



PROCUREMENT POLICY

PURPOSE

Brock University is committed to obtaining the best value for the total acquisition cost of all goods and services purchased. To facilitate and encourage the timely purchase of goods and services, and to ensure its commitment to accountability, transparency, efficiency and equity, the University has adopted the following procurement policy. This policy also ensures that Brock University is compliant with the Ontario Broader Public Sector Procurement Directive and meets the requirements of the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic Trade Agreement (CETA).

This Policy establishes the authority of officers and employees to authorize and execute transactions with respect to supply chain related activities. It is designed to ensure current legislative requirements are met and an appropriate level of control and accountability with respect to supply chain related activities.

This Policy acknowledges that it is the role of the officers and employees of the University to implement the Board of Trustees' decisions. The ethical, efficient and accountable management of supply-chain related activities within the organization and the need to respond to various supply-chain related issues in a timely fashion makes it appropriate for the Board to delegate certain administrative powers and duties to officers and employees of the University subject to oversight by Procurement Services.

The Board has ultimate authority in all matters at all times. In the event of a conflict between the terms of this Policy and a specific resolution of the Board, the resolution of the Board prevails.

SCOPE

This Policy applies to all employees of the University and the Board of Trustees

This Policy Applies to any acquisitions of goods and services for University activities by University employees and the Board of Trustees

Consistency and Contradictions

Where there may be apparent contradictions between this policy and other legal requirements to which the University is subject, every effort should be made to interpret both this Policy and the other requirement in a consistent and harmonious manner.

If any provision of this Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

Where funding for a purchase is provided by a funding agency, a more stringent set of approval requirements may be used at the discretion of the funding agency. If the funding agency approval requirements are more stringent than this Policy, the funding agency requirements will prevail.

The provisions of this Policy apply only to the extent that such provisions (or any one of them) are not prohibited by law including directives received from the Province of Ontario. If any provision in this Policy is held to be invalid, void or unenforceable by a court, arbitrator or government agency, then the remainder of the Policy, as the case may be, shall not be affected, impaired or invalidated, and all provisions not invalidated, voided or rendered unenforceable shall be valid and enforceable.

POLICY STATEMENT

General

1. All purchases of goods and services by University employees and the Board of Trustees must comply with:
 - a. the requirements of this Policy, including all appendices to this Policy,
 - b. all applicable laws, including the *Brock University Act*; and
 - c. any other applicable University policies and collective agreements.

2. A University employee may not purchase goods or services unless:

- a. The goods or services are within or related to the employee's specific area of responsibility; and
 - b. The purchase is within the Ordinary Course of Business.
3. Any purchase which is outside the Ordinary Course of Business must be approved by the signing officers set out in section 2 of the Delegation of Authority Policy.

Purchasing approvals

4. All purchases of goods and services must comply with the approval requirements and purchase methods set out in Appendix B - Purchasing Approvals and Methods.

Purchasing processes

5. All purchases of goods and services, except for Consulting services and exempt expenditures set out in Appendix A, must comply with the competitive bid processes set out in Appendix C - Competitive Bid Requirements for Goods, Non-Consulting Services and Construction.
6. All purchases of consulting services must comply with the competitive bid processes set out in Appendix D - Competitive Bid Requirements for Consulting Services.
7. All purchases of goods and services listed in Appendix A - Exempt Expenditures are exempt from the requirement to follow a competitive bid process but must comply with all other provisions of this Policy

Responsibilities and Authorities

8. (a) The Vice- President, Administration shall have all the necessary authority to administer this Policy and to carry out their duties on behalf of the University.

