

PURCHASING POLICIES AND PROCEDURES MANUAL

Responsible Authority: Manager, Purchasing
Approval Authority: President's Executive Committee
Executive Sponsor: Vice-President, Administration
Last Reviewed: March 30, 2011
Revised and Reviewed: May 4, 2021

INDEX	PAGE
I. GENERAL	3
I.1 Definitions	3
I.2 Scope	3
I.3 Role of the Purchasing Department	3
I.4 Role of the User Departments	4
I.5 Delivery	5
I.6 Environment-Friendly Products/ Services	6
I.7 Ethics	6
I.8 Accessibility for Ontarians with Disabilities	7
II. APPROVAL/ AUTHORITY	8
II.1 Policy	8
II.2 Procedures	9
III. FINANCIAL LIMITS	9
III.1 Policy	9
III.2 Procedures	10
IV. MAJOR PURCHASES	11
IV.1 Definitions	11
IV.2 Policy	13
IV.3 Procedures	18
V. REGULAR PURCHASES	22
V.1 Definitions	22
V.2 Policy	22
V.3 Procedures	23
VI. SMALL PURCHASES	24
VI.1 Definitions	24
VI.2 Policy	24
VI.3 Procedures	25
VII. PURCHASING METHODS	25
VII.1 General	25
VII.2 Purchase Requisitions	25
VII.3 Accounts Payable Vouchers	27
VII.4 Procurement Card	28
VII.5 Employee Reimbursement Forms	30
VII.6 Retail Services Client Card	31
VII.8 Retail Services Requisitions	32
VII.9 Petty Cash	33

VII.10 Other Purchasing Methods	33
VIII. COLLEGE ANCILLARY SERVICES	34
VIII.1 Definitions	34
VIII.2 Policy	34
VIII.3 Procedures	34
IX. SAME SUPPLIER RE-TENDERING	35
IX.1 Definitions	35
IX.2 Policy	35
IX.3 Procedures	36
X. PRODUCT ENDORSEMENT	36
X.1 Policy	36
X.2 Procedures	36

I. GENERAL

I.1 DEFINITIONS

I.1.1 Purchasing is a process of acquiring the proper goods and /or services, at the time needed, for the best value from a reliable source for Algonquin College (the College). This includes locating and selecting vendors, negotiating price and approving substitutions (as may be required) and the follow-up to ensure timely delivery.

I.2 SCOPE

I.2.1 This Purchasing Policy and Procedure Manual applies to:

- All of the College's employees, including a regular employee, temporary employee or contractor of the College and any parties who have a non-arm's length association with the College.
- Outside firms contracted to do work for the College whenever they purchase goods and services as representatives of the College.
- All operational units of the College.

I.3 ROLE OF PURCHASING DEPARTMENT

I.3.1 The Purchasing Department of the College shall assume the role of coordinating the process in acquisition of all goods, capital equipment, renovations and services etc. for the best available price, quality and value. The Purchasing Department has the responsibility to act as advisor to user departments prior to the acquisition of goods and services in order to ensure that the best interest of the College can be attained.

I.3.2 The Purchasing Department must ensure the College's purchasing practices are consistent with its long-term vision, and furthers its goals and objectives.

I.3.3 The Purchasing Department shall exercise legal, ethical, non-biased, courteous managerial and professional standards in the management of the financial resources entrusted to it. Specifically the Purchasing Department shall strive to:

- Continually lower costs while improving the quality of goods and services acquired.
- Continually improving good public relations with the vendor community.
- Continually increase value provided by suppliers.
- Continually improving staff purchasing skills, including negotiating, public relations, execution of legal contracts, and cost reduction techniques with the provision of relevant tools and training.
- Continually improve processes to effect efficiencies and effectiveness.

I.3.4 The Purchasing Department shall exercise professional judgment, knowledge and practice in reaching purchasing decisions. The principle of best value should guide purchase decisions. In this regard, although lowest price is a significant factor, other factors including, but not limited to, quality, maintenance cost, resale value, technical service, warranty, proprietary knowledge and proven accomplishment shall be taken into consideration to reach a final purchase decision.

I.3.5 Should the policies and procedures within this Policy and Procedures Manual not be adhered to, the Purchasing Department reserves the right not to pursue the purchasing process.

I.4 ROLE OF USER DEPARTMENTS

I.4.1 General

The user departments are responsible for:

- Acquiring goods and services with proper planning as to the quality, quantity and timeliness, with the assistance, co-ordination and consultation of the Purchasing Department.
- Complying with the policies and procedures as set out in this document.
- Consulting with the Purchasing Department before entering into unique discussions to pursue strategic relationships and/or partnerships with vendors or external clients.
- Forwarding all applicable purchase requisitions to the Purchasing Department for processing on a timely basis. Late requisitions submitted beyond the year end cut-off date may not be processed.

- Ensuring all requisitions are approved by authorized personnel only (Reference Section II: Approval/ Authority).
- Ensuring that the account codes (including the category code for capital assets) are correct and with sufficient budget allotment when the purchase requisitions are submitted to the Purchasing Department.
- Providing the Purchasing Department with a copy of software site license agreement if the value of the software is greater than \$10,000 before taxes.
- Ensuring not to commit to ordering goods and/or services prior to or without following the specific policies and procedures outlined in this Policy and Procedure Manual.
- Ensuring storage space is available when bulk buying by requesting approval from Physical Resources before processing a procurement request.

I.4.2 APPROVAL

I.4.2.1 The user departments must ensure all requisitions, needs assessments, requests for proposal and other related purchasing documents are properly approved in accordance with the policy and procedures outlined in this Policy and Procedure Manual. (Reference Section II: Approval/ Authority).

I.4.3 CONFLICT OF INTEREST

I.4.3.1 The user departments must ensure there is no conflict of interest in any purchasing process for the College.

I.5 DELIVERY

I.5.1 POLICY

I.5.1.1 All deliveries / shipment of goods shall be processed through the Central Shipping and Receiving Department of each campus.

I.5.1.2 If any shipment, such as Small Purchases (Reference Section VI: Small Purchases), furniture, software and small packages delivered by courier, bypasses the Receiving Department, it is the responsibility of the user department to notify the Receiving Department to complete the respective paperwork or the payment of invoices may be delayed.

I.5.1.3 PROCEDURES

1.5.1.4 The receiving copies of the purchase order, with the respective packing slip shall be completed by the Receiving Staff. All completed paperwork shall be forwarded to Accounts Payable on a daily basis for payment processing.

1.6 ENVIRONMENT-FRIENDLY PRODUCTS / SERVICES

1.6.1 POLICY

1.6.1.1 Provided that the pricing, quality and other criteria are the same the College will actively procure financially, environmentally and socially responsible products/services with a reduced or minimal environmental impact.

1.6.1.2 The College may, without contravention of government regulations (Reference Agreement on Internal Trade) and competitive bidding policies, give preference to local suppliers and products with higher Canadian content to improve supply management efficiency as well as business relations with local suppliers.

1.6.1.3 To promote environmental sustainability the College asks that purchasing activities consider the distance to be travelled when delivering goods and services to College campuses.

