining minimum competitive or non-competitive purchasing methodologies:

Purchasing \$ Threshold	Purchasing Methodology
\$0 - \$5,000 (pre-tax)	Based on Purchaser's knowledge - Pcard preferred
\$5,000 - \$75,000 (pre-tax)	Written Quotes - Minimum of 3 - Must be attached to requisition - One from Indigenous vendor (where reasonable)
>\$75,000 (pre-tax)	Formal Competitive Process - Request for Quotation - Request for Proposal - Request for Supplier Qualifications

All thresholds are applied over the life of the contract or agreement.

2.0 Exceptions

2.1 In compliance with the Policy statement 3.1.1, the following areas have been identified as exceptions and may be purchased without the use of a purchase order. Each exception must be approved and signed with the appropriate authorization as per this policy and Policy 504b Management Authorities Grid.

Exception	Responsibility	Method of Payment and Supporting Documents Required
Procure goods (NOT capital) and/or services with a value of less than \$5,000	Saskatchewan Polytechnic	Pcard preferred and/or an invoice, and/or an internally designated form.
Acquisition or lease or rental of property	Facilities	A signed contract and an invoice are required for payment.
Professional Fee remittances (e.g. insurance, audit, legal). Does not include Professional Membership Dues.	Financial Services	
Catering	Saskatchewan Polytechnic	Pcard preferred and/or an invoice, and/or an internally designated form
Marketing and Communications Advertising	Saskatchewan Polytechnic	
Travel related expenses	Saskatchewan Polytechnic	Travel and Expense Module (TEM2) or PCard
Payroll related remittances and benefit plans	Financial Services, Human Resources	A remittance advice, and/or an invoice, and/or internally designated form.
Government related remittances – PST, GST etc.	Financial Services	
Utilities	Facilities	
Canada Post and inter-office related courier charges	Financial Services	
Payments to an individual (non-employee) - includes honoraria, royalty/copyright payments, scholarships and awards	Human Resources, Accounts Receivable, Donor and Alumni	An invoice, and/or internally designated form.
Financial Services - includes investment, securities and banking services	Financial Services	
Professional development (course and conference registrations) and memberships and/or dues	Saskatchewan Polytechnic	A remittance advice, and/or an invoice, and/or internally designated form, and/or usage of the travel and expense module (TEM2).

3.0 Legislative and Policy Compliance

- 3.1 All capital must be purchased through the web requisition/purchase order process. All capital must be endorsed through the Capital Committee and have VP approval prior to purchasing.
- 3.2 A contract is required where risk, or complexity of the purchases are greater than can be directly addressed through the purchase order terms and conditions and/or vendor terms and conditions. Strategic Procurement will provide support through contract templates, guidance and access to external legal resources.
- 3.3 ITS related goods or services must be procured or sourced with approval from ITS 803 Desktop Computer Evergreen & 804 Electronic Communication Services Policy Statement.
- 3.4 Furniture (classroom and office) must be procured or sourced with approval from Facilities.
- 3.5 On an annual basis, Strategic Procurement provides to Senior Leadership Council (SLC) and the board of directors, audit committee a compliance summary report of any significant procurement compliance concerns:
 - procurement of goods or services in excess of \$75,000 that were excluded from the competitive bidding process under section 4 (c) of this procedure; and
 - any significant compliance issues.
- 3.6 No goods or services shall be procured or sourced from a Saskatchewan Polytechnic employee.
- 3.7 Saskatchewan Polytechnic employees must not do or say anything to create a verbal contract or otherwise commit to purchase on behalf of Saskatchewan Polytechnic with approval and authority as outlined in the Management Authorities Grid 504-b.

4.0 Direct Award

Procurement opportunities may be directly awarded without a competitive process in exceptional circumstances when appropriate and justified, and provided they are approved according to the following procedures. In some cases, the direct award process may be a potential violation of Saskpolytech procurement policy & procedures or Saskpolytech obligations under the various trade agreements.

- 4.1 Those wishing to pursue the direct award process must complete the Direct Award Request Form and secure appropriate approvals as outlined in the form.
- 4.2 Saskpolytech may directly award a contract under the following exceptional circumstances identified in the Direct Award Request form:
 - a. Technical – only known supplier and/or manufacturer who can meet the technical specifications or has the required expertise/experience to provide the service
 - b. Compatibility – to ensure compatibility with an existing product
 - c. Standardization – identical as existing product or continuation of service
 - d. Replacement – replacement of existing equipment is required and a competitive bid process cannot be used to determine a suitable replacement.
 - e. Emergency – an unforeseeable situation of urgency exists, and the goods, services or construction could not be obtained in time via a competitive process.
 - f. Change Order
 - g. Existing Contract – extending an existing contract

- 4.3 If the request for direct award meets one of the exceptions listed above, the completed Direct Award Request Form must be submitted with a WebReq, and a quote or proposal from the identified supplier attached. Quotes/proposals may be in any format, including an email, provided they clearly identify:
- a. the scope of work,
 - b. the timing of the work, including key dates and overall time commitment,
 - c. a breakdown of the costs, and
 - d. any other pertinent details such as criteria for judging work to be completed or satisfactory.

5.0 Corporate Purchasing Card (Pcard)

Saskatchewan Polytechnic in cooperation with our financial institution offer Pcards where approved and appropriate. Application for a Pcard can be found under Financial Services SharePoint Site.

- 5.1 An employee must meet the following criteria to qualify for a Pcard:
- a. Must be required to purchase goods or services as part of their Saskatchewan Polytechnic position.
 - b. Not have had a previous Saskatchewan Polytechnic Pcard suspended.
 - c. Have approval from an out-of-scope supervisor.
- 5.2 There are two different types of Pcard that may be issued:
- 5.2.1 Department card:
- a. Used when more than one person in a group or department will be making purchases; however only one person can be the owner of the card.
- 5.2.2 Personal Card:
- a. Used by only one person to make purchases.
 - b. Only Out-of-scope employees may use a personal Pcard to book hotels, flights, and other travel expenses.
- 5.3 An application must be filled out and signed by an out-of-scope supervisor; the application can then be forwarded to the Purchasing department for processing.
- 5.4 Guidelines for Pcard Purchases:
- 5.4.1 Pcards are only for authorized Saskatchewan Polytechnic purchases within the institute's established policies and procedures.
 - 5.4.2 Pcards default to a \$10,000 monthly limit and a \$5,000 single transaction limit. Any exceptions require AVP/Dean Level Approval.
 - 5.4.3 No Purchases of over \$5,000 (not including taxes) shall be made on a Pcard.
 - 5.4.4 In-scope employees cannot charge any travel related expenses to their Pcard. Per the collective agreement and Policy 411 Travel Hospitality & Other Expenses, personal travel must be claimed through the TEM2 system.
 - 5.4.5 Internal Saskatchewan Polytechnic purchases shall not be made on a Pcard (Bookstore, cafeteria, continuing education courses, etc.)
 - 5.4.6 Points or rewards programs (e.g., Air Miles, PC Rewards points, cash back or equity at a Co-op, etc.) cannot be used with Saskatchewan Polytechnic Pcards. These are considered a taxable benefit by the Canada Revenue Agency.
 - 5.4.7 Capital expenses cannot be purchased on a Pcard.
 - 5.4.8 Except for department cards, only the employee who owns the card can make purchases.

5.4.9 Absolutely no personal expenses can be paid for on a Pcard.

5.4.10 Failure to comply with these rules can result in the suspension, or termination of your Pcard account.