(b) Procurement Services is responsible to and shall have the authority to:

- i. acquire and dispose of goods and services;
- ii. call, receive, open and review bids;
- iii. authorize, amend, or cancel a purchase order;
- iv. establish procedures for the implementation of this Policy;

- v. establish standards for bid solicitation, purchase orders, contracts and other documents required to manage supply chain related activities;
- vi. establish the terms and conditions of bid solicitations;
- vii. provide guidelines on procurement policies and procedures and the structure, format and general content of bid solicitations;
- viii. review proposed bid solicitations to ensure clarity, reasonableness and quality and advise staff of suggested improvements;
- ix. ensure open, fair and impartial purchasing processes for goods and services;
- x. ensure compliance with this Policy and advise the Vice President, Administration through the Associate Vice-President, Finance when there has been non-compliance. The Vice- President, Administration shall take appropriate action to address and correct any non-compliance;
- xi. facilitate negotiations with preferred vendor agreements in conjunction with units and to utilize collaborative buying programs with other organizations where feasible;
- xii. promote the standardization of goods and services, where such standardization demonstrably supports the Purpose and Scope of this Policy;
- xiii. incorporate where appropriate, accessibility criteria and features when procuring goods, services or facilities in order to create and maintain an accessible university community as required under the Accessibility for Ontarians with Disabilities Act (the "AODA").

(c) The Director of Procurement Services, with the written approval of the Vice-President, Administration and Associate Vice President, Finance, may delegate to an employee or employees, all or part of the authority in Subsection 8(b) above. Any delegated authority may be limited to a particular type of goods and services.

(d) Senior Administrative Council Members shall appoint in writing, Department Representatives who shall be responsible for the Purchasing of goods and/or services and oversight up to the value of their prescribed authority in accordance with Section 8(e).

(e) Department Representatives will also have the following specific responsibilities:

- i. ensuring that all Document terms and conditions comply with the Bid Solicitation;
- ii. preparing and approving all specifications and terms of reference in consultation with Procurement Services;
- iii. managing Documents to ensure goods and services are received by the University and comply with Document terms and conditions;
- iv. monitoring all Document expenditures and ensuring that all financial limitations have been complied with and that all accounts are paid within the times set out in the Document;
- v. monitoring the performance of Suppliers;
- vi. standardizing the use of goods and services, where such standardization demonstrably supports the Purpose and Scope of this Policy; and
- vii. ensuring that all goods and services purchased have been received and recording receipt in the form prescribed by Procurement Services.

Requirement for Approved Funds

9. (a) Authority to execute a Document is subject to the identification and availability of sufficient funds in appropriate accounts within the Budget.

(b) Where goods and services are purchased or leased on a multi-year basis, the exercise of authority to execute a Document is subject to the

following:

- i. the identification and availability of sufficient funds in appropriate accounts for the current year within the Budget;
- ii. the goods and services will continue to be required in subsequent years and, in the opinion of the Vice President, Administration, the required funding can reasonably be expected to be made available; and
- iii. the contract is 5 years or less in length, excluding optional extensions.

Purchasing Documentation

10. (a) The use of standard bid Documents shall be approved by Procurement Services.
(b) All changes to standard bid solicitations and contracts shall be reviewed and approved by the Director of Procurement Services.
(c) Before issuance, all Bid Solicitations with a value equal to or greater than \$50,000 shall be reviewed and approved by Procurement Services.

Sustainable and Ethical Procurement

Decisions regarding purchasing and the award of contracts will be made in an objective manner that takes into account that:

- 1) The University has a preference for environmentally friendly and socially responsible products and practices.
- 2) The University values partnerships with vendors and suppliers who are able to help create jobs and further economic development for economically and socially disadvantaged groups.
- 3) Cooperative purchasing of goods and services with other organizations who share similar objectives and values are welcome.

In making decisions on the purchase of goods and services, the University may consider:

- (a) whole life cost;
- (b) environmental impact;
- (c) social factors, including the policies or

practices of any supplier that affect freedom of association, payment of a living wage, non-discrimination on grounds protected by the Ontario Human Right Code, freedom from intimidation and the right to a safe and healthy working environment and the right to freely choose employment, regardless of whether or not that supplier is located inside or outside Ontario.

