

Category:	Finance & Administration	Number:	4.02
Responsibility:	Vice-President Finance & Administration	Approval:	Board of Trustees
Approval date:	December 4, 2013	Issue date:	January 1, 2014
Next review:	December 2015		

Background

Brock University is committed to obtaining the best value for the total acquisition cost of all goods and services purchased. To facilitate and encourage the timely purchase of goods and services, and to ensure its commitment to accountability, transparency, efficiency and equity, the University has adopted the following purchasing policy.

Purpose

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

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

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

Scope

This Policy applies to all University Board members, faculty and staff.

The application of this Policy is subject to the document being:

- a) in compliance with all laws of the Government of Canada and Province of Ontario or other legal jurisdictions the University operates, including the Brock University Act.
- b) in the ordinary course of business.
- c) relating to the employee's specific area of responsibility.
- d) in compliance with the University's other Policy and where applicable collective agreements to which the University is party.

The University may not assert against any person dealing with the University that any such dealings are unenforceable against the University solely because any officer or employee has acted outside his or her authority, except where such person has or ought to have known, by virtue of the officer

or employee's position, that the officer or employee lacks such authority. This is consistent with the "indoor management rule" of the Business Corporation Act.

This Policy is intended to represent the minimum acceptable level of approval for transactions in the ordinary course of business. A more stringent set of approval requirements may be used at the discretion of the responsible signing officer or employee.

Conflict of Interest

A signing officer or employee shall not authorize a document if there is a conflict of interest situation, being one that would interfere with rendering unbiased judgment or that could appear to prevent the signing officer or employee from acting in the University's best interest. In such cases the signing officer or employee should take the proposed transaction to their supervisor for approval. If in doubt, the matter should be brought to the attention of General Counsel.

Board Members, signing officers and employees of the University shall not accept, either directly or indirectly, from any potential or existing supplier of goods and services any gifts or favours unless they are reasonable and of small and non-influencing intrinsic value.

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

Compliance

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

Signing officers and employees have a duty to report clear violations of the Policy to their supervisor or to the Vice President Finance & Administration. Signing officers and employees are also reminded that, to the extent that, in their view, such violations constitute illegal or unethical behavior, they should also report the matter to Internal Audit.

Policy

Definitions

1. (a) In this Policy,

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

"Amount" and "Amounts" means the cost of the purchase over the term of the contract/agreement, in Canadian dollars, and are exclusive of any applicable taxes (taxes are to be in addition thereto).

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

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

“Committee” means the appropriate committee of the Board of Trustees;

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

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

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

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

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

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

“Institution” means a University or other post-secondary educational entity other than Brock University;

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

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

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

“Policy” means this policy dealing with the Purchasing; and

“University” means Brock University.

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

- (c) Schedule "A" - "Exceptions to the Purchasing Policy" attached hereto forms part of this Policy.
- (d) Schedule "B" - "Authority and Manner of Execution" attached hereto forms part of this Policy.

Exceptions to the Purchasing Policy

- 2. The methods of supply chain management set out in Sections 11 to 38, shall not apply to the purchase of those goods and services outlined in Schedule "A" - Exceptions to the Purchasing Policy.
- 3. This Policy provides authority for the purchase of goods and services outlined in Schedule "A".
- 4. Any Document necessary to complete the purchase of goods and services outlined in Schedule "A" shall be signed by the appropriate Signing Officer as set out in Schedule "B".

Responsibilities and Authorities

- 5. (a) The Vice President, Finance & Administration shall have all the necessary authority to administer this Policy and to carry out his or her duties on behalf of the University.
- (b) Procurement Services is responsible to and shall have the authority to:
 - i. acquire or dispose of goods and services;
 - ii. call, receive, open and review bids;
 - iii. authorize, amend, or cancel a purchase order;
 - iv. establish procedures for the implementation of this Policy;
 - v. establish standards for bid solicitation, purchase orders, contracts and other documents required to manage supply chain related activities;
 - vi. establish the terms and conditions of bid solicitations;
 - vii. provide guidelines on procurement policies and procedures and the structure, format and general content of bid solicitations;
 - viii. review proposed bid solicitations to ensure clarity, reasonableness and quality and advise staff of suggested improvements;
 - ix. ensure open, fair and impartial purchasing processes for goods and services;
 - x. ensure compliance with this Policy and advise the Vice President, Finance & Administration through the Associate Vice President, Finance when there has been non-compliance. The Vice President, Finance & Administration shall take appropriate action to address and correct any non-compliance;
 - xi. facilitate negotiations with preferred vendor agreements in conjunction with units and collaborative buying programs with other organizations;
 - xii. promote the standardization of goods and services, where such standardization demonstrably supports the Purpose of this Policy;
 - xiii. incorporate where appropriate, accessibility criteria and features when procuring goods, services or facilities in order to create and maintain an accessible university community as required under the Accessibility for Ontarians with Disabilities Act (the "AODA").

