



SUBJECT: Procurement Services	NO: FIN 200 DATED: 2015/11/11
ISSUED BY: Senior Vice-President, Finance & Corporate Services, CFO	PAGE: 1 of 5
SUPERSEDES: NO.: FIN200 DATED: 2014/02/06	PROCEDURE ATTACHED: YES NO

POLICY

Purpose: To establish the scope and responsibility of the procurement function at Loyalist College by abiding by the Ministry of Finance, Procurement Directives. To ensure that publicly funded goods and services, including construction, consulting services and information technology are acquired through a process that is open, fair, transparent, sustainable and ethical. To optimize the value of goods and services purchased and reduce the cost of doing business. To ensure that all suppliers/contractors performing services for The College comply with all applicable Municipal, Provincial and Federal laws and regulations, in addition to applicable college policy.

- Procurement Services holds responsibility for the acquisition of goods and services College wide through an efficient, cost effective and transparent process while meeting the quality and delivery requirements of the college community. Value added strategic sourcing of goods and/or services will be from qualified suppliers in a manner which promotes fair and equitable relationships with suppliers.
- The signed purchase order is a legal document, which gives the vendor authority to ship and invoice the College for specific goods and/or services at the specified cost of the goods and/or services ordered.
- Procurement Services will consider the interests, objectives and policy of Loyalist College in transactions.
- The Procurement Services department will strive to obtain, without prejudice, maximum value for College expenditures.
- The Procurement Services department will participate in cooperative purchasing with other Broader Public Sector (BPS) partners, public agencies/authorities where it is in the best interest of the College to do so or as recommended by the Ministry of Finance and Ministry of Training Colleges and University (MTCU). Where Loyalist College agrees to participate in such collaborative initiatives involving a leading agency, the policies and procedures of the lead agency shall apply.
- Loyalist College abides by the Ministry of Finance Broader Public Sector Procurement Directive issued by Management Board of Cabinet effective April 1, 2011 as provided under Part 1 of the Broader Public Sector Accountability Act, 2010.
- Where an exemption, exception, or non-application clause exists under the Agreement on Internal Trade (AIT) or other trade agreements, we may apply this clause when conducting procurement.



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- Procurement Services will competitively procure consulting services irrespective of value. Exemptions must be in accordance with applicable trade agreements.
- Procurement Services is required to manage procurements and the resulting contracts responsibly and effectively.
- All procurement documents and pertinent information including suppliers' confidential and commercially sensitive information for reporting and auditing purposes must be maintained for a period of seven years and be in recoverable form if requested.
- Prior to commencement of any procurement of goods, non-consulting services or consulting services, approval must be obtained in accordance with the appropriate Approval Authority Schedule (AAS).
- In accordance with section 5 of the Accessibility for Ontarians with Disabilities (AODA), Integrated Accessibility Standards Regulation, Loyalist College is committed to incorporating accessibility criteria or features when procuring goods, services or facilities, except where it is not practicable to do so. Loyalist College recognizes that it might not always be possible to ensure that goods, services or facilities procured are accessible. In this regard, Loyalist College will provide an explanation, upon request, in accordance with this regulation.



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POLICY- The Supply Chain Code of Ethics

The purpose of the *Supply Chain Code of Ethics* is to define acceptable behaviours and standards that should be common for everyone involved with supply chain activities, such as planning, purchasing, contracting, logistics and payment. The Code is not meant to supersede the procurement policy codes of ethics but rather to supplement the code with supply chain-specific standards of practice.

The policy intent is that all employees involved with supply chain-related activities must conduct themselves in accordance with the Code.

The Code must be available and visible to all employees involved in supply chain-related activities. All employees involved with supply chain-related activities must be aware that they must conduct themselves in accordance with the Code.



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Loyalist College Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable Broader Public Sector (BPS) supply chain within the procurement process at Loyalist College.

I. Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create a conflict of interest, such as accepting gifts or favours or provide preferential treatment to suppliers.

II. Accountability and Transparency

Supply chain 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 and effective manner.

III. Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics, the Procurement Policy and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.



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Procurement Approval Authority Schedule (AAS) for Goods and Non-Consulting Services		
Procurement Method	Procurement Value	Approval Authority
Commitment		
One Invitational Quote	\$0 up to \$1,000.00	P-Card – User Department – see exceptions FIN200 Procedures and FIN206
One Invitational Quote (at the discretion of the User Department and/or Procurement Services)	\$0 up to \$5,000	User Department obtains the quote and forwards it to Procurement Department to issue the Purchase Order
Invitational Competitive Procurement (minimum of 3suppliers are invited to submit a bid)	\$5,000 - over	Procurement Services
Single or Sole Source Request	Over \$5,000	User Department must complete a Single/Sole Source Justification for Procurement Services review and approval prior to proceeding with a purchase order
Open Competitive - Merx	Any Value Over \$100,000	Procurement Services

FIN 507 Signing Authority Policy approved 09/01/08

Prior to commencement, any procurement of consulting services must be approved in accordance with the Procurement Approval Authority for Consulting Services below.

Procurement Approval Authority Schedule (AAS) for Consulting Services		
Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	AAS for goods and non-consulting services
Open Competitive	Any value	AAS for goods and non-consulting services
Non-Competitive*	\$0 up to but not including \$1,000,000	President
	\$1,000,000 or more	Board of Governors

*Exemption – based only

Organizations must competitively procure consulting services irrespective of value. The exemptions must be in accordance with the applicable trade agreements.