

CAMPION COLLEGE BOARD OF REGENTS POLICY: Procurement & Solicitation of Competitive Bids CODE: 6.1.12	Standing Committee Date Initially Approved: February 10, 2016
---	--

1. Purpose

The purpose of this policy is to ensure that the procurement function at Campion College shall be open, fair and transparent where goods and services are procured in an open competitive environment.

2. General Principles

- 2.1 Campion College shall adopt leading procurement principles and practices, subject to applicable local, provincial and federal laws.
- 2.2 Campion College shall incorporate Ignatian values into its procurement processes such as: sustainability standards, social responsibility and fair labour practices.
- 2.3 Campion College shall evaluate all purchasing with quality and price as key, but not limiting, components to the decision.
- 2.4 Campion College is committed to working collaboratively with other public agencies to develop co-operatives and shared services where such are beneficial for The College. This may include but not be limited to its federation with the University of Regina, and/or its relationship with the Government of Saskatchewan and related associations. As such, there may be standing order arrangements that may preclude the need to proceed with a competitive bid process.

3. Definitions

- 3.1 Procurement: the active act of obtaining materials, good or services.
- 3.2 Competitive bid process: a transparent procurement method in which bids from competing suppliers or vendors are requested. The process involves advertising the terms, scope, specifications, and conditions of a proposed contract. The criteria by which the bids will be evaluated is also included in the advertising.
- 3.3 Request for Information (RFI): a process used to gather information from interested suppliers that may be used to gather information regarding a product's specifications. A request for quotation of qualification and/or cost may be part of the RFI.
- 3.4 Request for Proposal (RFP): a bid process that allows a bidder to propose solutions to a requirement of the College. Price is not the only evaluation factor in an RFP.
- 3.5 Request for Tender (RFT): a competitive bid process in which qualified suppliers or contractors are invited to submit sealed bids for construction or for supply of specific and clearly defined goods or services during a specified timeframe.

4. Procurement Authority

All procurement shall be executed in accordance with the appropriate procurement process and shall be subject to Campion College Board of Regent policy 6.1.3 Delegation of Signing Authority and the internal management processes that adhere to section 2 above.

5. Examples of Competitive Bidding Thresholds

If standing orders are not in place as part of agreements in 2.3 above, a competitive bid process shall commence (please see section 6 below for additional agreements) as per the following minimal guidelines:

- 5.1 Any good(s) or service(s) not exceeding \$5,000 may be purchased on:
 - 5.1.1 College knowledge of, and experience with the supplier including last purchase price of similar item.
 - 5.1.2 Verbal quotation
- 5.2 Any good(s) or service(s) not exceeding \$50,000 in value may be purchased on the basis of written quotations from no fewer than 3 (three) suppliers.
- 5.3 Any good(s) or services(s) exceeding \$50,000 in value must be purchased through a competitive bid process (such as an RFT or RFP).

6. Tendering and Trade Agreements

All tender opportunities are posted on the Campion College website.

In addition to posting all such tenders Campion College must comply with the following trade agreements:

6.1 AIT/MASH (Agreement of Internal Trade/Municipalities, Academic, Schools and Hospitals)

This trade agreement enhances trade and mobility within Canada by eliminating barriers to the free movement of persons, goods, services, and investments within Canada. It establishes open, efficient and stable domestic markets. Municipalities, school boards, health and safety, publicly funded academics, health and social entities all fall under the MASH sector.

Under this trade agreement, requirements to post tenders electronically are:

- \$100,000 or greater for goods and services
- \$250,000 or greater for construction

6.2 New West Partnership Trade Agreement

This trade agreement launched in April 2010 and includes British Columbia, Alberta, and Saskatchewan and is a barrier-free interprovincial market.

Under this trade agreement, requirements to post tenders electronically are:

- \$75,000 or greater for goods and services
- \$200,000 or greater for construction

Related Documents

Campion Admin policy 4.6 (under review)