(c) The Purchasing Manager, with the written approval of the Vice President, Finance & Administration and Associate Vice President, Finance, may delegate to an employee or employees, all or part of the authority in Subsection 5(b) above, which authority may be limited to a particular type of goods and services.

(d) Senior Administrative Council Members shall appoint in writing, Department Representatives who shall be responsible for the Purchasing of goods and/or services and oversight up to the value of their prescribed authority in accordance with Section 5(e).

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

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

Requirement for Approved Funds

6. (a) The exercise of authority to award a Contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Budget.

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

- i. the identification and availability of sufficient funds in appropriate accounts for the current year within the Budget;
- ii. the goods and services will continue to be required in subsequent years and, in the opinion of the Vice President, Finance & Administration, the required funding can reasonably be expected to be made available; and
- iii. the Contract includes a provision that the supply of goods and services in subsequent years is subject to the approval by the Board of the Budget estimates to meet the proposed expenditures.
- iv. the contract is 5 years or less in length, excluding optional extensions.

Research and Trade Agreements

7. (a) Purchasing by the University may be subject to the provisions of additional guidelines established by the Office of Research Services, other research funding agency, or trade agreements.
(b) Where an applicable guideline of the Office of Research Services, other research funding agency, or trade agreement supercedes and is in conflict with this Policy, the guideline of the Office of Research Services, other research funding agency, or trade agreement shall take precedence.
(c) Procurement Services shall advise the appropriate Senior Administrative Council Member when a purchase may not conform to an applicable trade agreement as early as possible in the purchasing process.

Purchasing Documentation

8. (a) The use of standard bid documents shall be approved by Procurement Services.
(b) All changes to standard bid solicitations and contracts shall be reviewed and approved by the Manager, Procurement Services.
(c) Before issuance, all bid solicitations shall be reviewed by purchasing services > \$50,000.

Document Execution Authority

9. Employees or Officers of the University identified in "Schedule B - Authority and Manner of Execution" shall have the authority to execute contracts and all other documents necessary to effect the award of purchase of goods and services, up to the prescribed limits, provided that the Award or purchase complies with this Policy.

Providing Assistance

10. The President has the authority, provided there is no adverse impact upon the operations of the University, to lend, lease, rent or otherwise provide any vehicle, equipment or other goods owned by the University to any federal, provincial or municipal body, ministry, agency, board, corporation or other public authority when such action is reasonably justified due to unforeseen conditions, and shall report such action to the Board forthwith.

Competitive Bid Requirements

11. For purchases < \$15,000 and wherever possible, at least 2 suppliers should be contacted to ensure the best value is obtained.
12. Purchases > \$15,000 must have 3 supplier quotations or an authorized Exception Certificate must be completed and submitted to the Procurement Services Department for review and retention with Purchase Order documents.

13. Costs for goods and/or services that require Purchase Orders (> \$15,000) may not be artificially partitioned into components costing less than \$15,000 to circumvent the competitive bidding requirement. Requisitions for the same goods/services from the same unit and/or same supplier within a short time period may be considered an artificial division of the purchase.
14. Contracts/agreements will include a clause to be followed in the event of disagreement.
15. The determination of the type of competitive bid required for Goods, Non-Consulting Services and Construction purchases will be done in conjunction with Procurement Services or delegate and in accordance with requirements in chart below:

Competitive Bid Requirements for Goods, Non Consulting Services and Construction

Type	Description	Solicited By	Awarded By	\$ Value
Request for Quotation (RFQ) or Request for Proposal (RFP) Public Tender	Prices provided by phone, fax, or email. Must be documented and forwarded to Purchasing upon request.	Requisitioner Or Procurement Services	Procurement Services or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits)	< \$15,000
Request for Quotation (RFQ), Request for Proposal (RFP) Public Tender	A list of suppliers is invited to submit written quotations for specific goods and/or services or can be advertised on electronic tendering system or by advertisement in a national newspaper, trade magazine.	Requisitioner Or Procurement Services	Procurement Services Or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	>\$15,000 <\$100,000
Request for Quotation (RFQ), Request for Proposal (RFP) Public Tender	RFQ/RFP/Tender is posted on electronic tendering system or by advertisement in a national newspaper, trade magazine that is accessible to Canadian Suppliers.	Procurement Services Or Delegate	Procurement Services Or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	>\$100,000
Request for Quotation (RFQ), Request for Proposal (RFP) Public Tender	RFQ/RFP/Tender is posted on electronic tendering system or by advertisement in a national newspaper, trade magazine that is accessible to Canadian Suppliers.	Procurement Services Or Delegate	Procurement Services Or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	>\$1,000,000