1.6.1.4 This policy applies to all of the College's campuses. Preference shall be given to purchase goods and services from suppliers located near the User's Campus.

1.6.2 PROCEDURES

1.6.2.1 The evaluation factor for the environment-friendly criteria of products / services shall be properly documented. **(Reference Sections: IV.2.4 and IV.2.5 Evaluation Criteria and Evaluation Committee)**

1.7 ETHICS

1.7.1 The College staff shall maintain and practice the highest standards of business ethics and professional conduct.

1.7.1.2 College staff involved with purchasing activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all purchasing activities within and between the College, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. College staff must not engage in any activity that may create, or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

1.7.1.3 Purchasing activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best

value for public money. All participants must ensure that public sector resources are used in a responsible, efficient manner.

1.7.1.4 The College shall not knowingly purchase any products from companies with unethical business practices (i.e. Contravening International Labour Organization Conventions).

1.7.1.5 Suppliers shall maintain good standing in terms of business operations and are expected to inform the College Purchasing Department of any changes of business conditions that might affect purchasing decisions.

1.7.1.6 Suppliers are expected to conduct business and negotiations ethically with the College, without attempts to influence any purchasing decisions through offering personal gifts and other unethical means.

1.7.1.7 Suppliers should conduct business and negotiations with the College avoiding unnecessary expenses and inconvenience to the College.

1.8 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

1.8.1 The College supports the Ontario Human Rights Code (OHRC), the Ontarians with Disabilities Act, 2001 (ODA) and Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its regulations in order to achieve accessibility for Ontarians with disabilities.

1.8.2 Procurement activity will be reviewed by the Purchasing Department to ensure compliance with the above regulations. The details regulating the AODA purchasing process are available for review at the following link:

<http://intraweb.ottawa.ad.algonquincollege.com/departments/finance/left%20hand%20areas/Purchasing/index.htm>

1.8.3 Suppliers are required to comply with the College's accessibility standards and must be capable to recommend and deliver accessible and inclusive goods and/or services consistent with the Ontario Human Rights Code (OHRC), the Ontarians with Disabilities Act, 2001 (ODA) and Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its regulations.

II. APPROVAL / AUTHORITY

II.1 POLICY

II.1.1 GENERAL

II.1.1.1 Approval described throughout this Policy and Procedure Manual refers to the following signing authorities for procurement of goods and non-consulting services:

SIGNING AUTHORITIES					
LIMIT OR RESTRICTION					
Financial On-line Requisition for Equipment, Supplies and/or Services, AP Vouchers, Procurement Card, Small Dollar Reimbursement Form	President	Vice-President Exec	Executive Assistant to Vice President Dean, Director	Manager/ Chair	Department Personnel
	No limit Within Budget	No limit Within Budget	\$25,000	\$25,000	-

APPROVAL DESCRIBED THROUGHOUT THIS POLICY AND PROCEDURE MANUAL REFERS TO THE FOLLOWING SIGNING AUTHORITIES FOR PROCUREMENT OF CONSULTING SERVICES:

PROCUREMENT METHOD	PROCUREMENT VALUE	APPROVAL AUTHORITY
Invitational Competitive	\$0 up to but not including \$100,000	College Approval Authority for goods and non-consulting services
Open Competitive	Any Value	College Approval Authority for goods and non-consulting
Non-competitive (exemption based only)	\$0 up to but not including \$1,000,000	President, CEO or equivalent
	\$1,000,000 or more	Board of Directors or equivalent

II.1.1.2 In addition to the general approval above-noted in Section II.1.1.1, purchases for certain goods and/or services require the following:

The College has established standards for certain types of IT and audio visual equipment and furniture (refer to Listing of College Standard Equipment and Furniture on the purchasing web-site:

<http://intraweb.ottawa.ad.algonquincollege.com/departments/finance/Purchasing/purchasing.htm>).

- When purchasing these types of IT and audio visual equipment that are **not** the College standard, the user department must consult with the Director of Information Technology Services or his/her designate.
- When purchasing these types of furniture that are **not** the College standard, the user department must consult with Physical Resources.
- Purchases which require building services (maintenance, construction and renovations) shall be approved by the Director, Physical Resources or his/her designate.
- All electrical equipment shall be ULC or CSA or Hydro approved.

II.1.1.3 The user department is responsible to obtain the required approval(s).

II.2 Procedures

II.2.1 Purchasing Department shall verify the approval signature and/or origin code of any purchase requisition, needs assessment and related documents when received from the user department.

II.2.2 Purchasing Department shall return the document(s) to the user department if there is no appropriate authorized approval.

III. FINANCIAL LIMITS

III.1 POLICY

III.1.1 The Purchasing Department, in collaboration with the user department, shall obtain quotation pricing in accordance with the following criteria:

GOODS, NON-CONSULTING SERVICES AND CONSTRUCTION		
Value	Procurement Method	Requirement
\$1 - \$2,500*	PCard	No quote
\$2,501 - \$24,999*	Online purchase requisition	One (1) written quote**
\$25,000 - \$99,999*	Invitational Competitive Procurement	Three (3) written quotes**
\$100,000 and over*	Open Competitive Procurement	Public Tender Process**
Consulting Services		
\$0 up to but not including \$100,000*	Invitational or open competitive procurement	Three (3) written quotes minimum**
\$100,000 or more*	Open competitive procurement	Public Tender procurement**

* The above amounts are before taxes.

**The College recognizes that certain goods or services are available from only one source (i.e. sole/single source supplier). In these cases, the bidding process is not possible and may be precluded by providing a signed non-competitive approval form from the user Department Manager to the Purchasing Department.

III.1.2 Notwithstanding the quotation pricing as specified in Section III.1.1 the Purchasing Department shall reserve the right to carry out a search (i.e. Ontario Education Collaborative Marketplace (OECM) data base) for any alternative supplier. In addition, a user department may recommend a preferred supplier up to the value of \$99,999.99 of which the rationale shall be properly documented and approved by the appropriate authority. (Reference Section II: Approval/ Authority). The recommendation is subject to the consent of the Purchasing Department.

III.1.3 Purchasing of construction and renovation services under a vendor of record pre-qualification process is subject to the following financial limits:

The maximum value of each purchasing contract under a public pre-qualification vendor-of-record contract is **\$750,000**.

For contracts between **\$250,000 and \$749,999**, where applicable, at least five pre-qualified vendors would be asked to bid.

For contracts between **\$25,000 and \$249,999**, where applicable, at least three pre-qualified vendors would be asked to bid.

If the estimated construction and renovation purchasing value is less than **\$24,999** the vendor-of-record arrangement may be used to select any one pre-qualified vendor-of-record, or where applicable based on the good and/or service to be purchased, ask more than one pre-qualified vendor to bid on the specific project/assignment.

III.2 PROCEDURES

III.2.1 All quotation pricing obtained shall be documented, forwarded to the Purchasing Department and attached with the filing copy of the purchase requisition. Verbal quotes shall be referenced in the header comments of the purchase requisition.