The University will also take steps to maintain its recognition as a national designated "Fair Trade Campus".

Conflict of Interest

University Employees, Officers and Representatives

A signing officer or employee shall not participate in any aspect of purchasing or contract execution where they are in a Conflict of Interest as defined in "Definitions", or have knowledge of circumstances that could give rise to a Conflict of Interest (including an apparent or potential Conflict of Interest), and steps have not been taken by Procurement Services to mitigate the real or potential Conflict of Interest to General Counsel's satisfaction.

Where an employee believes they may be in a Conflict of Interest in regards to a purchasing matter, they must report the matter to the Procurement Services. Procurement Services will decide on the measures to be used to manage the Conflict of Interest, which may include the employee's recusal from any debate or decision making touching on the purchasing matter.

If in doubt about whether a particular circumstance gives rise to a Conflict of Interest, the employee should bring the matter to the attention of Vice President Administration.

Board members, signing officers and employees of the University shall not accept, either directly or indirectly, any gifts, benefits or favours from any potential or existing supplier of goods and services unless:

- A. The gift, benefit or favour is of token or modest value;
- B. It is within the normal standards of courtesy and hospitality;
- C. It does not compromise or appear to compromise in any way the impartiality of the University, the employee or the Board

member; and,
D. The gift, benefit, or favour is infrequent.

Gifts, benefits and favours of any value must not be accepted from suppliers or potential suppliers while a Bid Solicitation (in which that supplier or potential supplier is participating or may be participating) is open.

Procurement Services will not facilitate nor should a Board Member, officer, or employee of the University purchase any goods or services for personal use using University resources. Procurement Services exists to support Board Members, officers and employees in the procurement of goods and services that are in the Board Members', officers' or employees' normal course of University business.

Prices obtained from suppliers are intended for University use only. Pricing information shall not be divulged to non-University personnel or to competitive suppliers except as authorized by law or ordered by a competent court or tribunal.

Conflict of Interest

Proponents

At the time of bid submission, Proponents shall be required to identify and declare any Conflict of Interest they may have, as defined in "Definitions", including any circumstance giving rise or having the potential to give rise to an unfair advantage or the appearance of an unfair advantage.

Proponents declaring a Conflict of Interest must provide a plan for managing the Conflict of Interest to the satisfaction of Procurement Services.

As part of their bid submission, Proponents must acknowledge that it is within the University's sole and unfettered discretion to determine whether a Conflict of Interest exists and whether the Conflict of Interest can be managed satisfactorily. In the event the Proponent's plan for managing the Conflict of Interest is not satisfactory to the University, the University may disqualify the Proponent from the Bid Solicitation.

DEFINITIONS

(a) In this Policy,

“Administrative Powers” means all actions which may be taken by the Board and Committees, individual members of the Board, and all Brock officers and employees, which are necessary or appropriate for the effective management of the University in the performance of its responsibilities, including the procurement and disposal of goods, services and property for the purposes of the University;

“Amount” and **“Amounts”** means the cost of the purchase over the term of the contract/agreement, in Canadian dollars, and are exclusive of any applicable taxes;

“Approver” means Immediate Supervisor (i.e. “Dean” or an individual who holds a position above the Immediate Supervisor in the University organization chart or an individual to whom the Immediate Supervisor delegates (i.e. Associate Deans or Budget Officers). If a Policy exception is requested, this would be the University President and Vice Chancellor or a Vice-President;

“Bid” means a proposal, quotation or tender submitted in response to a solicitation from a contracting authority. A bid covers the response to any of the three principal methods of soliciting bids, i.e., Request for Tender; Request for Proposal and Request for Quotation;

“Bid Solicitation” means any competitive procurement (purchasing) process authorized by this Policy and consistent with the Broader Public Sector Procurement Directive and includes:

(a) **“Request for Tender”** (RFT) means a purchasing process in which suppliers are publicly invited to submit bids and the bids are compared on the basis of price and delivery and where contract award may be determined on the basis of lowest-priced bid that meets all of the University’s requirements, subject to the University’s discretion, and may permit negotiation between the University and one or more bidders about certain aspects of the request

(b) **“Request for Quotation”** (RFQ) means a purchasing process in which suppliers are asked to provide a quote for the provision of a good or service, and may include telephone bids. It is used where the contract

requirements are well defined such that bids may be evaluated and compared on the basis of price and delivery, and where contract award may be determined on the basis of lowest-priced bid that meets all of the University's requirements, subject to the University's discretion. It may involve a public call for quotes or may be part of an invitation-only process; and,

- (c) **"Request for Proposal"** (RFP) means a purchasing process in which suppliers are publicly invited to propose a solution to a problem, requirement or objective and supplier selection is based on the effectiveness of the proposed solution rather than on price as the primary consideration, and may permit negotiation between the University and one or more bidders about certain aspects of the request.

"Board" means the Board of Trustees of the University;

"Budget" means the budget or portion of the budget approved by the Board;

"CETA" mean Canada European Union Comprehensive Economic and Trade Agreement;

"CFTA" means Canadian Free Trade Agreement;

"Committee" means the appropriate committee of the Board of Trustees;

"Commitment" means any verbal commitment, written or oral, or undertaking which could have the effect, if implemented or acted upon, of legally binding the University;

"Conflict of Interest" means:

- i. In the case of persons covered by the University's Conflict of Interest Policy, as updated from time to time, any real, apparent or potential conflict as defined in the Conflict of Interest Policy; and,
- ii. In the case of a Proponent:

(a) If interests of the Proponent or its principals, employees, subcontractors or representatives could improperly influence, or could reasonably appear to improperly influence, the University's decision to award a proposed contract or the

Proponent's performance of duties and responsibilities to the University under a proposed contract;

- (b) If the Proponent, any of its subcontractors, any of their respective employees or former employees or representatives were involved in any manner in the preparation of the Bid Solicitation or in any situation of Conflict of Interest; or
- (c) If the Proponent, any of its subcontractors, any of their respective employees or former employees had or have access to information related to the Bid Solicitation that was not available to other bidders and that would, in the University's opinion, give or appear to give the Proponent an unfair advantage.

"Consultant" or **"Consulting Services"** means the provision of expertise or strategic advice that is presented for consideration and decision making.

"Document" or **"Documents"** means any written instrument whether on paper or in electronic form including, any contract, contract amendment, agreement, deed, purchase order, change order, memorandum, letter of intent, application, release, waiver or acknowledgement which, when executed, will have or is intended to have the effect of causing the University to be bound in a legally enforceable relationship with any other person but shall not include:

- (i) any cheques, bank drafts, orders for payment of money, promissory notes, acceptances, bills of exchange, debentures and any similar instruments; and
- (ii) correspondence, whether by letter or in electronic form, intended to convey information or clarify a position on a matter, but not intended to create a contract or agreement or Commitment between the University and any other person, whether or not a legally enforceable right or remedy is created thereby;

“Document Change” refers to a change to an executed document including a scope change.

“Execute” means to complete the formalities intended to give effect to a Document and may include any one or more of the following formalities as may be required in the circumstances:

- (i) signing the Document;
- (ii) causing the seal of the University to be affixed to the Document; and
- (iii) causing delivery of the Document to be made to the other parties to the document

“Including” and **“includes”** when used herein means “including without limitation” and “includes without limitation”;

“Invitational Bid Solicitation” means any means any competitive procurement (purchasing) process where a minimum of three suppliers are invited to submit a proposal or bid in response to the defined requirements outlined by the University;

“Open Bid Solicitation” means a Bid Solicitation made through an electronic tendering system that is readily accessible by all Canadian suppliers;

“Ordinary course of business” means actions that occur routinely and are frequently and consistent with the University’s strategic plan. Factors that might indicate that the current or proposed transaction is not occurring in the ordinary course include, but are not limited to:

- (i) the University has not undertaken the same or similar transaction in the past;
- (ii) the current or proposed transaction is undertaken in a jurisdiction in which the University has not previously carried on its business;
- (iii) the size of the transaction is not consistent with those of similar transactions undertaken before; and
- (iv) the risks associated with the transaction differ materially from other similar transactions.

