



FINANCE

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NAME: TENDERING/PURCHASING POLICY

PURPOSE:

To ensure proper accountability in the expenditures of Public Funds, the Board will put to public tender all service contracts and all capital purchases and other capital expenditures that have an estimated value in excess of twenty-five thousand dollars or in all other cases when the Board or Management deems it to be in the best interest of the college.

POLICY GUIDELINES

1. The issuing of contracts for goods, services and facility renovations and capital projects should be and should appear to be done in such a manner as to ensure proper and responsible use of Public Funds.
2. All procurement for goods, services, facility renovations and capital projects will be based on the following minimum guidelines. It is the policy of Great Plains College to follow a competitive process whenever practical.
 - Not exceeding \$10,000 in value may be purchased based on purchaser's knowledge and experience with supplier, knowledge of last purchase price and-or verbal quotation.
 - Between \$10,000 and \$25,000 may be put to public tender but shall be put to invitational tender provided that a cross-section of contractors equipped to provide the required items or services are invited to bid.
 - Any goods-services exceeding \$25,000 shall be put to public tender and shall be advertised in local newspapers and-or via other media normally used for this purpose. All advertisements shall call for sealed or electronic tenders, shall indicate when and where the tenders will be opened and addressed to the attention of the President. Where electronic tenders are supplied, the tender must clearly indicate that the supplier is responsible for the completeness and the timing of the transmission. All quotes will be evaluated on the price, quality, labour standards and organizational impact.
 - Any goods-services exceeding a threshold of \$75,000 must also adhere to the procurement rules outlined in New West Partnership Trade Agreement and shall be posted on SaskTenders website www.sasktenders.ca
 - Any construction exceeding a threshold of \$200,000 must adhere to the procurement rules outlined in New West Partnership Trade Agreement and shall be posted on SaskTenders website www.sasktenders.ca.
3. Sole or single sourcing in excess of \$25,000 may be exercised by Great Plains College if the following documentation and justification is provided and pre-approved by the President.
 - Only one supplier is capable of meeting end user requirements and specifications
 - The requested item is to match existing product, equipment or systems and is only available from the original product manufacturer;
 - No other distributor in the market;
 - Immediate procurement is essential for the continued functioning of a Great Plains College organizational priorities; and-or

FINANCE

- Disclosure through a competitive process could reasonably be expected to compromise confidentiality or cause disruption to Great Plains College.
4. For capital equipment and capital facility renovation projects that are not provided for in the approved budget of Great Plains College rationale for the expenditures and funding sources must be documented and pre-approved by the President.
 5. Where the President deems that particular services previously performed by employees cannot be performed by employees the President may approve the contracting of services.
 6. For real capital expenditures that are not provided for in the approved budget of the college, the President shall secure a resolution of the Board. Such a resolution of the Board shall be subject to any required approvals by the Minister.
 7. When dealing with potential vendors regional and community support may be considered in the criteria for the award of tenders. However, the weighting for these criteria may not be higher than any other criteria. The Board, at its discretion, may consider the location, experience and record of the bidder in addition to their compensation request when awarding a contract.
 8. Normally services to the Board as outlined in the Regional College's Act such as but not limited to audit services, banking services and insurance services shall be put for public tender for a term no longer than 5 years.
 9. The College shall treat all tenders fairly and with respect.
 10. College employees must disclose any financial or personal interest, direct or indirect, in a prospective tender to their direct supervisor and where deemed appropriate, withdraw from the decision making process.
 11. Business gifts should not be accepted from vendors or potential vendors as part of the tendering process.



FINANCE
New West Partnership

July 3, 2012
Procedures

1. All documentation for Great Plains College tenders for NWPTA procurement thresholds must be provided to the Director of Finance and Administration prior to any public advertisement.

Goods	Services	Construction
\$75,000	\$75,000	\$200,000

2. All approvals must be in place and in accordance with the Tendering/Purchasing Policy and the Delegated Authorities Policy.