



FINANCE

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NAME: REQUEST FOR PROPSAL/PURCHASING POLICY

PURPOSE:

To ensure proper accountability in the expenditures of Public Funds, the Board will prepare a Request for Proposals (RFP) for all service contracts and all capital purchases and other capital expenditures that have an estimated value in excess of \$25,000 (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, an RFP may be provided to a cross-section of contractors equipped to provide the required items or services.
 - Any goods-services exceeding \$25,000, an RFP shall be advertised in local newspapers and-or via other media normally used for this purpose. All advertisements shall call for sealed or electronic RFPs, shall indicate when and where the RFP will be opened and addressed to the attention of the President. Where electronic RFPs are supplied, the RFP 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, but not exceeding \$75,000 may be exercised if documentation and justification is provided and pre-approved by the President. Examples of sole or single sourcing include, but may not be limited to, audit services, banking services, insurance services, website development and maintenance and curriculum development.

FINANCE

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 RFPs. 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, contracts awarded for RFPs for goods and services and capital purchases and expenditures will be for a term not longer than 5 years.
9. The College shall treat all RFPs fairly and with respect.
10. College employees must disclose any financial or personal interest, direct or indirect, in a prospective RFP 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 RFP 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 Chief Financial Officer 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 Request for Proposal/Purchasing Policy and the Delegated Authorities Policy.