



## 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>November 29, 2016</b>
Policy Approved by	<b>Board of Directors</b>	Issue or Revision Date	<b>June 20, 2019</b>
Procedures Approved by	<b>President &amp; CEO</b>	Review Date	<b>June 2022</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.

### 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. initial purchase price will not necessarily be the only factor when making purchasing decisions;
2. best overall value for money spent, including the consideration of: total cost of acquisition and ownership, the mitigation of risk and improved efficiencies;
3. consistency with Saskatchewan Polytechnic's mission, vision, values and strategic priorities;
4. non-discrimination;
5. open and fair acquisition processes;
6. transparency, with the highest level of personal and organizational excellence and integrity; and
7. sustainability – considering environmental, social and economic impact.

## **POLICY**

### **General**

1. All acquisitions of goods or services must be properly authorized according to Saskatchewan Polytechnic's Management Authorities Grid (# 504b).
2. Procurement Department 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 (# 504b).
5. Saskatchewan Polytechnic's purchasing processes, forms and services shall not be used by Saskatchewan Polytechnic employees for personal purchases.
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 ourcollaborate site.
7. 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.

### **Legislative and Policy Compliance**

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. 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), Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA). In order to ensure compliance with these agreements, all procurement must follow the minimum standards and limitations as set out in the referenced procedures.
3. 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.
4. 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, Canada Border Services Agency (CBSA) for custom duties and excise taxes, Goods and Services Tax (GST) and Provincial Sales Tax (PST).

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.
6. 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.
7. 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.

### **Non-Compliance**

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.

### **Single or Sole Source**

1. Competitive bid exceptions or Single or Sole 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.
2. All Single or Sole 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 or Sole Source Guidelines found under Financial Services ourcollaborate site.

### **DEFINITIONS**

**Single Source** – is when more than one supplier or distributor for a product exists in the market; however, only one of those suppliers or distributors is able to meet specific requirements.

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

**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 ourcollaborate site.

**Purchasing** – refers to the process involved in ordering goods such as request, approval, creation of a purchase order record (a Purchase Order or P.O.) and the receipting of goods. 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 involved in establishing fundamental requirements, sourcing activities such as market research and vendor evaluation and negotiation of contracts. It can also include the purchasing activities required to order and receive goods.

## **RELATED POLICIES/DOCUMENTS**

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

## **APPLICABLE LEGISLATION OR REGULATIONS**

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