

PROCUREMENT POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Finance
Approval Date:	June 7, 2016
Effective Date:	June 1, 2016
Policy Owner:	Vice President, College Services and Chief Financial Officer
Policy Administrator:	Director, Integrated Planning and Financial Services

Objective:

This policy sets out the NorQuest College (college) position on the procurement of goods and services.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy:

The college aspires to high ethical, legal, environmental, managerial and professional standards in the management of the resources entrusted to it. Within this context, the college's procurement function shall be performed in an open, fair and transparent manner where goods and services are procured in a competitive environment and where all transactions yield the optimal benefit to the college.

The college shall adopt leading procurement principles and practices, subject to applicable provincial and federal laws and other college policies, procedures and guidelines as arise from time to time.

The college is committed to promoting the values of sustainability and social responsibility. To the degree possible, the college shall incorporate sustainability standards into its procurement practices, and give favorable consideration in its evaluation process to those goods and services which reflect this commitment to sustainability or broader social responsibility.

The principal characteristics of the college's procurement practices are:

- Economy
- Efficiency
- Fairness
- Reliability
- Transparency
- Accountability
- Ethical Standards

Definitions:

Accountability and Ethical Standards: Best practice in procurement holds the college responsible for enforcing and obeying the rules. Accountability is a key inducement to individual and institutional honesty, a key deterrent to collusion and corruption, and a key prerequisite for procurement credibility.

Economy: Procurement is a purchasing activity whose function is to give the college best value for money. For complex purchases, value may involve more than just price; for example, quality issues that need to be addressed. Moreover, lowest initial price may not equate to lowest cost over the operating life cycle of the item or service procured. The basic point is the

same: the ultimate purpose of sound procurement is to obtain maximum value for the college in the consumption of resources.

Efficiency: Best practice in procurement is simple and swift, producing positive results without delays. In addition, efficiency implies practicality, especially in terms of compatibility with the administrative resources and professional capabilities of the college and its procurement personnel.

Fairness: Best practice in procurement is impartial, consistent, and therefore reliable. It offers all interested contractors, suppliers and consultants a level playing field on which to compete.

Procurement: The process of acquiring goods, works and services, covering both acquisitions (by any means, including by purchase, rental, lease, trade or conditional sale, of goods, services or construction) from external third parties. The process spans the entire life cycle from identification of needs, through to the end of a services contract or the end of the useful life of an asset. Procurement is to include sourcing, contracting and purchasing activities, including approval segregation and limits, competitive and non-competitive procurement, purchasing, contract awarding, and conflict of interest.

Transparency: Best practice in procurement establishes and maintains rules and procedures that are accessible and unambiguous.

Related Information:

- [Code of Conduct Policy](#)
- [Contract Management Framework](#)
- [Hosting Procedure](#)
- [Signing Authority Policy](#)
- [Travel and Related Expenses Procedure](#)

External Information:

- [Agreement on Internal Trade \(AIT\)](#)
- [New West Partnership Trade Agreement \(NWPTA\)](#)

Related Procedures:

- [Contract Management Procedure](#)
- [Goods and Services Procurement Procedure](#)
- [Procurement Card Procedure](#)
- [Asset Inventory Management Procedure](#)

Next Review Date:

May 2020

Revision History:

December 2011: New
 August 2013: update for document links and branding
 June 2014: update for external reference link
 November 2014: update for document links
 July 2015: update document standards, document links and next review date
 May 2016: minor definition changes and addition of related procedure