

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.313	Vice President, Finance and Administration		
Policy Name			
Procurement			
Approved by	Replaces	Category	Next Review
Board	E.205 Purchasing/Procurement – Donations/Vendors – Partnerships – Contracts – Disposals		June 2028
Date Issued	Date Revised	Related Policies	
June 27, 2023	New	B.215 Spending and Signing Authority Policy	

1. PURPOSE

- 1.1 This Policy and accompanying Procedures establish a framework for Capilano University (the “University”) to follow best and leading public sector supply chain management practices to achieve best value in its purchase of good and/or services while maintaining the University’s stated values and commitments (including those imposed by funding agreements and grants), complying with applicable law, and respecting the generally accepted thresholds for competitive procurement practices (including those set out in trade agreements).
- 1.2 This Policy sets out the principles to be followed by University employees throughout the procurement process and outlines the roles of those organizational positions with procurement responsibilities.
- 1.3 This Policy and the Procurement Procedures have not impact on the University’s relationship with Suppliers, proponents, and other external parties unless expressly incorporated into a contract with them.

2. DEFINITIONS

“Best Value” means the best overall value delivered to the University, measured not only on purchase price and total cost of ownership (as applicable), but also on other factors such as the University’s commitment to Social Procurement, and the capacity of the Supplier to meet other criteria, all of which will be stated by the University in the relevant procurement documents.

“Contract” means a legally enforceable agreement between the University and one or more third parties governing the provision of goods and services.

“Procurement” means the acquisition of goods and services, including construction, by purchase, lease, or rental.

“Procurement Leader” is the person referred to in section 5.2 of this Policy.

“Purchasing Card” or **“P-card”** means the corporate purchasing card issued to University employees for certain purchases, as permitted under the P-card program procedures guide.

“Purchase Order” or **“PO”** means a written order issued by the University to, and accepted by, a supplier for the provision of certain goods and/or services.

“Social Procurement” means the University’s resolve to consider cultural, economic, ethical, and social values, and environmental outcomes in the procurement process.

“Supplier” means a party who supplies goods and services to the University.

A full lexicon of procurement related terms is included in the Glossary of Procurement Terms available on the Purchasing and Procurement Frontlines page.

3. SCOPE

3.1 This Policy governs the University’s acquisition of all goods and services, including infrastructure, construction, capital expenses and equipment, by purchase, lease, or rental, with the University’s funds from all sources.

3.2 This Policy applies to all University employees involved in any procurement-related activities. It outlines the authority and the responsibility to implement, administer and enforce this Policy and the Procurement Procedures, and to lead and manage the University’s procurement activities.

4. POLICY STATEMENT

4.1 The University will take all necessary actions to protect the institutional and professional integrity of its procurement practices and commits to consider social, environmental, and economic values in all procurement-related matters. All competitive opportunities will be open, fair, transparent, and accessible for interested parties.

- 4.2 Procurement Services is the dedicated group within the University that is responsible for overseeing and administering procurement activities for all areas of the University.
- 4.3 University employees involved in any procurement-related activities or the management of the resulting contract(s), and Board members involved in approving procurements, shall not engage in or have a financial interest in, whether directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities, including the acceptance of gifts or favours or considerations of any type, or otherwise violates the [B.506 Standards of Conduct](#) policy.

Procurement Principles

- 4.4 The University has the responsibility to:
- a) achieve Best Value, taking into account the total cost of ownership which includes both economic and social procurement values;
 - b) comply with applicable law, and the requirements of funding agreements, and industry standards for competitive bidding thresholds, including those contained in trade agreements;
 - c) provide equal opportunity for qualified vendors and contractors to do business with the University;
 - d) establish standardization of goods, equipment, and technology wherever possible to realize best value;
 - e) procure goods and/or services with due regard to the use of responsible products without compromising a healthy, safe, relevant, and aesthetically acceptable learning and working environment;
 - f) procure the necessary quality and quantity of goods and/or services in an efficient, responsive, and cost-effective manner;
 - g) balance administrative effort and expense to be commensurate with the value of the purchase;
 - h) dispose of surplus goods, assets and equipment at the appropriate market value;
 - i) make sure that equipment, furniture or fixtures are not removed from University premises or properties without the prior, written consent of the Procurement Leader;
 - j) minimize any undue exposure of the University to risk in procurement transactions; and
 - k) ensure that business processes are conducted with fairness, integrity, accountability, and transparency and that all awards and contracts are free of any conflicts of interest as per the [B.506 Standards of Conduct](#) policy.