“Proponent” means a corporation, partnership, individual, sole proprietorship or other entity seeking to enter into a contractual relationship with the University, in exchange for payment, but does not include individuals seeking to enter into an employment relationship with the University;

“Requisitioner” means the University employee seeking to make a purchase on behalf of the University;

“Special Drawing Rights (SDR)” SDR means an international reserve asset, created by the International Monetary Fund in 1969 to supplement its member countries’ official reserves. The value of the SDR is based on a basket of five major currencies—the US dollar, the euro, the Chinese renminbi (RMB), the Japanese yen, and the British pound sterling.

“Supply chain related activities” means all activities directly or indirectly related to the University’s planning, sourcing, procurement, transportation, and importing/exporting of goods, along with payment processes;

“Policy” means this policy including all appendices;

“Unit” means a Faculty, Department or other business unit of the University

“University” means Brock University.

- (b) Any reference to a statute is to such statute and to the regulations made pursuant to it, as such statute and regulations may at any time be amended or modified and in effect, and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

**COMPLIANCE
AND
REPORTING**

The Senior Administrative Council Member of each unit is responsible for maintaining compliance with the Policy.

Employees have a duty to report clear violations of the Policy to their supervisor or to the Vice-President Administration directly or through the Safe Disclosure Policy. Employees are also reminded that, to the extent that, such violations may constitute illegal or unethical behavior, they should also report the matter to Internal Audit.

In the cases of violations involving perceived or actual conflicts of interest, deliberate non-compliance, or other behaviour which an employee or signing officer has reason to believe may be illegal or contravenes the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics, the signing officer or employee should also report the matter to Internal Audit.

Policy owner:	Vice-President, Administration
Authorized by:	Board of Trustees, Financial Planning and Investment Committee
Accepted by:	Senior Administrative Council
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Related documents:	Appendix A - Expenditures Exempt from Competitive Bid Requirements (page 15) Appendix B - Purchasing Approvals and Methods (pages 16-19) Appendix C - Competitive Bid Requirements for Goods, Non-Consulting Services and Construction (page 20) Appendix D - Competitive Bid Requirements for Consulting Services (page 21) Procurement Procedures All Board approved policies

Appendix A - Expenditures Exempt from Competitive Bid Requirements

The expenditures listed below:

- a. Are not subject to the competitive bid requirements set out in Appendix C (though services which are deemed Consulting shall be subject to the competitive bid requirements in Appendix D);
- b. Are subject to the purchasing approval requirements and methods set out in Appendix B.

Although the items in this schedule are exempt from Appendix C, a competitive process should be followed if practical. If the nature of the service required is ongoing, a contract management review should be performed annually and the decision to continue with the current source shall be reviewed at least every five years.

1. Petty cash replenishment;
2. Items covered by the Travel Meals and Hospitality Policy of the University;
3. Employer's general expenses
 - a. Payments for employment
 - b. Payroll deduction remittances
 - c. Professional association fees and licenses
 - d. Professional Development and Training
 - e. Debenture and/or mortgage and/or line of credit payments
 - f. Grants to organizations
 - g. Flow through research funding as a result of a multi-organization grant
 - h. Payments to regulatory agencies, including tax remittances
 - i. Postage
4. Items purchased for resale (incl. Campus Store and satellite locations);
5. Professional and special services
 - a. Banking services (including debt financing)
 - b. Medical and laboratory services
 - c. Fees for professional accounting, actuarial, tax, investment management, legal or other expert services
6. Specialized goods and services
 - a. Advertising
 - b. Library collections and materials (i.e. books, periodicals, etc.), both electronic and non-electronic, administered by the University Librarian
 - c. Exhibits and art purchases;
 - d. Group Hospitality
 - e. University memberships
 - f. International Recruitment Services (subject to CFTA requirements)
 - g. Arena/Sports facilities rentals
7. Banking services and charges
8. Utilities
 - a. Water and sewer, hydro, and gas
 - b. Communication infrastructure services
 - c. Utility relocations
9. Goods and services purchases through collaborative and consortium buyer agreements.