III.2.2 An exception to the policies and procedures outlined in this Purchasing Policy and Procedure Manual may occur in Construction and Renovations. In a case of urgency, or cases in which only one supplier can meet a very specialized need, the following procedure shall be followed:

Projects less than **\$100,000** - procedures shall be dictated by the Director, Physical Resources. Projects greater than or equal to **\$100,000** - procedures shall be dictated by the Vice President, Administration.

IV. MAJOR PURCHASES

IV.1 DEFINITIONS

IV.1.1 MAJOR PURCHASE

The acquisition of any goods and/or services from a vendor for a single purchase at a value greater than \$100,000 before taxes.

IV.1.2 Needs Assessment (Project Charter or Statement of Requirement)

The document prepared by the user department which outlines the rationale for purchasing any goods and/or services prior to a formal purchasing process.

IV.1.3 Vendor of Record Pre-Qualification Process for Construction and Renovations

The vendor-of-record pre-qualification process is a form of tendering advertised to the public. Evaluation criteria for Vendor of Record pre-qualification shall include, but is not limited to, demonstrated experience, bonding capability, concurrence to the Occupational Health and Safety policies and practices of the College, and demonstrated project delivery capabilities. After meeting the criteria for Vendor of Record pre-qualification, a list of qualified contractors shall be maintained, and those contractors may be invited as required to quote on specified construction and renovation projects.

IV.1.3.4 Vendor of Record: Pre-Qualification process for Planning, Design and Project Management Services.

A form of tendering that is advertised to the public for the purpose of pre-qualifying and short listing of space and urban planning, facilities design and facilities project manager's service providers. Evaluation criteria for Vendor of Record pre-qualification shall include, but is not limited to, demonstrated capability, experience, insurance capacity, demonstrated ability to

respond to College requirements and fee schedule. After meeting the criteria for Vendor of Record pre-qualification, a list of qualified service providers will be maintained, and may be invited to provide services as required on specified projects. It is in the College's best interest at any one time to have on a VOR list planning, design, and project management, of no more than three firms, to ensure consistency in planning, design and project management standards.

IV.1.3.5 Vendor of Record: Pre-qualification for all other Projects

A form of tendering that is advertised to the public for the purpose of pre-qualifying and short listing vendors for specific projects. Evaluation criteria for Vendor of Record pre-qualification shall include, but is not limited to, demonstrated capability, experience, insurance capacity, demonstrated ability to respond to College requirements and fee schedule.

After meeting the criteria for Vendor of Record pre-qualification, a list of qualified service providers will be maintained, and may be invited to provide services as required on specified projects. To ensure consistency it is in the College's best interest to maintain a list with no more than three vendors.

IV.1.4 TENDER

A process to request information outlining the contractual requirements, qualifications and/or proposal from potential vendors for purchase of goods and/or services.

IV.1.5 PUBLIC TENDER

A process to publicly request competitive pricing, information, qualifications and /or proposals from potential vendors for purchases of goods and/or services with a value greater than \$100,000 before taxes through Bonfire - an electronic tendering system that is accessible by all Canadian suppliers.

IV.1.6 PROPOSAL

An offer to meet the stated requirements and objectives of the College by undertaking procedures and actions described in the application.

IV.1.7 EVALUATION COMMITTEE

A group of College staff responsible for preparing and reviewing Proposals for Tenders, evaluating tenders received and recommending the selected vendor to the appropriate authority for approval (Reference: Section II Approval/ Authority).

IV.1.8 CONTRACT AWARD NOTIFICATION

Award notification will be posted in the same manner as the procurement documents were posted after the agreement between the successful supplier and the College has been executed. Award notification will list the name of the successful supplier, agreement start and end dates

and any extension options.

IV.1.9 PURCHASE/ PROJECT SPLITTING

Separating one large purchase/ project into two or more purchases/ projects.

IV.1.10 THE COLLEGE TENDER FORM

The College document which includes the Vendor's actual cost to be incurred by the College. This form shall include an authorized vendor signatory.

IV.1.11 PUBLIC TENDER DOCUMENT

The College document which requests pricing, information, qualifications and/or proposals from potential vendors. The document describes the goods and/or services the College needs to purchase along with other pertinent information. Public tender documents include:

- Request for Quotes
- Request for Qualifications
- Request for Proposals
- Request for Information

IV.1.12 BID BOND

The document which guarantees the coverage of extra costs involved if the vendor does not accept the order as awarded (i.e. if the low bidder declines to accept the purchase/ project as proposed, the bid bond covers the cost differential of accepting the next qualified highest bidder).

IV.1.13 PERFORMANCE BOND

The document which guarantees the work shall be completed and the goods supplied according to the specifications.

IV.1.14 SOLUTION-BASED PURCHASING

Purchasing that usually relates to an information technology process that provides a solution to a defined problem(s). The process normally is for large-scale projects which shall be determined by Information Technology Services Department (I.T.S.)

IV.2 POLICY

IV.2.1 GENERAL

IV.2.1.1 Purchasing Department shall be involved in all major purchases.

IV.2.1.2 The user department shall not undertake the splitting of purchase /projects at the value defined as Major Purchases in order to circumvent the policies and procedures for Major Purchases.

IV.2.1.3 Bid Bonds or an equivalent surety instrument and Performance Bonds shall be requested for the following types of tender and purchases:

Renovations, building construction or equipment with value greater than \$1 million before taxes. Any tender or purchase which is in a highly competitive market or of a high risk nature to be determined by the Evaluation Committee. **(Reference Section IV.2.5: Evaluation Committee).**

IV.2.1.4 All departments shall initiate the purchasing of construction and renovation services with the Physical Resources Department. Physical Resources is the only department permitted to enter purchase requisitions for facilities maintenance, construction and renovation contractors.

IV.2.2 PUBLIC TENDERING

All major purchases shall be acquired through a competitive public tendering process and shall adhere to the policies and procedures outlined in this Policy and Procedure Manual.

IV.2.2.1 COMPETITIVE PROCUREMENT

IV.2.2.2 REQUEST FOR QUOTES

A Request for Quotes competitive public tender document sent to prospective suppliers by the Purchasing Department may be used when purchasing goods with a pre-defined listing of specifications. Typically, the required specifications determined by the College are non-negotiable. The goods are available from multiple suppliers with insignificant differences in quality. (i.e. paper, envelopes, and lumber).

IV.2.2.3 Request for Qualifications

A Request for Qualifications competitive public tender document sent to prospective suppliers by the Purchasing or Physical Resources Departments may be used when purchasing goods and/or services. The Request for Qualifications is utilized to establish a short list of vendors that possess the qualifications required to supply the College. (i.e. information technology consulting and construction).

IV.2.2.4 Request for Proposals

A Request for Proposals competitive public tender document sent to prospective suppliers by the Purchasing Department may be used when purchasing goods and/or services. The Request for Proposal document is utilized to invite vendors to bid on the supply of goods and/or services to the College. The Request for Proposal document provides the specific needs of the College along with relevant background information. (i.e. laptop computers, photocopiers, consulting and banking services) and is accessible by all Canadians through Bonfire – an electronic tendering system. Postings on Bonfire are a minimum of 15 calendar days.

