



Responsible Unit	Financial Services / Procurement Services
Last Reviewed/Updated	July 2022
Approving Sector Head	Associate Vice-President Finance and Treasurer
Policy	Procurement Policy

The Procurement Policy and associated procedures are in place to provide an efficient and documented method for the University and its employees to acquire goods and services required while maintaining compliance with applicable legislation and trade agreements.

P01 General

- .01 This policy outlines the framework to ensure University purchases support all University operations and activities to:
- A) Ensure that purchases are made with consideration to the objectives and policies of the University;
 - B) Obtain best overall value while providing an open, equitable and transparent process;
 - C) Provide an environment for competitive bidding with documented processes;
 - D) comply with trade agreements along with applicable legislation which determine procurement thresholds and form the basis for procurement procedures
 - E) Ensure proper internal controls are maintained.

P02 Application

- .01 This policy applies to the acquisition of all goods and services from University funds from all sources (operating, ancillary, research, special purpose, capital accounts, and any other funds held institutionally).
- .02 The following University Policies should be read in conjunction with this Policy:
- A) Acadia University Information Privacy and Data Security
 - B) Purchasing Card Policy
 - C) Travel Policy
 - D) Moving Policy

P03 Responsibility

The application and interpretation of this policy is the responsibility of the Associate Vice President Finance and Treasurer. The necessary controls and procedures to safeguard the legal liabilities and contractual obligations of the University shall be established by the Associate Vice President Finance and Treasurer and applied through Procurement Services within Financial Services.

.01 Procurement Services is responsible for:

- A) The procurement of goods and services required by the University for all its departments and operations, with the exception of the supplies for Physical Plant, the Dining Hall, and the Bookstore.
- B) All procurement activities except for the administration of Purchasing Cards.
- C) The development of all procurement processes, policies, procedures, and information for these procurement activities for the University.
- D) Leveraging opportunities for cost savings and services enhancements through collaboration with other entities, institutions, or consortium agreements.
- E) Ensuring impartiality, equity, and fairness during the procurement process.
- F) Supporting University employees with purchasing requirements. The responsibility for procurement is limited to that of University operations and research.
- G) Maintaining effective, professional relationships with suppliers and potential suppliers.
- H) It is recognized that in certain areas, technical expertise and scientific knowledge will be required in the selection process of particular goods, services, and construction, as indicated by the department concerned. The ultimate responsibility for procurement activities is vested with Procurement Services.

.02 University employees engaged in procurement activities will:

- A) Gain and maintain knowledge of procurement policy along with related procedures and processes.
- B) Identify procurement requirements, confirm adequate funding, and obtain all necessary approvals according to University policies.
- C) Ensure impartiality, equity, and fairness during the procurement process.
- D) Ensure University funds and procurement systems are not used to make personal purchases, and will ensure that there is no opportunity for personal gain.
- E) Support and participate in the agreement, where a requested good or service is covered under a consolidated agreement such as Interuniversity Services Inc. (ISI), Province of Nova Scotia (PNS), Government of Canada (GOC), other public sector entities, or a University specific agreement.

P04 Purchasing Methods

.01 The nature and value of the purchasing requirement will determine how the goods and services will be purchased. Commitments to purchase will be communicated by Procurement Services and not the initiator unless the purchase is made using a procurement card. When a procurement card, is used the initiator may commit the University in accordance with the Purchasing Card Policy.



.02 Procurement Services can require a competitive bid process to be used regardless of cost if the process is deemed to be in the University's best interest.

A) Purchasing Card

- (i) The use of a Purchasing Card (P-Card) is intended for the purchase of low value purchases up to \$1,000. For details on the P-Card program, refer to the Purchasing Card Policy.
- (ii) Financial Services is responsible for the administration of the University's Procurement Card.

B) Requisition / Purchase Order

- (i) Employees wishing to make a purchase must submit a requisition in the Colleague Finance module.
- (ii) Quotes are required for all purchases, except where contracted pricing exists.
- (iii) Requisitions must be approved in Colleague by the appropriate signing authority.
- (iv) Under normal circumstances, and where appropriate procedures have been followed, a Purchase Order number will be assigned within two (2) business days of receipt of a requisition.

C) Requisition / Blanket Order

- (i) Blanket Orders are used sparingly for repetitive purchases during the fiscal year, as determined by Procurement Services.
- (ii) Departments must submit a requisition in the Colleague financial system.
- (iii) Quotes are required for all purchases, except where contracted pricing exists.
- (iv) Under normal circumstances, and where appropriate procedures have been followed, a Purchase Order number will be assigned within two (2) business days of receipt of a requisition.

D) Local Field Order

- (i) Local Field Orders may be used sparingly for purchases in the local area under \$300.
- (ii) Procurement Services will confirm if the requirement meets the criteria for this method.

P05 Procurement Thresholds

.01 Dollar value thresholds for each method of procurement are established consistent with applicable trade agreements and as recommended by Procurement Services to the Vice-President Finance and Administration and Chief Financial Officer.



- .02 The procurement thresholds outlined below apply for the use of purchase orders. See the Purchasing Card Policy for thresholds related to the use of the University Purchasing Card.
- .03 The procurement methods below apply to the purchase of goods, services, and construction:

Value	Procurement Method
Up to \$24,999	One quotation is mandatory for purchases up to \$24,999, and a requisition must be submitted in Colleague Finance. Purchases must be processed using a duly authorized Purchase Order.
\$25,000 to \$49,999	Two quotations are mandatory for purchases from \$25,000 to \$49,999, and a requisition must be submitted in Colleague Finance. Purchases must be processed using a duly authorized Purchase Order.
\$50,000 to tender thresholds	Three quotations are mandatory for purchases from \$50,000 to tender thresholds. A requisition must be submitted in Colleague Finance. Purchases must be processed using a duly authorized Purchase Order. Alternately, invitational, or public tenders may be issued for goods in this range.