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

Competitive Bid Requirements for Consulting Services

Type	Description	Solicited By	Awarded By	\$ Value
Request for Quotation (RFQ), Request for Proposal (RFP)	A list of suppliers is invited to submit written quotations for specific goods and/or services or can be advertised on electronic tendering system or by advertisement in a national newspaper, trade magazine.	Requisitioner Or Procurement Services	Procurement Services Or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	\$0- \$100,000
Request for Quotation (RFQ), Request for Proposal (RFP)	RFQ/RFP/Tender is posted on electronic tendering system or by advertisement in a national newspaper, trade magazine that is accessible to Canadian Suppliers.	Procurement Services Or Delegate	Procurement Services Or Delegate Note: Proper financial approval must be obtained prior to contract award. (See Appendix B for limits.)	>\$100,000

17. Quotations, tenders and awards relating to research projects and/or equipment may be subject to additional requirements/restrictions by the sponsor or by Research Services. Where this is the case, the policies of the funding agency take precedence.

18. Information gathering - A response to an RFI (Request for Information) or RFEI (Request for Expressions of Interest) must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent.

19. Prices obtained from suppliers are intended for university use only. Pricing information should not be divulged to non-university personnel or to competitive suppliers.

Competitive Bid Process

20. To ensure equitable treatment of all suppliers with respect to the timely submission of bids, all bids are stamped with the date and time upon receipt by Procurement Services or delegate for formally solicited RFQ/RFP's. Responses received after the deadline are documented as late, not accepted and returned to the bidder, unopened.

21. To provide sufficient time for suppliers to respond, all RFQ, RFP, and public tenders should be submitted at least 4 weeks prior to date on which the final supplier is scheduled to be selected. Timelines for supplier selection could increase significantly based on the complexity of the requirements and subsequent evaluation process.

22. Timelines for posting competitive procurement documents must provide suppliers a minimum response time of 15 calendar days for procurement values greater than \$100,000. Note: for procurements of high complexity, high risk and/or high dollar value the increasing of minimum response time to 30 days should be considered.
23. To ensure equitable treatment of all suppliers, RFQ, RFP and Public Tender documents must include a detailed list of the following information:
 - Description/specification of goods and/or services to be purchased
 - Quantity of goods/services
 - Bid evaluation criteria and criteria weighting
 - Criteria that are considered mandatory
 - Technical standards that must be met
 - Deadline time and date must be on a normal working day (Monday to Friday) excluding provincial and national holidays
 - Address and phone number of the Procurement Department or delegated recipient
 - Terms and conditions of the bid
 - Terms and conditions of subsequent purchase and payment
 - i. At least two individuals should collaborate to establish the weighting of the criteria (e.g. price, quality, specification compliance, experience, warranty, etc.) for RFQ, RFP and Tender documents.
24. Evaluation criteria or weighting cannot be changed or altered except by issuing an amendment prior to the procurement document due date and the appropriate extension of the due date.
25. Bid/Proposal evaluation team members must be aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a conflict of interest. Evaluation team members must declare themselves if a conflict of interest exists and agree to non-disclosure prior to bid evaluation/s. Any person involved in the evaluation of suppliers that may have a personal interest is guided by the [Conflict of Interest Policy](#) in declaring this interest or withdrawing from the evaluation process. Procurement Services or delegate coordinating competitive bid process will ensure that evaluation team members sign a Confidentiality and Conflict of Interest form and retain signed forms with file.
26. Each member of the evaluation team must complete an evaluation matrix rating each of the proponents. Evaluation scores must be documented and must be fair, factual and fully defensible. The evaluation team may conduct additional interviews with all/or the short-listed suppliers to assess other qualitative information if allowed for by the competitive procurement document. The details of the discussions held must be documented and retained as part of the bid package. The evaluation team must select only the highest ranked submission that have met all mandatory requirements as identified in the related procurement document as the successful proponent. Scoring summaries must be kept on file with the bid package. In the event of a tie in the evaluation scoring (including weighting) the successful proponent will be decided by the toss of a coin.
27. In compliance with AIT, the evaluation team must refrain from discrimination or preferred treatment in awarding a contract, unless specifically allowed by AIT rules (e.g. geographical service issues).
28. Where significant costs are incurred to produce or advertise pricing requests, a document request fee may be charged to bidders.