IV.2.2.5 Request for Information

A Request for Information competitive public tender document sent to prospective suppliers by the Purchasing Department may be used as a solicitation sent to a broad base of potential suppliers for the purpose of a broad data enquiry and information gathering only. A response to an RFI will not pre-qualify a potential supplier and will not influence chances of participating suppliers from becoming the successful proponent in any subsequent opportunity.

IV.2.2.6 Vendor of Record Arrangement

IV.2.2.6.1 A vendor of record arrangement is a purchasing arrangement resulting from a fair, open, transparent and competitive purchasing process authorizing one or more vendors to offer specific goods and/or services to the College for a defined time period, with terms and conditions and pricing as set out in the particular vendor of record agreement.

IV.2.2.6.2 Like any other major purchasing opportunity, vendor of record arrangements are established through a Request for Proposal distributed through Bonfire for a minimum posting of 15 calendar days. Bidders who successfully meet all the requirements of the Request for Proposal are awarded vendor of record status and enter into a contractual arrangement with the College.

IV.2.2.6.3 Depending on the estimated cost of the good and/or service to be acquired under the vendor of record arrangement, there may be a requirement for a second stage selection process.

IV.2.2.6.4 If the estimated purchasing value less than \$100,000 before taxes the College may use the vendor of record arrangement to select any one Vendor-of-Record or, where applicable based on the good and/or service to be acquired, ask more than one vendor to bid on the specific project, in accordance with the terms and conditions of the Vendor-of-Record arrangement.

IV.2.2.6.5 For contracts greater than \$100,000 and less than \$249,999 at least three vendors would be asked to bid. For contracts greater than \$250,000 and less than \$749,999 at least five vendors would be asked to bid.

IV.2.2.6.6 All Major Purchases of construction and renovations shall be acquired through one of the following public tendering processes:

- A Vendor of Record pre-qualification process. Listings of vendors of record shall be updated at a minimum of every three years.
- A “traditional” tendering process (design, then tender, then construct) to procure a contractor to deliver a project based on specifications and drawings sufficiently complete to permit selection of the winning proponent based on price as the sole criteria for selection.

A Request for Proposal process to procure a design-build team consisting of a contractor, architect, engineer and specialist consultants to plan, then design, then construct a project based on best value criteria which shall include, but are not limited to:

- Experience with projects of like scope and complexity.
- Approach to the project.
- Project team composition.
- Fixed price or combination of percentage fee, labour rates and mark-ups.

The construction management Request for Proposal process to procure a construction management firm consisting of a general contractor who shall provide input to the design process and subsequently tender sub-contracts publicly or by invitation in accordance with this policy on behalf of the College.

IV.2.3 Needs Assessment (Project Charter or Statement of Requirement)

IV.2.3.1 All major purchases must have a needs assessment prepared by the user department prior to a formal purchasing process.

IV.2.3.2 The needs assessment shall be approved by the appropriate authority. (Reference Section II: Approval/ Authority). If the originator of the needs assessment is an approval authority at the signing limit required to approve the assessment, the approval should automatically be moved up to the next level in order to avoid a conflict of interest.

IV.2.3.3 The user department must provide a Needs Assessment for construction/renovation services to Physical Resources so the project can be scoped and a cost estimate determined.

IV.2.3.4 The user department must provide a Needs Assessment for solution-based purchasing, jointly prepared by the Information Technology Services Department and the user department. Due to the complexity and risk nature in the solution-based purchasing, the Needs Assessment must firstly be approved by the Director of Information Technology Services and submitted to the President's Executive Committee for approval.

IV.2.4 EVALUATION CRITERIA

IV.2.4.1 Evaluation criteria shall be developed, defined and documented before the tender opening date. Documents must clearly outline mandatory, rated and other criteria that will be used for evaluation of the submissions and will be included in the proposal documents.

IV.2.4.2 Evaluation criteria must include both monetary and non-monetary aspects.

IV.2.5 Evaluation Committee

IV.2.5.1 An Evaluation Committee shall be formed for any tenders greater than \$100,000 before taxes after the needs assessment has been properly approved (**Reference Section IV.2.3: Needs Assessment**).

IV.2.5.2 The number of members of the Evaluation Committee shall not be less than three (3).

IV.2.5.3 The Head (or designate) of the user department shall normally be the Chair of the Evaluation Committee with the responsibilities of:

- Appointing membership of the committee;
- Defining evaluation criteria (including non-monetary) and developing a template for the committee members to use for evaluating the tenders;
- Ensuring the tendering process is properly done;
- Providing information, as requested, with regard to the tendering process; and
- Presenting the recommendation(s) to the appropriate authority for approval (Reference Section II: Approval/ Authority). It should be noted that if the Chair or any member of the Evaluation Committee happens to be the approval authority for the signing limit, the approval of such recommendation(s) should automatically be moved to the next level in order to avoid a conflict of interest.

IV.2.5.4 The membership of the Evaluation Committee shall include the Purchasing Manager (or designate) who is responsible for providing advice and co-ordination with regard to the purchasing function throughout the tendering process (the exception to this requirement is public tendering for construction and renovation services; the Purchasing Manager is not required to be a member of the committee but must provide approval to the committee's recommendation prior to processing). Other membership must include a representative from the following:

- Physical Resources Department, if the nature of the tender is for construction, facilities, ground and maintenance and renovation and related services.
- Information Technology Services Department, if the nature of the tender is a solution-based purchase for computer systems purchase, installation, IT Solution and related services.

IV.2.5.5 The Evaluation Committee shall be responsible for:

- Reviewing the tender information prior to release for distribution to prospective bidders.
- Signing a conflict-of-interest declaration and non-disclosure of confidential information agreement.
- Refraining from engaging in any activities that may create or appear to create a conflict of interest.
- Coordinating the due process of College policy and procedures for obtaining proposals and/or tenders for the purchase.
- Coordinating the tender opening process.
- Ensuring that the prepared price summary of the submitted bids is checked by someone other than the person that prepared it.
- Evaluating compliant bids using the prescribed standards determined by the Evaluation Committee.
- Completing an evaluation matrix, rating each compliant submission and ensuring anything written or said about the submissions is fair, factual and fully defensible.

- Maintaining confidentiality pertaining to information collected through the competitive process.
- Making recommendations through its Chair to the proper level of authorization for approval.

IV.2.6 EVALUATION PROCESS DISCLOSURE

IV.2.6.1 Competitive documents will fully disclose the evaluation methodology and process used in assessing submissions including the method to resolve tie scores.

IV.3 Procedures

IV.3.1 General

IV.3.1.1 Where the total value of a planned single purchase (before taxes) exceeds the financial limits threshold (Reference Section III.1: Financial Limits), a competitive public tendering process shall be implemented, under the following guidelines.

IV.3.1.2 Tenders shall be addressed to the Purchasing Department, in care of the Purchasing Department, acting as its agent. Tenders shall remain sealed until after the closing time.

IV.3.1.3 Following government regulations, tenders shall be advertised through an electronic tendering service (generally Bonfire) and/or in a minimum of one English local newspaper and/or through the Ottawa Construction Association.