Appendix B - Purchasing Approvals and Methods

Definitions

“**Approver**” means a cost centre manager as recognized by Financial Services, or any individual who holds a position above the cost centre manager in the University’s organization chart.

An Approver may delegate authority to approve purchases to a delegate provided that:

- (a) the delegate is a University employee who is directly supervised by the Approver; and
- (b) the Approver remains accountable for all approvals granted to the delegate.

Authority to Execute Documents

Employees or Officers of the University identified below as signing officers shall have the authority to Execute Documents for the purchase of goods and services, up to the limits identified below, provided that:

- (a) the purchase complies with this Policy and the Delegation of Authority Policy;
- (b) the purchase is within an approved unit budget, or, where not provided for in an approved budget, has the approval of the Vice-President, Administration or delegate; and
- (c) the purchasing Document(s) have been reviewed by legal counsel, if the Document(s) includes any indemnities or warranties on the part of the University, or any assignment or license of any University real property or intellectual property.

Authority to Approve Policy exceptions

Only the President and Vice-Chancellor or a Vice-President may approve exceptions to this Policy.

Goods, Non-Consulting Services and Construction

Amount	Purchase Method	Approval Authority
<\$5,000	Purchasing Card Purchase Order* Executed agreement Cheque Requisition Supplier Invoice Request	Approver or delegate
\$5,000 to <\$15,000	Purchasing Card Purchase Order* Executed agreement* Cheque Requisition^ Supplier Invoice Request^	Approver or delegate
\$15,000 to <\$50,000	Purchase Order* Executed agreement* Cheque Requisition^ Supplier Invoice Request^	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance

\$50,000 to <\$100,000	Purchase Order* Executed agreement*	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + Vice President, Administration
\$100,000 to <\$1,000,000	Purchase Order* Executed agreement*	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + Vice President, Administration + President
>/= \$1,000,000	Purchase Order* Executed agreement*	As above + Board Approval

* With Procurement Services approval.

^ Where Supplier Contract (SPC) exists in Workday.

Consulting Services

Prior to commencement, any procurement of Consulting services must be approved by Procurement Services regardless of dollar value. Procurement Services will assist in the determination as to whether the service is consulting or non-consulting. For greater certainty, if a service is being acquired is deemed Consulting, then the authority to execute a Document for the purchase of the service is as follows:

Procurement Method	Procurement Value	Approval Authority
Invitational Competitive or Open Competitive	<\$15,000	Approver or designate
Invitational Competitive or Open Competitive	\$15,000 to <\$50,000	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance
Invitational Competitive or Open Competitive	\$50,000 to <\$100,000	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + Vice President, Administration

Open Competitive	\$100,000 to <\$1,000,000	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + Vice President, Administration + President
Open Competitive	>/= \$1,000,000	As above + Board Approval via Financial Planning & Investment and/or Human Resources and/or Capital Projects & Facilities Committees of the Board of Trustees
Non-competitive*	<\$15,000	Approver or designate + Senior Administrative Council Member responsible for the Unit + President
Non-competitive*	\$15,000 to <\$50,000	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + President
Non-competitive*	\$50,000 to <\$100,000	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + Vice President, Administration + President
Non-competitive*	\$100,000 to <\$1,000,000	Approver + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + Vice President, Administration + President
Non-competitive*	=/> \$1,000,000	As above + Board Approval via Financial Planning & Investment and/or Human Resources and/or Capital Projects & Facilities Committees of the Board of Trustees