29. During the tender period, Procurement Services or delegate will receive and record all queries from bidders. Answers to questions that are relevant to all bidders will be communicated to all bidders. If a meeting is held to answer questions for all invited or interested bidders, Procurement Services or delegate will record the individual firms in attendance, the date and location of the meeting and keep this information on file with tender documents.

Awards and Notification

30. The award contract to the successful bidder (if any) shall include the terms of the RFP/RFQ and the terms of Brock University's purchase order (a copy of which is available at www.brocku.ca/finance/vendors) together with those terms of the bidder's proposal which are not inconsistent with Brock University's documents and which have been specifically accepted by Brock.

The contract award will be limited to the term of agreement and any options for extension which were specified in the competitive procurement documents. Any extensions beyond those specified in the documents must be approved by Procurement Services and details on extension period and justification will be kept on file in Procurement Services.

Note: In the event a contract explicitly provides for reimbursement of expenses, the expense claim and reimbursement will be in accordance with Broader Public Sector Expenses Directive as set out in the Broader Public Sector Accountability Act 2010 (s.10).

31. All goods and services must be purchased within approved unit budgets and are subject to approval in accordance with the Delegation of Authority policy. Goods and services purchased that are not provided for in approved budgets must be approved by VP Finance & Administration or designate.
32. For purchases with value greater than \$100,000, an award notification must be posted in the same manner as the procurement documents were posted after the agreement between the successful proponent and the university has been signed. The notification will include the successful supplier, the agreement start and end dates, options for extension and the total agreement value, if applicable.
33. For purchases with a value greater than \$100,000, upon request unsuccessful bidders will be granted a debriefing up to 60 calendar days following the date of the contract award notification.

Bid Dispute Resolution Process

34. Where a vendor wishes to dispute the outcome of a bid, subsequent to a debriefing with the Purchasing department, the process outlined below is to be followed:
- i. The aggrieved party is to file their bid protest with the Manager of Procurement Services by certified mail, within 15 business days of the debriefing meeting. The aggrieved party's filing should include:
 - The name and address of the bidder
 - Identification of the contract or bid solicitation being protested
 - Detailed and factual statement of the grounds for protest
 - Supporting documentation
 - Desired relief, action or ruling
 - ii. The Manager of Procurement Services will respond to the aggrieved party, by certified mail, within 10 business days of receiving the bid protest notice.

- iii. If a resolution cannot be met, the aggrieved party must contact the AVP Finance and Administration and copy the Manager of Procurement Services, by certified mail, within 10 business days of receiving the first response from the Manager of Procurement Services.
- iv. The Associate Vice-President Finance will respond to the aggrieved party, by certified mail, within 10 business days of receiving the bid protest notice.
- v. If a resolution cannot be met, the aggrieved party can direct their complaint to the Vice-President Finance and Administration (copying both the Associate Vice-President Finance and the Manager of Procurement Services) within 10 business days of receiving the response from the AVP Finance and Administration.
- vi. The final decision on the issue will come from the VP Finance and Administration and will be resolved within 10 business days of receiving the bid protest.

Procurement Documents and Records Retention

36. All procurement documents as well as any other pertinent information for reporting and auditing purposes must be maintained for a period of seven years and be in a recoverable form if requested.

Exceptions to Competitive Bid Process

37. Exceptions to competitive bidding requirements must not be for the purpose of avoiding competition or in order to discriminate against specific suppliers. The University requires competitive bidding of all procurement where practical and advantageous however will allow exceptions based on the criteria below:
 - The University is involved in a cooperative or joint venture to purchase goods or services with other institutions, local or provincial organizations. Such purchases are to be made according to the procedures of that cooperative purchasing group, provided those procedures if not identical are consistent with the intent of this policy.
 - Particular goods or services are available from only one or two suppliers. An authorized agent will keep on file documentation in support of waivers made on this basis.
 - Compatibility with an existing product or service is the overriding consideration.
 - The extension or reinstatement of an existing contract would be the most effective or beneficial method and in the best interest of Brock University. Under no circumstances will a contract be extended beyond five years without a comprehensive review of performance/service quality and market alternatives.
 - In an emergency, an "Emergency Purchase" is classified as a procurement, which is needed to "protect life and property, prevent substantial economic loss, and/or prevent the interruption of essential services."
 - A need is established for the acquisition of goods and/or services for which only a specialized or proprietary requirement can be identified. In such cases, an authorized individual may choose the best overall value to the University from one (1) or more invited proposals.
38. If any of the Competitive Bid Exceptions above apply to a requirement the requisitioner is required to complete Brock University Procurement Services Exception Certification document, obtain appropriate authorizing signatures and submit it along with any supporting documentation with the Purchase Requisition.