IV.3.1.4 Tenders shall be received in the Purchasing Department where they will be date and time stamped in the presence of the person delivering the tender. A formal receipt for the bid packages delivered will be issued at that time. Tenders received after the official, advertised closing time shall be returned to the bidder, unopened.

IV.3.1.5 Tenders are opened publicly by the Manager of the Purchasing Department (or designate) and witnessed by the Manager of the user department (or designate). Vendors may or may not attend.

IV.3.1.6 Tendered information, including total bid prices, is in the public domain. However, in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), proprietary information and unit prices which affect business competitiveness shall remain confidential.

IV.3.2 CHANGE ORDERS

IV.3.2.1 Subsequent to issuing a formal purchase order, a change order may be allowed upon the agreement of the Chair of the Evaluation Committee. The value of the change amount(s) is subject to approval. (Reference: Section II: Approval / Authority).

IV.3.2.2 A Change Order document, with all necessary details including changed value, shall be prepared by the Chair of the original Evaluation Committee and submitted to the appropriate level of authorization for approval.

IV.3.2.3 Upon receiving the approved Change Order document, the Purchasing Department, in consultation with the user department, may issue an addendum to the original contract / purchase order.

IV.3.3 PREPARATION PROCESS

IV.3.3.1 The Request for Proposal document (template) shall be completed by the user department in collaboration with the Purchasing Department and reviewed by the Evaluation Committee.

IV.3.3.2 Sufficient copies of the completed Request for Proposal document, after approval by the Evaluation Committee where appropriate, shall be forwarded to the Purchasing Department for distribution to prospective bidders.

IV.3.3.3 Tenders are distributed through the Purchasing Department by electronic tendering service (generally Bonfire).

IV.3.3.4 Bidders conference(s) may be held at which time all vendors who have received a copy of the tender document are able to receive answers to their questions from members of the Evaluation Committee and / or user department. In the case where no immediate answers are provided in the conferences, the Evaluation Committee or user department shall document the inquiries from the bidders and subsequent answers shall be provided to all bidders through the Purchasing Department. Similarly, if bidders inquiries are made directly to a named contact person, that person is responsible for providing written response to all the bidders.

IV.3.3.5 All tenders are to be delivered to the Purchasing Department, currently located at 1385 Woodroffe Avenue, Room C545, Ottawa, Ontario, K2G 1V8, before the deadline as specified. Purchasing will date and time stamp the envelope in the presence of the person delivering the tender. Submissions that are delivered after the closing date and time will be returned to the vendor unopened.

IV.3.3.6 All tender envelopes should be clearly marked with the Project Name and/or Project Number.

IV.3.4 PUBLIC TENDER OPENING PROCESS

IV.3.4.1 If a public tender opening process is desired, the Evaluation Committee, through the Purchasing Department, shall coordinate such a process as to:

- Select the tender opening date;
- Reserve a suitable College location; and
- Notify the appropriate personnel for attendance.

IV.3.4.2 Once the tender opening commences, all terms as outlined in the tender document shall be in effect. Bids shall not be accepted or rejected at the opening.

IV.3.4.3 Bid Bonds or certified cheques, and the Performance Bonds or Letters of Agreement to Bond received from tenders, shall be maintained at the Purchasing Department for safekeeping, until a final decision has been reached for the successful bid. On certain tenders for construction projects, the aforementioned items may be retained by the Physical Resources Department.

IV.3.5 TENDER EVALUATION PROCESS

IV.3.5.1 After the tender opening process is completed, the Evaluation Committee shall evaluate all the bids using the criteria (monetary and non-monetary) developed by the Chair (or designate) of the Evaluation Committee.

IV.3.5.2 In case of a complex tender, the Evaluation Committee may decide to seek legal opinion on the terms and conditions of the tender.

IV.3.5.3 A price summary shall be prepared by the Evaluation Committee as part of the evaluation process. The price summary shall be reviewed and approved by the Manager, Purchasing Department before the Committee makes its final decision on the selected vendor.

IV.3.5.4 Upon completion of the evaluation process by the Evaluation Committee, its Chair shall make a written recommendation(s) to the appropriate authority for approval on the selected vendor (Reference: Section II: Approval/ Authority). The submission that receives the highest overall score and complies with all mandatory requirements as set out in the tender must be given the winning bid.

IV.3.6 Completion Process

IV.3.6.1 After obtaining the appropriate approval for the recommendation(s), a Letter of Intent, prepared by the Chair of the Evaluation Committee, may be sent to the successful bidder to confirm acceptance of the tender prior to the issuance of an official purchase requisition.

IV.3.6.2 The contract must be finalized using the form of agreement that was released with the procurement documents. In circumstances where a Form of Agreement was not issued released with procurement documents or an alternative procurement strategy has been used, the agreement between the College and the successful vendor must be defined formally in a signed written contract before the goods and/or services can be provided by the vendor.

IV.3.6.3 In the event an immediate need exists and the College and supplier are unable to finalize the written contract an interim purchase order may be used provided written justification of such a decision is approved by the appropriate authority.

IV.3.6.4 A purchase requisition shall be prepared by the user department and, along with the original approval document and the signed Form of Agreement forwarded to the Purchasing Department for processing a formal purchase order. The purchase order, duly signed by the appropriate College personnel, shall then be delivered to the successful bidder.

IV.3.6.5 All original tendering documents including evaluation sheets shall be kept in the Purchasing Department for future reference with the exception of Construction and Renovation tendering documents which are kept in the Physical Resources Department.

IV.3.6.6 All documents, information and communication related to the procurement processes shall be maintained in recoverable form for a minimum of seven years.

V REGULAR PURCHASES

V.1 DEFINITIONS

V.1.1 Regular Purchase

A regular purchase is considered to be the acquisition of any goods and services from a vendor for a single purchase at a value greater than \$1,000 and less than \$99,999 before taxes.

V.1.2 Goods

Goods are commodities or items that are tangible and that can be physically received by the Shipping and Receiving Department.

V.1.3 Services

Work performed, such as maintenance, construction, consulting, cleaning, etc. for consideration.

V.1.4 Fixed Assets

All equipment and other goods that have a useful life greater than one year and a unit value greater than of \$1,000 before taxes including desktop and laptop computers.

V.1.5 Vendor of Record

A vendor of record arrangement is a purchasing arrangement resulting from a fair, open, transparent and competitive purchasing process authorizing one or more vendors to offer specific goods and/or services to the College for a defined time period, with terms and conditions and pricing as set out in the particular vendor of record agreement.

To ensure consistency it is in the College's best interest to maintain a list with no more than three vendors.

V.2 POLICY

V.2.1 General

V.2.1.1 All requisitions of goods and/or services which are Regular Purchases, as defined above, shall be submitted to the Purchasing Department by way of an online purchase requisition (Reference Section VII.2: Purchase Requisitions).

V.2.1.2 All acquisitions of fixed assets, as defined above, shall be submitted to the Purchasing Department by way of an online purchase requisition (Reference Section VII.2: Purchase Requisitions).

V.2.1.3 In the event a vendor shall accept orders only over the internet or phone and requires payment by credit card, the user department shall contact the Purchasing Department for assistance in completing the transaction.

