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| <b>Policy Number:</b> | <b>1.1.2 Purchasing and Tendering</b> |
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**Relevant Statutory / Regulatory**

**Linkages:**

Ontario Broader Public Service Procurement Directive

Purchase of Materials and Services Policy

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**Policy Statement (Intent and Scope)**

King's University College (King's) procurement and purchasing shall be performed in an open, legal, fair and transparent manner, where goods and services are secured in a competitive environment. All transactions shall; yield the optimal benefit to the organization; be in conformity with the Ontario Broader Public Sector Procurement Directive; and King's operating policies for purchasing materials and services and expense reimbursement.

**1. Framework and Practices**

- 1.1. King's may acquire goods and services cooperatively with other not-for-profit or profit agencies / institutions where King's can benefit from leveraged purchases.
- 1.2. Where King's has established contracts or agreements with preferred suppliers based on its procurement policy, staff shall purchase goods and / or services against these contracts or from these preferred suppliers on a timely and as needed basis.
- 1.3. Purchasing Staff will obtain quotes and prepare specifications where appropriate, and analyze agency expenses to identify and recommend cost saving opportunities, including alternate suppliers.
- 1.4. Purchase Orders / Requisition Process with appropriate documentation will be used for all purchases except petty cash. All Purchase Orders / Requisitions are to be authorized by the relevant budget unit head in accordance with pre-set limits and are to be attached to an invoice prior to processing for payment.

**2. Authorized Approved Limits for Purchases**

- 2.1. The President, or designate, will ensure that King's has procedures for purchases that are in full compliance with the Province's Broader Public Sector Procurement requirements.
- 2.2. The applicable department can authorize any purchase if identified in its Board approved current year budget. The President, in consultation with the Vice President Finance and Support Services can approve any expenditures up to \$500,000 if not included in a Board approved current year budget and which will not materially impact the Board approved current year budget.
- 2.3. Any purchases not included in a Board approved current year budget over \$500,000 requires Board approval before the expense is incurred.

**3. Sourcing**

- 3.1. Where advertising or invitations have been undertaken to attract the required quotes / tenders and less than three responses have been received, the Vice President, Finance and Support

Services will make a decision based on the quotes received, assuming the applicants are deemed qualified to provide the goods / services.

3.2. No goods or services shall be split into lower dollar values to avoid compliance with the policy. Prices are to include cost of warranty, maintenance and service agreements plus applicable taxes.

3.3. In an emergency / special circumstance, the following purchasing authorities shall apply:

3.3.1. The President in consultation with the Vice President Finance and Support Services, has authority to acquire goods or services up to \$500,000 without regard to this Board policy.

3.3.2. The nature of the emergency / special circumstance and action taken must be provided to the Chair within forty-eight (48) hours of the President purchasing decision.

### **Monitoring Report Requirements (Frequency, Content, etc.)**

1. Large expenditure reports submitted to the Finance and Investment Committee for expenses over the \$50,000 threshold on a quarterly basis.
2. President's expense reports submitted quarterly for review by the Finance and Investment Committee
3. Annual listing of contracts awarded over \$250,000 disclosing the supplier and the amount to the Finance and Investment Committee by the Vice President Finance and Support Services
4. Annual listing of emergency / special circumstances purchases to be provided to the Finance and Investment Committee by the Vice President, Finance and Support Services along with a confirmation that all purchasing / tendering has been in compliance, outlining any breaches of policy with rationale(s) and action(s) taken.

### **Glossary of Key Policy Terms (Can be Part of Policy Statement Component)**

Tender                      A formal request to provide clearly specified goods or services

Emergency                Circumstances in which an immediate purchasing decision is necessary to prevent suspension of an essential service or to reduce imminent harm or degradation to person(s) or an asset.