*CFTA Exemptions-based only

Document Changes

Changes to a Document already approved by the approval authorities set out above must be approved as follows:

- (a) **Invoice variances of less than 10% of total cost of purchase and less than \$5000**
- For variances between a purchase order and an invoice value where the variance is less than 10% and less than \$5,000, Procurement Services may approve the variance, even if the variance moves the total value of the goods or services purchased with the Document above the original approval authority's purchasing authority.
- (b) **Document changes with no financial impact / limited financial impact:** If the Document change has no financial impact or the financial impact does not

increase the total cost above the signing authority of the original approval authority of the Document, the original approval authority of the Document can approve the change provided they have identified sufficient budget.

- (c) **Documents changes with cost increases beyond the signing authority of the original approval authority:** If the financial impact of the Document change increases the total cost above the signing authority of the original approval authority, the approval authority, as identified in the “Goods, non-consulting and construction” table in Appendix B, for the new amount will approve the change provided the approval authority has identified sufficient budget.

Appendix C - Competitive Bid Requirements for Goods, Non-Consulting Services and Construction

The determination of the type of competitive bid required for Goods, Non-Consulting Services and Construction purchases will be done in conjunction with Procurement Services or delegate and in accordance with requirements in chart below:

Type	Description	Solicited By	Awarded By	\$ Value
Request for Quotation (RFQ) or Request for Proposal (RFP) Public Tender	Prices provided in writing by fax or email. Pricing must be attached to Purchase Requisition/Cheque Req/Supplier Invoice Request in Workday.	Requisitioner or Procurement Services	Procurement Services or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits)	<\$15,000
Request for Quotation (RFQ), Request for Proposal (RFP) Public Tender	A list of suppliers is invited to submit written quotations for goods and/or services or can be advertised on electronic tendering system.	Requisitioner or Procurement Services	Procurement Services or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	\$15,000 <\$100,000
Request for Quotation (RFQ), Request for Proposal (RFP) Public Tender	RFQ/RFP/Tender is advertised on electronic tendering system.	Procurement Services or Delegate	Procurement Services or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	\$100,000 <\$1,000,000*
Request for Quotation (RFQ), Request for Proposal (RFP) Public Tender	RFQ/RFP/Tender is advertised on electronic tendering system.	Procurement Services or Delegate	Procurement Services or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	=/> \$1,000,000*

Costs for goods and/or services that require Purchase Orders (> \$15,000) may not be artificially partitioned into components costing less than \$15,000 to circumvent the competitive bidding requirement. Requisitions for the same goods/services from the same unit and/or same supplier within a short time period may be considered an artificial division of the purchase.

Note:

* Competitive Bid Requirements for Goods, Non-Consulting or Services greater than 200,000 SDR (Special Drawing Rights) or Construction greater than 5,000,000 SDR must be in accordance with CETA bid solicitation publication method and extended posting time-periods.

Appendix D - Competitive Bid Requirements for Consulting Services

The determination of the type of competitive bid required for Consulting Services will be done in conjunction with Procurement Services or delegate and in accordance with the requirements in chart below:

Type	Description	Solicited By	Awarded By	\$ Value
Request for Quotation (RFQ), Request for Proposal (RFP)	A list of suppliers is invited to submit written quotations for consulting services or can be advertised on electronic tendering system.	Requisitioner or Procurement Services	Procurement Services or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	< \$100,000
Request for Quotation (RFQ), Request for Proposal (RFP)	RFQ/RFP/Tender is posted on electronic tendering system.	Procurement Services or Delegate	Procurement Services or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	=/>>\$100,000*

Note:

* Competitive Bid Requirements Consulting Services greater than 200,000 SDR (Special Drawing Rights) must be in accordance with CETA bid solicitation publication method and extended posting time-periods.