



Procedure No.	B.4.1
Title	Purchasing Policy - Procedures
Approving Jurisdiction	Board of Governors
Procedure Sponsor	Administration
Last Revised/Replaces	04.22.1999
Effective Date	05.01.2011
Signed by	

DEFINITIONS / ACRONYMS / ABBREVIATIONS

- Refer to Purchasing Department Detailed Procedures, B.4.1 for list.

PROCEDURES

The Procedures below have been organized under the following headings:

- A. Roles and Responsibilities
- B. Corporate Supply Arrangements
- C. Waivers of Competitive Process
- D. Small Purchases
- E. Purchasing Card Procedures
- F. Standard Documents
- G. Training Aids
 - Exhibit A – Procurement Authority Limits
 - Exhibit B – Special Procurement Authorities

A. ROLES AND RESPONSIBILITIES

This section defines key accountabilities and responsibilities of procurement functions by role, which is more fully describe in the Purchasing Department Detailed Procedures, B.4.1 .

1. Vice Presidents

- Planning and fully documenting to established VCC standards, the process to acquire goods, services and construction.
- Ensuring procurement processes are initiated only where spending authority and department budget are available.

2. Associate Director, Purchasing

- Identifying and initiating supply arrangements with a view to achieving demand aggregation and best value to VCC.
- Establishing and maintaining:
 - a central file containing full documentation of all procurement activities undertaken by VCC;
 - a central file of all contracts entered into by VCC; and
 - a central file of all waivers of competitive process recommended to the President, including the President's approval or disapproval of same.
- Establishing and maintaining on the VCC website, a location for the posting of detailed procurement procedures, supply arrangements, pro-forma documents and award decisions taken by VCC.
- Providing a sole point of access to [BC Bid](#)[®] for VCC and coordination of all postings on that website on behalf of VCC.
- Ensuring compliance with this policy.

3. Director, Finance

- Monitoring and reporting for compliance with this procurement policy.
- Establishing and managing policy for a formal VCC vendor complaints resolution process, including an internal escalating complaint resolution procedure.

4. Vice President, Finance and Administration

- Ensuring all procurements initiated with the approval of the Board of Directors are procured according to VCC policy, fully negotiated and documented using VCC approved General Services Agreements or other contract templates approved for use by the Purchasing Department.
- Ensuring that all approvals by the Board are recorded accurately and in detail.

5. Board of Directors and Finance Committee of the Board

- Responsibility to review all procurement policies and approve, if appropriate.
- Responsibility to review, and approve if appropriate all VCC contracts procured in accordance with this policy, at values in excess of those delegated to management in Exhibit A: Procurement Authority Limits.

B. CORPORATE SUPPLY ARRANGEMENTS

1. VCC's Purchasing Department will identify and initiate provincial CSAs, CISAs, and VCC supply channels where those arrangements would provide opportunities for demand aggregation and best value to VCC.
2. These supply channels can be reviewed at <http://pss.gov.bc.ca/csa/csa.html>

3. Departments must participate in supply channels identified or initiated by Purchasing Department where those arrangements would provide best value to VCC.
4. Consult Exhibit A to this policy for the specific procurement limits that apply when a corporate supply channel is not available.

C. WAIVERS OF COMPETITIVE PROCESS

1. Contracts for acquisitions (of goods, services, and construction) and disposals may be negotiated and directly awarded without competitive process where one of the following exceptional conditions demonstrably and unequivocally applies:
 - The contract is with another government organization.
 - The Department can strictly prove that one and only one contractor is qualified, or is available, to provide the goods, services or construction or is capable of engaging in a disposal opportunity,
 - An unforeseeable emergency exists and the goods, services or construction could not be obtained in time by means of a competitive process.
 - A competitive process would interfere with a VCC's ability to maintain security or order or to protect human, animal or plant life or health.
 - The acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise VCC confidentiality, cause economic disruption or be contrary to the public interest.
2. In all cases, a Waiver of Competitive Process must be completed, recommended and approved, prior to VCC entering into a contract for provision of the goods, services, or construction.
3. Consult Purchasing Department Detailed Procedures, B.4.1 Section 5 for the detailed procedure required.

D. SMALL PURCHASES

1. Subject to Exhibit A to this policy, for small, non-recurring purchase of goods with a value of less than \$1,000, the Accounts Payable Department may raise a purchase order against the presentation of an invoice and pay the invoice, subject to budget availability providing a responsible VCC staff member has approved the budget expenditure and the receipt of goods.
2. In all other cases, the Purchasing Department will raise the purchase order upon the finalization of a contract, and the purchase order must exist prior to the presentation of the invoice for payment.

