

| Policy History |
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| Policy No. AD3 |
| Approving Jurisdiction: President |
| Administrative Responsibility: Vice President Finance and Administration |
| Effective Date: September 17, 2018 |

Procurement Policy

A. CONTEXT AND PURPOSE

The purpose of this Policy is to establish a clear procurement accountability framework for Kwantlen Polytechnic University (KPU) and ensure the University obtains best value from acquisition of goods and services.

KPU will ensure that all procurement is done with the highest level of institutional and personal integrity, that procurement processes are open, competitive where appropriate, transparent and fair, and that all qualified vendors are given the opportunity to do business with KPU.

B. SCOPE AND LIMITS

This policy:

1. Applies to all University employees involved in the procurement of goods, services or construction for University activities.
2. Sets out the principles to be followed throughout the procurement process.
3. Is subject to applicable British Columbian and Canadian laws governing the sales of goods, competitive bidding, contracts, and other laws of general application, trade agreements and the procurement policies and practices established by the provincial government.

C. STATEMENT OF POLICY PRINCIPLES

1. Policy Principles

- a. Procurement Services is responsible for the organization and administration of centralized procurement for all divisions of the University. Procurement is acquisition, by any means, including by purchase, rental, lease or conditional sale of goods, services and construction.

- b. The goal of Procurement Services is to obtain all goods, services or construction at the best value for money to the University.
- c. KPU will award all opportunities for goods, services and construction through a competitive procurement process, subject to the procurement process limits and waivers to competitive process, and special procurement authorities (exemptions) set out in Exhibit B.
- d. KPU only engages in a competitive process with the full intent to award a contract at the end of that process.
- e. KPU will consider products and services from all qualified suppliers.
- f. KPU will utilize corporate supply arrangements (CSA) or cross institutional supply arrangements (CISA) identified or initiated by Procurement Services where those arrangements would provide best value to KPU.
- g. To ensure transparency and equitability in the completion of all procurement, staff must strictly adhere to KPU's Conflict of Interest Policy (HR 1). In particular, staff and Board members involved in any capacity with the procurement of goods, service, or construction, or in the management of the resulting contracts, may not accept from vendors or potential vendors, any gifts, special favors, or considerations of any other manner, irrespective of the dollar value of such gift.

2. Roles and Responsibilities

This section defines key accountabilities and responsibilities of procurement functions by role, which is more fully describe in the Procurement Procedures.

- a. Director, Procurement Services
The Director, Procurement Services, is responsible to the Vice-President, Finance and Administration and is authorized to commit the University to supply agreements, purchase orders, licenses, contracts, leases or other legally enforceable documents; for the implementation of this Policy; for communicating its contents to the University community; and for ensuring that this Policy's principles are understood and applied.
- b. Vice-Presidents, Associate Vice Presidents, Executive Directors, Deans and Directors
Vice-Presidents, Associate Vice Presidents, Executive Directors, Deans and Directors are responsible for ensuring that the Procurement Policy is clearly understood and complied with within their faculties, departments and programs.
- c. Vice President, Finance and Administration
The Vice President, Finance and Administration is responsible for:
 - i. Ensuring all procurements initiated with the approval of the Board of Governors are procured according to KPU policy, fully negotiated and documented using KPU approved General Services Agreements or other contract templates approved for use by Procurement Services.

- ii. Ensuring that all approvals by the Board are recorded accurately and in detail.

- d. Board of Governors

The Board of Governors is responsible for:

- i. The review of all procurement policies and approvals, if appropriate.
- ii. The review and approval, if appropriate, of procurement planning prior to solicitation at values in excess of those delegated to management in Exhibit A: Procurement Authority Limits.

3. Procedures

- a. Detailed Procurement Procedures are available in the Procurement Procedures and maintained on the Procurement Services website.

Exhibit A: Procurement Authority Limits and Method

Signing Authorities:

User Departments must ensure that the initiation of every procurement request is approved by a person holding sufficient Delegated Signing Authority and available budget for the expected overall dollar value of the transaction, **including** all repeat orders, extensions, options to renew, and anticipated modifications.

