



## POLICY STATEMENT

Policy Name	<b>Procurement</b>		
Policy #	<b>413-G</b>	Category	<b>Finance</b>
Approved by	<b>Board of Directors</b>	Issue Date	<b>May 9, 2006</b>
Policy Sponsor(s)	<b>Associate Vice President, Financial Services</b>	Revision Date	<b>November 29, 2016</b>
		Review Date	<b>November, 2021</b>

See the related [PROCEDURES](#).

### PURPOSE

As a publicly-funded organization, Saskatchewan Polytechnic has a responsibility to ensure adequate monitoring and control of the expenditure of public funds. Saskatchewan Polytechnic is committed to achieving the best value for money and maintaining a consistent, fair and transparent process for vendors, while remaining in full compliance with legislation and other related Saskatchewan Polytechnic policies and procedures.

### GUIDING PRINCIPLES

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

- best overall value for money spent, including the consideration of: total cost of acquisition and ownership, the mitigation of risk and improved efficiencies;
- non-discrimination;
- open and fair acquisition processes;
- transparency, with the highest level of personal and organizational excellence and integrity; and,
- sustainability – considering environmental, social and economic impact.

Initial purchase price will not necessarily be the only factor to consider when making purchasing decisions.

Procurement activities shall be consistent with Saskatchewan Polytechnic's mission, vision, values and strategic priorities. 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.

### POLICY

1. All acquisitions of goods or services must be properly authorized according to Saskatchewan Polytechnic's Management Authorities Grid (504 – G).
2. Procurement is responsible for the management of all procurement services unless otherwise delegated within the referenced procedures.

3. A purchase order is required for the purchase of all goods and services, with the exception of those goods and/or services listed within the procedures.
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 the Management Authorities Grid.
5. Saskatchewan Polytechnic's purchasing processes, forms and services shall not be used by Saskatchewan Polytechnic employees for personal purchases.
6. 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.
7. Competitive bid exceptions or sole single source 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 helps ensure Saskatchewan Polytechnic provides all potential suppliers equal and fair treatment and meets its statutory procurement requirements.

All sole or single source justification must be documented with appropriate rationale that would support a transparent award process and withstand public scrutiny. These purchases must be authorized by the department's senior management assembly (SMA) member and reviewed by the manager, procurement, prior to any purchase and in compliance with the first guiding principle statement. See Single Sole Source Guidelines.

8. As a publicly-funded organization Saskatchewan Polytechnic is considered a member of the MASH sector (Municipalities, Academic, Schools and Hospitals) and as such is subject to the New West Partnership Trade Agreement (NWPTA) and The Agreement on Internal Trade (AIT). In order to ensure compliance with these agreements, all procurement must follow the minimum standards and limitations as set out in the referenced procedures.
9. 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.

On an annual basis, senior management council (SMC) 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.

10. A Saskatchewan Polytechnic corporate purchasing card (Pcard) may be used by employees of Saskatchewan Polytechnic authorized to procure goods and services for Saskatchewan Polytechnic activities according to procedures set out in the Pcard manual.
11. When Saskatchewan Polytechnic has entered into partnerships 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, subject to review by Procurement and approval as per the Saskatchewan Polytechnic Management Authorities Grid.

12. Procurement will make purchases in compliance with legislation and statutory regulations including Occupational Health and Safety (OHS) and Canadian Standards Association (CSA) for safety standards, Workplace Hazardous Materials Information System (WHMIS) for hazardous products, Canadian Border Services Agency (CBSA) for custom duties and excise taxes, Goods and Services Tax (GST) and provincial sales tax (PST).
13. 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 Materials Management Coordinator or Manager, Procurement Management, 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.
14. Procurement works cooperatively with the Donor and Alumni Relations (DAR) 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.
15. All suppliers for Saskatchewan Polytechnic are subject to Saskatchewan Polytechnic's Violence and Harassment policies. Saskatchewan Polytechnic does not tolerate behaviours 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.

#### **RELATED POLICIES/DOCUMENTS**

202-G	Gift Acceptance
411	Travel Allowances
504-G	Management Authorities Grid
601	Harassment
605	Violence
703	Code of Conduct
704	Conflict of Interest
1003	Saskatchewan Polytechnic Asset and Materials Disposal

#### **APPLICABLE LEGISLATION OR REGULATIONS**

Agreement on Internal Trade  
New West Partnership Trade Agreement