Social Procurement Values

- 4.5 The University acknowledges that its decisions may have local, environmental, and social impact. The University will adopt Social Procurement practices in determining Best Value, in order to help develop and sustain diverse and healthy communities. The University will assess potential social outcomes and community benefits when planning for and sourcing goods and/or services using the following values and criteria:
- a) working together to build relationships that support businesses and enterprises led by Indigenous peoples;
 - b) supporting social enterprises, not-for-profit businesses, and small or medium enterprises;
 - c) supporting businesses and enterprises that reduce employment and other barriers for marginalized groups;
 - d) using environmentally and ecologically responsible products and equipment including the use of locally produced and/or sustainable materials;
 - e) respecting inclusivity, diversity, equity, culture, and fair labour practices; and
 - f) reducing environmental impact, including eliminating waste and reducing emissions.

Procurement Procedures

- 4.6 The University has developed E.205.1 Procurement Procedure in conjunction with this policy to provide guidance on the procedures to be followed when purchasing goods and services, including submitting a request; planning, preparing, and issuing solicitation documents; conducting evaluations; and contract awarding processes.

5. RESPONSIBILITIES

- 5.1 The Vice-President, Finance and Administration is responsible for implementing, administering and enforcing compliance with this policy and any related procedures.
- 5.2 The Vice-President, Finance and Administration or designate is responsible for appointing an individual employed by the University to lead and manage the University's procurement activities (the "**Procurement Leader**").
- 5.3 The appointed individual ("Procurement Leader") is responsible for:
- a) communicating the contents of this policy to the University community and educating signing officers so that they understand their responsibilities with respect to procurement, and advising the Vice-President, Finance and Administration or designate of any procurement activities that are not in compliance with this policy or that present unusual risks, might bring the activities of the University under public scrutiny and/or, that involve controversial matters.
 - b) implementing a robust procurement process and managing the Procurement Services team, making sure that staff are competent in:
 - i. procurement techniques (including negotiations);

- ii. contractual terms and conditions;
- iii. cost reduction techniques; and
- iv. competitive bidding processes.

Where additional expertise is required to support the procurement process the Procurement Leader is responsible for finding and managing specialists as needed.

- c) making sure that goods and services are acquired in a manner that:
 - i. achieves Best Value in the fulfillment of specified needs with appropriate levels of quality and service;
 - ii. uses fair, open and equitable processes when calling for, receiving, and evaluating competitive bids;
 - iii. meets statutory, legal, environmental, and ethical obligations in the acquisition of goods and/or services; and
 - iv. provides an audit trail that meets the requirements of our external funding bodies and auditors.

5.4 Senior Leadership and Administrators are responsible for making sure that:

- a) this Policy is understood and complied with within their faculties and departments; and
- b) the Procurement Leader is notified in advance of all planned high dollar value, politically sensitive, or complex purchases, so that the appropriate procurement process is followed.

All University Signing authorities and officers (as defined in B.215 Spending and Signing Authority Policy) are responsible for confirming that procurement procedures have been followed and contracts reviewed with all issues addressed before signing agreements committing the University to purchase goods and/or services.

6. EXCEPTIONS

- 6.1. Certain goods and/or services may be exempt from aspects of this Policy. The Procurement Procedure includes a list of the classes of goods and/or services exempted. Departments are encouraged to consult with the Procurement Leader for guidance prior to acquiring exempted goods and/or services.
- 6.2. Any department wishing to purchase goods or services, other than the exempted goods and/or services outside of the principles and processes set out in this Policy or the Procurement Procedure must make a case for the deviation request to the Director of Risk Management for review and then be authorized in advance by the Vice-President, Finance and Administration. Approved deviations will be reported to the Finance Committee.

7. DESIGNATED OFFICER

The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Risk Management.

8. ASSOCIATED POLICIES AND PROCEDURES

B.313.1 Procurement Procedures

ARM.1120 Purchasing Card Policy – Charge Card

B.213 Travel and Business Expenses Policy

B.215 Spending and Signing Authority Policy

B.506 Standards of Conduct Policy

E.203 Capital and Operating Expenditures

E.306 Gift in Kind Policy

E.401 Sustainability Policy

9. REFERENCES AND PROFESSIONAL STANDARDS

Excise Tax Act (Canada)

Freedom of Information and Protection of Privacy Act (British Columbia)

Sale of Goods Act (British Columbia)

University Act (British Columbia)

New West Partnership Trade Agreement

Canada-United States-Mexico Agreement

Canada-European Union Comprehensive Economic and Trade Agreement