

## POLICY STATEMENT

Policy Name	<b>Procurement</b>		
Policy #	<b>413-G</b>	Category	<b>Finance</b>
Policy Sponsor	<b>Associate Vice-President, Financial Services</b>	Previous Revision Date	<b>June 20, 2022</b>
Policy Approved by	<b>Board of Directors</b>	Issue or Revision Date	<b>March 28, 2025</b>
Procedures Approved by	<b>President &amp; CEO</b>	Review Date	<b>March 28, 2028</b>

See the related [PROCEDURES](#).

### PURPOSE

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

### SCOPE

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

### GUIDING PRINCIPLES

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

1. As a publicly funded organization, Sask Polytech has a responsibility to ensure adequate monitoring and control of the expenditure of public funds.
2. Sask Polytech 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 Sask Polytech policies and procedures.
3. Best overall value for money spent, including the consideration of total cost of acquisition life cycle cost considerations, the mitigation of risk and improved efficiencies.
4. Consistency with Sask Polytech's mission, vision, values, and strategic priorities.
5. Commitment to equality, diversity, inclusion and reconciliation.
6. 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 Sask Polytech Policy 504b Management Authorities Grid.
- 1.2 The Strategic 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 Sask Polytech 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 Sask Polytech's purchasing processes, forms and services shall not be used by Sask Polytech employees for personal purchases.
- 1.6 A Sask Polytech corporate purchasing card (Pcard) may be used by employees authorized to procure goods and services for Sask Polytech as identified within the procedures.
- 1.7 When Sask Polytech collaborated with other organizations to jointly procure goods or services, Sask Polytech 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, Sask Polytech 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 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 Sask Polytech to significant financial, legal, and reputational risk.
- 2.4 Strategic 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 Sask Polytech employees are governed by policies on Conflict of Interest and Code of Conduct. Sask Polytech employees must disclose any financial or personal interest, direct or indirect, in a prospective vendor to the Strategic Procurement department, and where deemed appropriate, withdraw from the decision-making process. 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 Strategic 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 Sask Polytech are subject to Sask Polytech's Sexual Violence and Harassment Prevention and Response policies. Sask Polytech does not tolerate behaviors that will undermine the dignity, self-esteem, or productivity of any Sask Polytech employee or student. Every student and employee of Sask Polytech is entitled to a learning and work environment that is free of violence, harassment, and discrimination. Violation of Sask Polytech policies will be considered a breach of any Sask Polytech agreement.

### **3.0 Non-Compliance**

- 3.1 If goods and services are not purchased according to this policy, the fiscal responsibility of Sask Polytech may be compromised. Any employee making a purchase or commitment in Sask Polytech'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 Sask Polytech provides all potential suppliers equal and fair treatment and meets its statutory procurement requirements.

**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 the Guiding Principles.**

### **DEFINITIONS**

**Corporate Purchasing Card (Pcard)** – refers to the credit card, separate from a personal credit card, provided to approved Sask Polytech staff for the payment of approved, business-related expenses, including travel-related expenses.

**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 Prevention and Response
- Policy 605 Sexual Violence Prevention and Response
- 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