V.2.1.4 All requisitions of goods and/or services shall comply with the financial limits. (Reference Section III.1: Financial Limits).

V.2.1.5 The user department shall not undertake the splitting of projects, purchases of fixed assets, goods and/or services at the value defined as Regular Purchase in order to circumvent the related policies and procedures for Regular Purchases.

V.3 PROCEDURES

V.3.1 Request for Quotes

V.3.1.1 In addition to the supplier(s) recommended by the user, the Purchasing Department may request quotes from others on its list of qualified vendors.

V.3.1.2 Suppliers shall be accorded a reasonable period of time, depending on the complexity of the acquisition, to prepare their quotes. Normal time-frames are from three (3) to ten (10) working days.

V.3.1.3 Quoted prices shall remain confidential.

V.3.1.4 The Purchasing Department shall evaluate the quotes, and submit a written summary and recommendation to the user department if the supplier is different from the Department's original choice.

V.3.1.5 While the lowest bidder may not necessarily be selected, with all other factors being equal, the low bidder should be favored.

V.3.2 EMERGENCY ORDERS

V.3.2.1 In the case of emergency order requirements during working hours, user departments shall telephone the Purchasing Department to obtain an emergency purchase order number before placing the order directly with the vendor. After the order has been placed with the vendor, the requisition shall be sent to the Purchasing Department with the information similar to that of regular orders. In addition, notation of the emergency should be indicated clearly in the requisition.

V.3.2.2 In the case of emergency orders during off hours, user departments may contact the vendor to initiate the order. The user department shall notify the Purchasing Department the next working day. The confirming requisition shall immediately be forwarded to the Purchasing Department with the information similar to that of a regular order. In addition, notation of the emergency shall be indicated clearly in the requisition. The Purchasing Department shall contact the vendor confirming the purchase order number.

V.3.3 BLANKET ORDERS (OPEN PURCHASE ORDERS)

V.3.3.1 Blanket purchase orders shall be arranged at the request of the user department or at the suggestion of the Purchasing Department. Blanket purchase orders are used where frequent purchasing of a similar type of goods and /or service is required from a single vendor over a specified period of time (typically less than one (1) year).

V.3.3.2 The blanket purchase order, when issued, shall specify the maximum dollar value of the order and the names of the authorized personnel who have been approved to place and/or pick up orders.

V.3.3.3 The blanket purchase order number shall be provided to the supplier each time an individual order is released.

V.3.4 CONTRACT ORDERS

V.3.4.1 Contract orders shall be initiated by the user department or at the suggestion of the Purchasing Department. Contract orders are established where a particular service (i.e. cell phone service, cleaning, security) is required to meet the regular, ongoing needs of the College. Contract orders typically are renewed at the start of each fiscal year upon confirmation from the user department. (Reference Section VII.2.3: Contract Order Tracking)

VI SMALL PURCHASES

VI.1 DEFINITIONS

VI.1.1 Small Purchase

Acquisition of goods and/or services from a vendor for a single purchase at a value less than \$2,500 before taxes.

VI.2 Policy

VI.2.1 User departments shall be allowed to bypass the Purchasing Department and place orders directly with suppliers for Small Purchases. The alternative process for Small Purchases is by means of:

- Procurement Card
- Retail Services Card
- Petty Cash

VI.2.1.2 The user department is responsible for ensuring the quantity; quality and required delivery date are acceptable in the execution of Small Purchases. The Purchasing Department shall not be held responsible for any obligations and responsibilities in case of any default in the process.

VI.2.1.3 Purchasing Department may be consulted by user departments for clarifications with regard to the execution of this Small Purchase Policy and Procedures section.

VI.3 Procedures

VI.3.1 Follow the procedures for small dollar purchases:

- Procurement Card
- Retail Services Card
- Petty Cash
- (Reference Section VII: Purchasing Methods)

VII PURCHASING METHODS

VII.1 GENERAL

The purpose of this section is to establish uniform purchasing methods.

VII.2 Purchase Requisitions

VII.2.1 Policy

VII.2.1.1 A Purchase Requisition is required to initiate the purchasing process for most goods and services required by the College. Exceptions to this requirement may include Small Purchases made with:

- Procurement Card
- Retail Services Card
- Petty Cash

VII.2.2 PROCEDURES

VII.2.2.1 The Purchase Requisition shall be raised electronically, on the College Financial Information System (**i.e. PeopleSoft**). (**Reference System User Guide**).

VII.2.2.2 The Purchase Requisition should indicate a recommended supplier.

VII.2.2.3 The Purchase Requisition should indicate the "required date" for the goods and/or services.

VII.2.2.4 Forward any quotes, specifications or other attachments to the Purchasing Department, noting the Purchase Requisition number.

VII.2.2.5 The Purchasing Department shall review the Purchase Requisition prior to processing to ensure that it meets all relevant regulations and complies with the policies and procedures outlined in this Policy and Procedure Manual.

VII.2.2.6 The Purchasing Department shall endeavor to process purchase requisitions within one (1) business day.

VII.2.3 CONTRACT ORDER TRACKING

VII.2.3.1 The Purchasing Department shall maintain a database of all on-going contracts which require periodic renewal or cancellation.

VII.2.3.2 In addition to general information about the contract, the database shall keep track of three (3) significant dates:

- The contract termination date
- The contract renewal/cancellation date (i.e. ninety (90) days prior to termination).
- The user notification date, thirty (30) days prior to the renewal date.

VII.2.3.3 On the "User Notification Date", the Purchasing Department shall forward a written reminder to the user, requesting renewal or cancellation instructions.

VII.2.3.4 Particular attention shall be given to contracts that contain an automatic-renewal clause. In order to prevent cases of unwanted renewal, the Purchasing Department shall cancel such contracts by the cancellation date, unless instructed otherwise by the user.

VII.2.4 EXPEDITING

VII.2.4.1 The Purchasing Department shall expedite Purchase Orders which have, according to the Financial Information System (F.I.S.), items still outstanding beyond the "required date".

VII.2.4.2 The Expediting Clerk shall contact the user to determine if the goods have been received and update the Financial Information System, if required.

VII.2.4.3 In case of outstanding requirements, the Expediting Clerk shall contact suppliers to verify the status of the order, and consult with the user to decide whether to cancel the outstanding items.

VII.2.4.4 The Expediting Clerk shall keep track of critical shipments, and follow up on deliveries with the supplier prior to the "required date".

VII.3 ACCOUNTS PAYABLE VOUCHERS

VII.3.1 Definitions

VII.3.1.1 Accounts Payable Vouchers

A paper-based form used to initiate a cheque payment to a vendor. This form requires a vendor code and vendor information along with payment details and the College account(s) and cost centre(s) to be charged for the expenditure.

VII.3.2 Policy

VII.3.2.1 The accounts payable voucher is not intended to be used as a regular method for purchasing goods and/or services. The accounts payable voucher shall only be used in rare and non-recurring circumstances. The accounts payable voucher may be used to initiate payment in the following situations:

- A cheque is required to accompany subscription, dues or membership renewals mailed to the supplier.
- A cheque is required by a College staff person to attend a seminar, luncheon, conference or other industry or professional development event where registration and payment is required in advance.
- A 'rush' cheque is required and has been approved by both the department Chair/Manager making the request and the Manager, Operational Accounting and Payroll.

