

Policy #	(Formerly 409) GA100
Approved by:	Board of Governors
Name:	R. Beltzner
Title:	Chair, Board of Governors
Approval Date:	March 21, 2011
Policy Holder:	Vice President Finance and Administrative Services
Administrative Contact:	Director Financial Services and Planning
Replaces Policy Dated:	Jan 8, 2008
Review Date:	March 21, 2015

Purchasing Policy

Purpose/Rationale:

The procurement function of the Humber College Institute of Technology & Advanced Learning and the University of Guelph Humber (hereafter referred to as "Humber" or "the College") shall be performed in an open, fair and transparent manner where goods and services are procured in an open competitive environment and where all transactions yield the optimal benefit to the College.

The purpose of this policy is to establish the principles for and the context within which the procurement activity will take place.

This document is available in alternate format on request

Scope:

This applies to all Humber and University of Guelph Humber employees, contactors, Humber Students Federation and consultants for all acquisitions of goods and services, unless exempt as listed in the Procedures.

Definitions:

Conflict of Interest: Occurs when an individual makes a decision, or participates in making a decision, in the execution of his/her employment by the College and at the same time knows, or ought to reasonably to have known, that in making of the decision, there may have been an actual, potential or perceived opportunity, to further his/her personal interests or those with whom he/she has a familial, business or personal relationship. It includes using an employee's position, confidential information or corporate time, material or facilities for private gain or advancement of the expectation of private gain or advancement.

Consultant: A person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision making.

Fair Labour Practices: Where suppliers adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labour and social security laws and regulations e.g. principles concerning such things as nondiscrimination, harassment or abuse, child labour, forced labour, right to collective bargaining and freedom of association, hours of work, compensation etc.

Sustainability: is the long-term maintenance of responsibility, which has environmental, economic, and social dimensions, and encompasses the concept of stewardship, the responsible management of resource use.

Policy:

1. General

- 1.1. Humber shall adopt leading procurement principles and practices, subject to applicable Local, Provincial and Federal laws.
- 1.2. Humber abides by The National Institute of Governmental Purchasing (NIGP) and The Purchasing Management Association of Canada (PMAC) code of ethics and guiding principles.
- 1.3. Humber shall incorporate sustainability standards, social responsibility and fair labour practices into the procurement practices as appropriate, and give favorable consideration in its evaluation process to those goods and services that reflect this commitment.
- 1.4. Purchasing Services and Sustainability shall be responsible for the purchase of all materials, equipment and services required by the College except land leases and real property acquisitions, insurance, employees hired through Human Resources, employee fringe benefits and miscellaneous petty cash, or items exempt from this policy as described in the procedure document.
- 1.5. The College shall award contracts for goods and services using the most appropriate procurement practices based on the acquisition methods described in the associated Procedures.
- 1.6. Humber is committed to working collaboratively with other public agencies to develop co-operatives and shared services where such are beneficial for Humber. Where Humber participates in collaborative initiatives involving a lead agency, the policies and procedures of the lead agency shall apply.

2. Conflict of Interest

- 2.1. Humber shall not acquire goods and services from a business or other entity owned by an officer or employee of Humber or from anyone with whom the officer or employee has a close personal relationship and who holds a controlling interest, either directly or indirectly, in any corporation or business entity.

- 2.2. No Humber officer or employee shall take any steps to influence the acquisition of goods or services from any corporation or other business entity in which the officer or employee, or those with whom the officer or employee has a close personal relationship, hold a controlling interest, either directly or indirectly.
- 2.3. The President, or designate, upon full disclosure of a conflict or the perception of a conflict of interest, may consider whether any such conflict exists and if so, whether it may be waived or otherwise resolved, and approve the proposed acquisition.
- 2.4. Individuals shall not accept, directly or indirectly, any gifts, hospitality or other benefits from persons, groups or organizations dealing with the College or from clients, or other persons with whom they deal with in the course of their work or services to or at the College. Only the acceptance of infrequent and reasonable or incidental hospitality or business gifts of a small intrinsic value shall be allowed.
- 2.5. When individuals cannot refuse unauthorized gifts, hospitality or other benefits, individuals shall notify their Dean/Director who may require that the gift be held by the College or given to charity, or take other action.
- 2.6. No College employee or agent shall attempt to influence the procurement of goods or services for Humber on the basis of the Vendor's previous record of philanthropic giving to the College or on the basis of the Vendors' stated intent to give to Humber in the future.
- 2.7. Employees (full, part time or contract) may not use Humber services, or the name of Humber, to purchase any equipment, material or service for personal use. Humber may offer employee purchasing program(s) where the terms can be favourably negotiated with Vendors.

3. Procurement Authority

- 3.1 All procurement shall be executed in accordance with the appropriate procurement process and shall be subject to the Approval Authority Schedule as amended from time to time to conform to government public accountability directives.
- 3.2 Approval Authority Schedule:

Goods and Services

Value (exclusive of taxes)	Procurement Process	Authority
Up to \$3,500	<ul style="list-style-type: none"> • Low Value Purchase Order (LVPO) • Purchase Card <p>Where possible, 3 verbal quotes are recommended</p>	Authorized Budget Holders
>\$3,500 – up to \$100,000	<ul style="list-style-type: none"> • Purchase Order <p>By invitation to a minimum of 3 bidders</p>	Manager, Purchasing Services & Sustainability Or 1 level up

	and/or posting on internet for open public access	
>\$100,000	<ul style="list-style-type: none"> • Purchase Order Posting on internet for open public access	President or Divisional Vice Presidents

*Consulting services and capital assets excluded; responses to emergency needs are excluded from the normal procurement process

Construction Projects

Before any major construction project is awarded, management and/or Board of Governors' approval must be obtained.

Value (exclusive of taxes)	Procurement Process	Authority
Up to \$500,000	<ul style="list-style-type: none"> • Purchase Order Posting on internet for open public access	Divisional Vice President
\$500,000 - \$1,000,000	<ul style="list-style-type: none"> • Purchase Order Posting on internet for open public access	President
>\$1,000,000	<ul style="list-style-type: none"> • Purchase Order Posting on internet for open public access	Board of Governors

Consulting Services

Value (exclusive of taxes)	Procurement Process	Authority
\$0 - \$100,000	<ul style="list-style-type: none"> • Purchase Order or Contractual Agreement By invitation to a minimum of 3 bidders and/or posting on internet for open public access	Manager, Purchasing Services & Sustainability
>\$100,000	<ul style="list-style-type: none"> • Purchase Order or Contractual Agreement Posting on internet for open public access	President or Divisional Vice President
Non-competitive Consulting Contracts Awards		
\$0 - \$100,000		President
>\$100,000		Board of Governors

References:

[The National Institute of Governmental Purchasing \(NIGP\)](#)

[The Purchasing Management Association of Canada \(PMAC\) Code of Ethics](#)

[Broader Public Sector Procurement Directive](#)

Related Procedures:

Purchasing Procedure