P06 Alternative Procurement Practices Justification

- .01 As outlined in this policy and legislated by the Province of Nova Scotia, Procurement Services endeavours to provide a competitive process according to the established dollar value thresholds. To balance the need to be open, equitable, and competitive with the demands of urgent, specialized, or exceptional circumstances, alternative procurement practices are used under specific justifications.
- .02 Alternative Procurement Practices must not be used to avoid competition between suppliers or to discriminate against specific individual groups of suppliers.
- .03 Failure to plan for a competitive process will not create a situation of urgency and thus satisfy an Alternative Procurement Practices request.
- .04 The ALTP threshold applies to procurement of goods, services, and construction \$25,000 and above.
- .05 Refer to the Alternative Procurement Practices (ALTP) Procedure for further information.

P07 Research Grants

- .01 Research grant holders are required to follow the University's established policy for the procurement of goods and services.
- .02 Additional requirements or restrictions may be imposed by the granting agency.



P08 Exceptions to Policy

- .01 Exceptions to the Procurement Policy must be defensible in the event of audit by the University Auditors, the Board Audit Committee, and Granting Agencies, and therefore will be reviewed on an individual basis.

P09 Conflict of Interest

- .01 Employees have the responsibility to recognize potential conflicts of interest and prevent them. The use of official position and influence for personal, family, or associate gain is unacceptable and is in direct opposition to University policies.
- .02 Employees are expected to be free of interests or relationships which are actually or potentially detrimental to the best interest of the University. An employee who is about to assume or becomes aware of a business relationship that might involve a conflict of interest must immediately inform their manager of the circumstances. This information is then to be reviewed by the appropriate Vice President or the President for a decision as to whether a conflict of interest exists, and if so, what course of action is to be taken. Examples of a conflict of interest may include, but are not necessarily limited to, situations where an employee:
- A) Has an outside interest(s) that encroaches on time or attention which should be devoted to the affairs of the University;
 - B) Has a direct or indirect interest in, or relationship with, an outsider who is inherently unethical;
 - C) Has an interest or relationship with an outsider such that the interest may render the employee partial towards the outsider for personal reasons or otherwise inhibit the impartiality of the employee's business judgement;
 - D) Has an interest or relationship with an outsider, whether implied or construed, which may make personal gain possible so as to influence the employee's dealings;
 - E) Takes personal advantage of an opportunity that properly belongs to the University;
 - F) Purchases goods or services from themselves or a close relative.

P010 Ethical Practices

- .01 University employees involved in procurement related activities should therefore operate under the following guidelines:
- A) That equal opportunity is provided to all suppliers through clear specifications and open competition;
 - B) That all terms, prices, and conditions of a quotation, order or agreement must remain confidential. Employees must not engage in price disclosure for the purpose of increasing competition;



- C) That quotations will not be requested from companies who will not receive fair consideration;
- D) That advantage should not be taken when it is clear an error has been made by a supplier. Departments should co-operate in resolving difficulties;
- E) That obligations should not be made beyond those which form part of the transaction;
- F) That courteous reception should be afforded to all suppliers, directing sales personnel to Procurement Services;
- G) It is understood that the University actively solicits funds throughout the community and that this is an important source of revenue. However, reciprocity will not be a condition of purchase for the University.

.02 Confidentiality:

- A) It is the responsibility of Directors, Deans, and all senior leaders to ensure that all employees are informed of the requirement for confidentiality in procurement transactions. It is considered unethical, as well as damaging to the University's reputation, to allow information from one supplier's quotation to be shared directly or indirectly with another supplier.
- B) All files within Procurement Services are maintained in a confidential manner and access to these files, or other procurement related documentation, shall be restricted to those authorized by the Manager, Procurement Services and Risk Management and/or the Associate VP Finance and Treasurer.

.03 Gifts and Gratuities:

- A) Employees must not accept gifts, entertainment, or other special considerations of more than a nominal value from an individual or company doing business with the University. In making this judgement the employee must go beyond the question of whether the gift would influence them in any way to also consider the interpretation that could be placed on the action by a critical third party.
- B) An employee receiving a gift of more than nominal value must return it in a tactful manner, explaining University policy. Similarly, loans may not be accepted from an individual or organization having prospective dealings with the University unless such individual or organization is in the business of making loans.

P011 Procurement Procedures

- .01 All University purchases must be made according to the procurement processes and procedures established by Procurement Services under the authority of this Policy.



- .02 Procurement Services will assist University employees with procurement requirements, and provide information and guidance on University purchases on the Procurement Services website according to the policy including:
- A) purchase orders, blanket orders, local field orders;
 - B) procurement methods and thresholds based on value and purchase category (e.g., goods, services, and construction);
 - C) the approvals required;
 - D) alternative procurement practice justification;
 - E) purchase order exceptions;
 - F) emergency orders;
 - G) Purchase Order terms and conditions;
 - H) procurements requiring reviews to meet special obligations before a purchase can be made, such as:
 - (i) arrangements which require storage of, or access to, personal information;
 - (ii) software;
 - (iii) contract renewals;
 - I) opportunities to participate in collaborative procurement through consortium or other entities or institutions (e.g. Interuniversity Services (ISI), federal and provincial standing procurement agreements);
 - J) customs clearance;
 - K) receipt of goods and services;
 - L) return of goods.