VII.3.2.2 Original vendor documentation (invoice, registration form, etc.) must accompany the accounts payable voucher when submitted to the Finance and Administrative Services Department for processing.

VII.3.2.3 The accounts payable voucher shall be duly approved by the appropriate authorized personnel. (Reference Section II Approval/Authority).

VII.3.2.4 The Finance and Administrative Services Department shall process accounts payable vouchers within five (5) business days of receiving the approved accounts payable voucher and documentation.

VII.3.2.5 'Rush' cheques shall be processed within twenty four (24) hours from the time the request is submitted and approved.

VII.3.3 PROCEDURES

VII.3.3.1 Accounts payable vouchers may be printed from the myAlgonquin web-site under the Forms menu.

VII.3.3.2 The department requesting the cheque must complete all fields on the form and obtain the necessary signed approval.

VII.3.3.3 The completed accounts payable voucher form and documentation are to be submitted to the Finance and Administrative Services Department.

VII.3.3.4 The cheque shall be sent directly to the vendor unless other cheque delivery instructions are specified on the accounts payable voucher.

VII.4 PROCUREMENT CARD

VII.4.1 Definitions

VII.4.1.1 Procurement Card

A College credit card issued to College staff to authorize Small Purchases (**Reference: Section VI: Small Purchases**).

VII.4.2 Policy

VII.4.2.1 Procurement Card requests shall be approved by the cardholder's Manager.

VII.4.2.2 The cardholder's Manager shall approve the card monthly limit, normally \$10,000 with a procurement card transaction limit of \$2,500 per transaction.

VII.4.2.3 Only full-time, permanent staff are eligible to become Procurement Cardholders.

VII.4.2.4 Procurement Cardholders are responsible for:

- Acknowledging the responsibilities and obligations for the use of the Procurement Card by signing an agreement when the application for a card is made.
- Ensuring the quantity, quality and required delivery date are acceptable in the execution of Small Purchases by means of Procurement Card.
- The Purchasing Department should not be held responsible for any obligations and responsibilities in case of any default in the process.

- Resolving any disputed purchases not accurately reflected in the transaction statements.
- Returning defective merchandise and ensuring the receipt of appropriate credits.
- Keeping original receipts to be attached with the monthly statement and accounts payable voucher which shall be approved by the immediate supervisor (or designate) and submitted to the Finance Department on a monthly basis.
- Notifying immediately the Procurement Card vendor office and Finance Department in case of lost or stolen card.
- Returning the Procurement Card to Finance Department upon termination of employment at the College.

VII.4.2.5 The Purchasing Department reserves the right to suspend the Procurement Card . The suspense decision with the rationale shall be communicated to the cardholder as well to the cardholder's supervisor.

VII.4.2.6 Human Resources Department shall notify the Purchasing Manager of an employee termination status, so that immediate action can be taken to terminate the Procurement Card for the applicable cardholder.

VII.4.3 PROCEDURES

VII.4.3.1 Application Process

VII.4.3.1.1 An application form shall be obtained from the Purchasing Department and shall be properly filled out and approved by the cardholder's supervisor. The approved form should then be forwarded to the Purchasing Department for processing the application with the Procurement Card vendor.

VII.4.3.1.2 Upon the issuance of a Procurement Card, each cardholder must sign an agreement acknowledging the responsibilities and obligations for the use of the Procurement Card.

VII.4.3.3 Verification and Accounting Process

VII.4.3.3.1 The Purchasing Department shall review the submitted accounts payable vouchers and monthly billing statement with the original receipts and invoices and forward them to Accounts Payable for processing. Any discrepancies identified shall be resolved with the appropriate cardholders.

VII.5 EMPLOYEE REIMBURSEMENT FORMS

VII.5.1 Definitions

VII.5.1.1 Employee Reimbursement Forms

A paper-based form used to initiate a reimbursement to a College employee for a Small Purchase (Reference Section VI: Small Purchases) made on behalf of the College.

Reimbursement is processed via payroll direct deposit. This form requires a vendor code and vendor information along with payment details and the College account(s) and cost centre(s) to be charged for the expenditure.

VII.5.2 Policy

VII.5.2.1 The Employee Reimbursement Form may be used to initiate reimbursement to a College staff person in the following situations:

- A staff person purchased goods and/or services using their own personal funds because it was not feasible to make the purchase using any of the other College purchasing methods.

VII.5.2.2 Original vendor documentation (invoice, receipt, etc.) must accompany the Employee Reimbursement Form when submitted to Payroll for processing.

VII.5.2.3 The Employee Reimbursement Form shall be approved. **(Reference Section II Approval/ Authority).**

VII.5.2.4 Approved, valid Employee Reimbursement Forms that are received in Payroll at least (six) 6 business days prior to a pay date (Thursday) shall be included on the next pay deposit.

VII.5.3 Procedures

VII.5.3.1 Employee Reimbursement Forms may be printed from the myAlgonquin web-site under the Forms menu.

VII.5.3.2 The completed Employee Reimbursement Form and documentation (original receipts and invoices) are to be submitted to Payroll for processing.

VII.6 RETAIL SERVICES CLIENT CARDS

VII.6.1 DEFINITIONS

IVI.6.1.1 Retail Services

The operations managed by College Ancillary Services that provide goods and/or services to College departments, students and the general public. Retail Services include the following operations:

- First Class Book Store
- The New Technology Store

VII.6.1.2 Retail Services Client Card

The College Retail Services debit card issued to the College's authorized staff and departments to make Small Purchases (Reference Section VI: Small Purchases) of goods, in person, at the College's Retail Services locations. Use of the card initiates a College internal chargeback to the department's cost centre for goods purchased.

VII.6.2 Policy

VII.6.2.1 The appropriate authorized personnel for obtaining a retail services card should be determined by the supervisor of a department. Only full-time, permanent staff are eligible to become retail services cardholders.

VII.6.2.2 Retail services cards may only be used for Small Purchases (Reference Section VI: Small Purchases).

VII.6.2.3 Cardholders are responsible for:

- Returning defective merchandise and ensuring the receipt of appropriate credits.
- Notifying immediately the Retail Services Department, in case of lost or stolen card.
- Returning the retail services card to the Retail Services Department upon termination of employment at the College.

VII.6.3 Procedures

VII.6.3.1 Application Process

IVI.6.3.1.1 Requests for obtaining a Retail Services card shall be approved by the cardholder's supervisor in writing to the General Manager, College Retail Services (or designate) and should include appropriate budget cost center and object code (account) information.

VII.6.3.2 Ordering and Verification Process

VII.6.3.2.2 Each cardholder must maintain original receipts and appropriate records for all small purchases.

VII.6.3.2.3 Each cardholder must verify that their cost centre and account have been charged appropriately for all purchases made with the retail services card. Corrections should be done via online journal entry by the user department.