Related policies

All Board approved policies

Amendments (revision history)

Date revised	Responsible
October 1994	Vice-President Finance & Administration
February 2000	Vice-President Finance & Administration
January 2004	Vice-President Finance & Administration
July 2010	Vice-President Finance & Administration
June 2012	Vice-President Finance & Administration
December 2013	Vice-President Finance & Administration

Appendix A - Exceptions to the Purchasing Policy

The purchase of the items in this schedule shall be made in accordance with Sections 2, 3 and 4 of this Policy.

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

In cases where services are deemed “consulting” then they shall be subject to sections 11 to 38 of this policy.

1. Petty cash replenishment;
2. Items covered by the Travel and Other Related Expense Policy of the University;
3. Employer’s general expenses
 - a. Payments for employment
 - b. Payroll deduction remittances
 - c. Professional association fees and licenses
 - d. Professional Development and Training
 - e. Debenture and/or mortgage and/or line of credit payments
 - f. Grants to organizations
 - g. Flow through research funding as a result of a multi-organization grant
 - h. Payments to regulatory agencies, including tax remittances
 - i. Postage
4. Items purchased for resale at the University Bookstore and satellite locations (i.e. Rodman Hall);
5. Professional and special services
 - a. Banking services (including debt financing)
 - b. Medical and laboratory services
 - c. Fees for professional accounting, actuarial, investment management, engineers, architects, legal or other expert services
 - d. Appraiser fees
 - e. Advertising
6. Specialized goods and services
 - a. Library collections and materials (i.e. books, periodicals, etc.), both electronic and non-electronic, administered by the University Librarian
 - b. Exhibits and art purchases for Rodman Hall;
 - c. Entertainment for the Centre for the Arts;
 - d. University memberships (i.e. CAUBO membership, etc.)
7. Banking services and charges
8. Utilities
 - a. Water and sewer, hydro, and gas
 - b. Communication infrastructure services
 - c. Utility relocations
9. Goods and services purchases through collaborative and consortium buyer agreements.

Appendix B - Authority and Manner of Execution

Subject to any statutory requirements to the contrary, signing officers or employees shall not make any Commitment or execute any Document unless its execution is authorized by the Board.

For greater certainty, authority to execute a Document in the supply chain management process is as follows:

Goods, Non-Consulting Services and Construction

Amount	Purchase Method	Signing Officer(s)-
< \$2,500	Purchasing Card (L1, L2, L3) Purchase Order*; [^] Executed agreement Cheque Requisition Travel Expense Report	Unit head or designate
\$2,501 to \$5,000	Purchasing Card (L2, L3) Purchase Order*; [^] Executed agreement Cheque Requisition	Unit head or designate
\$5,001 to \$15,000	Purchasing Card (L3) Purchase Order*; [^] Executed agreement	Unit head or designate
\$15,001 to \$50,000	Purchase Order*; [^] Executed agreement*	Unit head + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance
\$50,001 to \$100,000	Purchase Order*; [^] Executed agreement*	Unit head + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + Vice President, Finance & Administration
\$100,001 to \$1,000,000	Purchase Order*; [^] Executed agreement*	Unit head + Senior Administrative Council Member responsible for the Unit + Associate Vice President, Finance + Vice President, Finance & Administration + President.

~ The Signing Officer(s) listed are in addition to the individual making and/or facilitating the purchase. Each request for purchase and/or payment requires at least two signatures (Signing Officer(s) plus initiator).

* With Procurement Services approval.

[^] Purchase requisitions with two signatures (Signing Officer(s) plus initiator) are required to request a purchase order.

Consulting Services

Consulting Services are defined as the provision of expertise or strategic advice that is presented for consideration and decision making. Not all contracted services are deemed as consulting services.

Prior to commencement, any procurement of consulting services must be approved by Procurement Services regardless of dollar value. Procurement Services will assist in the determination as to whether the service is consulting or non-consulting.

Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	Per Chart above for Goods , Non-Consulting Services & Construction
Open Competitive	Any value	Per Chart above for Goods, Non-Consulting Services & Construction
Non-competitive*	\$0 up to but not including \$1,000,000	Per Chart above for Goods, Non-Consulting Services & Construction + University President
	\$1,000,000 or more	Per Chart above for Goods, Non-Consulting Services & Construction + University President + approval via Financial Planning, Investment & Human Resources and/or Capital Projects & Facilities Committee of the Board of Trustees

*Exemption-based only