Signing authority limits are as follows:

| Position | Delegated Authority to Approve requisition | Delegated Authority to sign contract |
|--|--|---|
| Assoc. VP, Executive Director, Dean and their delegated direct reports | <ul style="list-style-type: none"> Up to \$75,000 for goods, services and construction | <ul style="list-style-type: none"> Up to \$75,000 for goods, services and construction |
| Vice President or President | <ul style="list-style-type: none"> Up to \$200,000 for goods, services and construction | <ul style="list-style-type: none"> Up to \$200,000 for goods, services and construction |
| Board of Governors | <ul style="list-style-type: none"> Over \$200,000 for goods services and construction | <ul style="list-style-type: none"> Vice President, Finance and Administration or President to sign on behalf of Board of Governors |

Note: The signing authority thresholds are subject to any changes in the signing authority policy (GV4). In case of any discrepancy, the signing authority policy supersedes.

Procurement Method and Process:

| Threshold | Procurement Department's Process | User Department Responsibilities |
|--|---|---|
| Any dollar value, where a reason for a Direct Award or Exemption applies, including any opportunity where total value is below \$25,000 (see Procurement Procedures section 5 a) | Reviews draft Waiver, and approved or disallowed by the Director of Procurement | Submit Waiver rationale No waiver required for opportunities below \$25,000 |
| Any dollar value, to the maximum allowable under the applicable Corporate Supply Arrangement (CSA), Cross Institutional Supply Arrangement (CISA), or KPU contract | Purchase directly from a pre-existing provincial government CSA, or CISA, or KPU "as, if and when requested" contract, if one is available that meets the User Department's needs | If a CSA, CISA, or KPU contract is known that meets the need, include this information in the WEBreq |
| Between \$25,000 and \$75,000, where Direct Award does not apply | Select Competition: Contact minimum of 3 suppliers for written quotes or proposals | Supply names & contact information of multiple suppliers who are capable of providing the goods and/or services |
| Over \$75,000, where Direct Award does not apply | Open Competition: Post the opportunity on the BC Bid website (www.bcbid.ca) | Provide assistance to Procurement Services in accordance with the Procurement Procedures. The assistance required include but not limited to participating in planning, preparing specifications and evaluating proponent responses |

Exhibit B: Special Procurement Authorities

The following procurement activities are not subject to the competitive procurement terms of this Procurement Policy.

1. Relevant Business Units

Any items purchased for resale including:

- That are sold in the normal course of business in the University's food outlets and bookstores, or
- That are sold in the normal course of business in Trades Customer Service Shop

2. International Agencies

Respecting KPU International and the engagement of agents for the University, mandated to locate and encourage the enrolment of foreign students at the University, the Associate Vice President may approve the appointment of agents provided the following program requirements have been fulfilled:

- The VP Finance and Administration has approved the application form used in the selection of agents and the agency agreement used to document the relationship of the agent and the University.
- Every agent so appointed has entered into the approved agency agreement with the KPU.
- The Associate Vice President, International has provided the VP Finance and Administration with annual reports confirming all agency applications received and so approved, the amount and timing of incremental students/tuition fees generated by agent, and all related commissions.

3. Library

For library materials that are purchased where the amounts are immaterial to the purchases made for the bookstore.

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

Key Related Policies include:

Employee Code of Conduct
HR1, Conflict of Interest

Key Legislation includes:

B.C. University and Institute Act,
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01

British Columbia Sale of Goods Act
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96410_01

Freedom of Information and Protection of Privacy Act
<http://www.gov.bc.ca/citz/iao/foi/index.html>

Federal Excise Tax Act
<http://laws-lois.justice.gc.ca/eng/acts/E-15/>
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/menu-eng.html>

Trade Agreements include:

Canada Free Trade Agreement (CFTA)

Canada Europe Comprehensive Economic and Trade Agreement (CETA)

Trade, Investment, and Labour Mobility Agreement (TILMA)
<http://www.tilma.ca/>

New West Partnership Trade Agreement (NWPTA)
http://www.newwestpartnershiptrade.ca/the_agreement.asp

F. RELATED PROCEDURES

Refer to Procedure AD3 *Procurement*.