VII.7 RETAIL SERVICES REQUISITIONS

VII.7.1 Definitions

VII.7.1.1 Retail Services Requisition

An on-line request for goods and supplies (i.e. office supplies, computer software, etc.) submitted to Retail Services via the College's Financial Information System (i.e. PeopleSoft) which indicates the quantity required and the College cost centre to be charged for the goods.

VII.7.2 Policy

VII.7.2.1 Retail Services purchases various goods on behalf of the College at fair and reasonable prices. When distributing goods and supplies to other College departments, prices shall have an appropriate mark-up, to cover Retail Services overhead costs.

VII.7.2.2 The requisitions shall be duly approved by the appropriate authorized personnel. **(Reference Section II: Approval/ Authority).**

VII.7.3 Procedures

VII.7.3.1 The Retail Services Requisition shall be raised electronically, on the College Financial Information System (i.e. PeopleSoft). Refer to the System User Guide.

VII.7.3.2 The Retail Services Department shall review the requisition prior to processing to ensure that the correct accounting codes are entered and validate the requisition approver's signing authority **(Reference Section II: Approval/ Authority).**

VII.7.3.3 The Retail Services Department shall endeavor to process requisitions in a timely manner and ensure that goods, which are in stock, shall be delivered by the end of the next business day.

VII.8 PETTY CASH

VII.8.1 DEFINITIONS

VII.8.1.1 Petty Cash

A small amount of cash kept on hand within a department for incidental expenses.

VII.8.2 Policy

VII.8.2.1 Petty Cash is generally a discouraged practice at the College. However, in exceptional situations, petty cash may be implemented under the following circumstances:

- A department relies on students to make small purchases on behalf of the College because it is a requirement of the academic curriculum and the purchasing activity is a fundamental skill required in their chosen profession.
- It is not practical to use a Procurement Card for the incidental expenses.

VII.8.2.2 Individual petty cash transactions may not exceed \$50.

VII.8.2.3 Maximum allowable petty cash on hand is \$500 for any one department.

VII.8.3 PROCEDURES

VII.8.3.1 Establishing a petty cash account for a department requires the approval of the Director of the department making the request and the Director of Finance and Administrative Services.

VII.8.3.2 All petty cash purchases shall be supported by an invoice or receipt.

VII.8.3.3 Requests to replenish petty cash shall be submitted to the Finance and Administrative Services Department along with the original invoices and receipts supporting the purchases.

VII.8.3.4 The department shall be able to demonstrate, at any time, that the total petty cash on hand plus the total value of receipts and invoices equal the total approved amount of the petty cash account.

VII.9 OTHER PURCHASING METHODS

VII.9.1 POLICY

VII.9.1.1 The Purchasing Department shall endeavour to provide the College with cost efficient, flexible methods to procure goods and services while ensuring that the core principles of fairness, openness and transparency are observed and appropriate controls are in place. On occasion, the Purchasing Department may enter into specific service agreements with vendors which include vendor-defined methods to order goods and services (i.e. Grand and Toy on-line order system).

VIII COLLEGE ANCILLARY SERVICES

VIII.1 DEFINITIONS

VIII.1.1 College Ancillary Services

The College sector composed of a number of Business Units responsible for providing a wide variety of essential products and services to students, faculty, staff and the extended College community. These Business Units include:

- First Class Bookstore
- New Technology Store
- Food and Beverage Operations
- Parking, Lockers, Coin-Ops and Card Services
- Algonquin Residences
- Conference Services
- Publishing

VIII.2 Policy

VIII.2.1 The College Ancillary Services manages under the College Purchasing Policy its own purchasing function for the purchase of goods for external re-sale to students, employees and the general public.

VIII.2.2 The Purchasing Department shall assign the responsibility of purchasing certain goods on behalf of and for use by the College (i.e. not for external re-sale) to College Ancillary Services.

VIII.2.3 The listing of goods to be purchased by College Ancillary Services on behalf of the College shall be disclosed under a Service Level Agreement between College Ancillary Services and the Purchasing Department and requires the approval of the Vice-President, Administration.

VIII.3 PROCEDURES

VIII.3.1 Purchasing Department and College Ancillary Services shall regularly meet to review and discuss the Service Level Agreement including the listing of goods to be purchased by College Ancillary Services on behalf of the College.

VIII.3.2 The rationale concerning why College Ancillary Services should be assigned the responsibility of purchasing specific goods on behalf of the College shall be established, documented and presented to the Vice-President, Administration.

VIII.3.3 The Service Level Agreement, and any amendments, shall be signed by the Director, College Ancillary Services (or his/her designate), the Director, Finance and Administrative Services and approved by the Vice-President, Administration.

IX SAME SUPPLIER RE-TENDERING

IX.1 DEFINITION

IX.1.1 Same Supplier

Suppliers which provide same or similar goods and/or services for a period of five (5) years on a continuous basis with an average value of \$100,000 per annum (cumulative total of \$500,000) over the five (5) year cycle.

IX.1.2 Re-tendering

Public tendering shall be called for once the same supplier providing same / similar goods / services is identified at the end of the five (5) year cycle under normal circumstances. However, in some cases (i.e. collective contract agreement signed by College consortium), the re-tendering period may not be limited to the five (5) year cycle.

IX.2 Policy

IX.2.1 Goods / services provided by the same supplier shall be re-tendered normally at the end of a 5-year cycle.

IX.2.2 Notwithstanding the policy specified in section IX.2.1 above, in such case as collective contract agreement signed by College consortium, the re-tendering period may not be limited to the five (5) year cycle.

IX.2.3 Re-tendering process shall be in line with the policy and procedures governing Major Purchases (Reference Section IV: Major Purchases)

IX.2.4 Purchasing Department, in conjunction with user departments, shall identify the same supplier on a regular basis for re-tendering purposes.

IX.3 PROCEDURES

IX.3.1 Identification Procedures

IX.3.1.1 Purchasing Department shall analyze the vendor history records on a regular basis to identify same suppliers that qualify for the re-tendering process.

IX.3.1.2 Once the identification is verified, the related user departments shall be advised by Purchasing Department of the re-tendering process requirement.

IX.3.2 Re-tendering Procedures

IX.3.2.1 Needs Assessment shall be prepared by the related user department and approved by the appropriate authority (Reference Section II: Approval/ Authority).

IX.3.2.2 Once the Needs Assessment has been properly approved, an Evaluation Committee shall be formed. (Reference Section IV.2.5: Evaluation Committee).

IX.3.3 COMPLETION PROCEDURE

IX.3.3.1 A formal contract shall be signed with the selected vendor for a period of no more than five (5) years. The Evaluation Committee may decide on the exact period and may seek legal opinion if desired.

X PRODUCT ENDORSEMENT

X.1 Policy

Suppliers shall not use the College name or word mark without prior authorization by the Purchasing Department.

X.1.1 Purpose

To protect the College name, reputation and public relations.

X.2 PROCEDURES

X.2.1 Suppliers shall submit to the Purchasing Department a written request for permission if they wish to use Algonquin's name or word mark in their publication or advertising.

X.2.2 Suppliers shall include a copy of the publication or ad, as well as details about its intended use.

X.2.3 The Purchasing Department shall review the request, obtain approval from a member of the President's Executive Committee, and respond to the supplier in writing.