E. PURCHASING CARD PROCEDURES

- To be developed

F. STANDARD DOCUMENTS

VCC has established standard documents that must be used for all procurement processes and contracts, unless Purchasing Department develops and approves the use of an alternate document to meet a specific business requirement.

These documents will be applied, under the guidance of Purchasing Department, by VCC staff authorized to initiate a procurement process.

- Request for Proposal
- Request for Qualifications
- Request for Expression of Interest
- Invitation to Quote (Goods)
- International Agency Agreement
- Notice of Intent
- Waiver of Competitive Process
- Waiver of Competitive Process (Transitional)
- General Goods Agreement (General Goods)
- General Services Agreement (General Services)
- General Services Agreement (Information Technology Services)
- General Services Agreement (Review & Assurance Services)
- Modification Agreement

All documents and templates are available on the Purchasing page (under Services) at <https://my.vcc.ca/>

G. TRAINING AIDS

Training Aids are available on the Purchasing page (under Services) at <https://my.vcc.ca/>

RELATED POLICY

Purchasing Policy B.4.1

Purchasing Department Detailed Procedures B.4.1

Exhibit A: Procurement Authority Limits

DIRECTORS, VICE PRESIDENTS, AND THE PRESIDENT

Subject to policy directives, Directors, Vice Presidents, and the President holding budget and spending authority for the expected amount of the procurement opportunity may:

- Contract with an individual or a group of associated contractors, for goods, services or construction with an expected value of not more than \$15,000 in aggregate during a given fiscal period, without a competitive process.
- Initiate a procurement process, and upon the completion of such process, contract for goods, services, or construction with expected values as follows:
 - for Directors, goods and services to a maximum of \$75,000, or construction to a maximum of \$100,000, and
 - for Vice Presidents or the President, goods, services, or construction to a maximum of \$200,000.
- Acquire goods, services or construction through a provincial CSAs, CISA, or VCC supply arrangements identified or initiated by Purchasing Department, within the limits and the processes set out in the arrangement;

BOARD FINANCE COMMITTEE

Subject to policy directives, the Vice President, Finance and Administration or the President may present a proposal for VCC to initiate procurement in respect of goods, services or construction with an expected value of more than \$200,000 to the Board Finance Committee.

Where the expected value of the opportunity is between \$200,000 and \$500,000, the Board Finance Committee may either:

- Approve the proposal and direct the Vice President, Finance and Administration to initiate the procurement process appropriate under VCC policy. The Board Finance Committee will approve both the award recommendation and the contract, or
- Reject the proposal.

BOARD

Where the expected value of the opportunity is in excess of \$500,000, the Board Finance Committee will review the proposal and pass the proposal on to the Board with a recommendation to approve or reject. Upon receipt of the proposal and recommendation of the Board Finance Committee, the Board may either:

- Approve the proposal and direct the Vice President, Finance and Administration to initiate the procurement process appropriate under VCC policy. The Board will approve the resulting award recommendation and contract. or
- Reject the proposal.

Exhibit B: Special Procurement Authorities

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

1. Transportation Trades Service Manager

Respecting the purchase of supplies on behalf of VCC customers, where:

- The purchase is pre-approved by the customer.
- The purchase is of only the quantity required for the completion of services for the customer,
- The product is wholly consumed in the course of providing services to the customer.
- The customer pays the total cost of the associated purchase.

As these purchases are not for VCC's own account NWPTA exemption C.2.e) applies.

2. Vice President, Community and Advancement

Respecting VCC International and the engagement of agents for the College, mandated to locate and encourage the enrolment of foreign students at the College, the Vice President may approve the appointment of agents without the completion of a competitive selection process, providing the following program requirements have been fulfilled:

- The Board Finance Committee 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 College.
- The application form clearly identifies the corporate structure of the applicant, the shareholders of the applicant, corporate relationships maintained by the applicant or its shareholders respecting the potential agency services contemplated, and domestic and foreign references to demonstrate the applicant's history in the provision of similar agency services.
- The agency agreement has a term not exceeding three years and establishes how incremental service impacts are to be proven thus warranting the payment of agency fees.
- All applicants have completed the application form.
- The College has verified and documented all foreign and domestic sources and relationships identified in the application form .
- Every agent so appointed has entered into the approved agency agreement with the VCC.
- The Vice President, Community and Advancement has provided the Board Finance Committee 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 commissions paid or payable.

As these purchases are for representational or promotional purposes outside of British Columbia, NWPTA exemption C.2.c) applies.

3. Associate Director of Hospitality Business Services

- Any items purchased for resale that are sold in the normal course of business in the College's food outlets and bookstores.

- is not for VCC's own account (NWPTA exemption C.2.e). The second may be exempt because they are representational or promotional purposes outside the territory of a party (NWPTA exemption C.2.c).