

TITLE: Procurement Policy and Control Signing Authority

Date of Approval: October
23, 2013; January 23, 2019

Mandatory Review Date:
September, 2021

Approved By:

- Board of Governors
- President/Vice Presidents
Committee
- Senate

Effective Date:
January 23, 2019

1.0 PURPOSE

The purpose of this Policy is to:

- 1.1 Set rules which ensure that goods and services are acquired through a process that is open, fair, transparent and consistent with provincial and federal government policy;
- 1.2 Establish an accountability framework to effectively guide all Sheridan Employees, regardless of funding source, with efficient, fair and accountable sourcing of Goods and Services including approval and signing authority;
- 1.3 Ensure that Sheridan's procurement processes are managed appropriately and consistently at all times.

2.0 APPLICATION AND SCOPE

This Policy applies to:

- 2.1 the purchase of all Goods and Services by Sheridan;
- 2.2 the execution of procurement agreements that create obligations to or from Sheridan.

This Policy does not prevail over legislation or a collective agreement.

All references to procurement value amounts in this Policy and Procedure are expressed in Canadian dollar (including foreign conversion) and exclude applicable sales taxes.

3.0 DEFINITIONS

“Approval Authority Schedule (AAS)” Means the college schedule that establishes levels of signing authority for Budget Managers, the President and Vice Chancellor and the College's Board of Governors.

“The Broader Public Sector Procurement Directive” means the Procurement rules in the purchase of goods and services using public funds by broader public sector organizations. This

Directive applies to all designated broader public sector organizations including Sheridan College.

“Canadian Free Trade Agreement (CFTA)” commits federal, provincial and territorial governments to a comprehensive set of rules that will help achieve a modern and competitive economic union for all Canadians. The CFTA enhances the flow of goods and services, investment and labour mobility, eliminates technical barriers to trade, greatly expands procurement coverage, and promotes regulatory cooperation within Canada.

“Canada-European Union Comprehensive Economic and Trade Agreement (CETA)” The Canada-European Union Comprehensive Economic and Trade Agreement (CETA) is a progressive free trade agreement which covers virtually all sectors and aspects of Canada-EU trade in order to eliminate or reduce barriers.

“Consultant” means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision making.

“Consulting Services” means the provision of expertise or strategic advice that is presented for consideration and decision-making. These services do not include professional services.

“Procurement Contract” means any written document or legal instrument that has the purpose to enter Sheridan into a legally binding agreement, contract, and/or relationship with an external party which creates obligations to and/or from Sheridan, with a third party for procurement purposes.

“Employee” means a person under the employ of Sheridan either: (a) On a full-time, ongoing basis either under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; and/or (b) On a less than full-time and/or temporary basis under the terms of an employment agreement. For clarity, a Researcher is a type of Employee.

“Goods and Services” means any goods, construction and services, including but not limited to information technology and construction services. This does not include Consulting Services.

“Invitational Competitive” means a procurement process for the purchase of Goods and Services which enables qualified suppliers, invited by Sheridan, to compete in a fair and transparent environment.

“Procurement Services/Department” means the department responsible for administering the Procurement Policy and the Procurement Procedures.

“Purchase Order” means an official Sheridan document, generated by Procurement Services outlining details to a seller, indicating types, quantities, and agreed prices for Goods and/or Services.

“Supplier” means a person or group of persons that provides or could provide goods or services.

“Vendor” means an individual or organization offering goods and/or services including but not limited to contractors, Consultants, Vendors and service organizations.

4.0 PRINCIPLES OF PROCUREMENT

- 4.1. The leadership of procurement of Goods and Services at Sheridan is primarily the responsibility of the Procurement Department. Authority to make certain purchases below \$100,000 per transaction may be delegated to departments as per the limits set forth in the Approval Authority Schedule.
- 4.2. Sheridan aspires to high ethical, legal, environmental, managerial and professional standards in the management of resources entrusted to it. Within this context, Sheridan’s procurement function shall be performed in a fair and transparent manner where goods and services are procured in an open, competitive environment and where all transactions yield the optimal benefit to Sheridan.
- 4.3. Sheridan shall comply with the Broader Public Sector Procurement Directive, the Canadian Free Trade Agreement, the Comprehensive Economic Trade Agreement, the Sheridan Conflict of Interest Policy and all other applicable local, provincial and federal laws and internal policies.
- 4.4. Sheridan supports the values of sustainability, social responsibility and fair labour practices. Sheridan will be guided by our Sustainability Policy and our Mission Zero Energy and Zero Waste and Carbon Plan, where practical. In support of these documents and institutional targets, Sheridan will endeavor to incorporate sustainability into all formal bid opportunities
- 4.5. Sheridan will ensure that procurement decisions achieve best value for monies expended by seeking supply arrangements which provide the optimum combination of quality, suitability, sustainability, life cycle cost and services.
- 4.6. This Policy shall apply to all acquisitions, unless an exemption has been noted in this Policy, expended from Sheridan operating, capital, ancillary, donations, special purpose and research funds. All Sheridan employees shall abide by this Policy and its associated procedures.
- 4.7. Sheridan shall comply with Ontario Regulation 191/11 made under the *Accessibility for Ontarians with Disabilities Act, 2005*, which shall include:
 - a) where practicable ensuring that Sheridan incorporates accessibility design, criteria and features when procuring or acquiring goods, services or facilities; and
 - b) requiring any person who will be providing Goods and Services, or facilities on Sheridan’s behalf to undertake AODA training as stipulated by Sheridan.
- 4.8. Sheridan encourages cooperative procurement with other broader public sector agencies when it is in Sheridan’s best interest to do so. When Sheridan participates in a cooperative

procurement process the procedures and policies of the agency calling the tender, proposal or quotation will be followed, provided they conform to the BPS procurement directives.

- 4.9 No Sheridan Employee or agent shall attempt to influence the procurement of Goods or Services for Sheridan on the basis of the Vendor’s previous record of philanthropic giving to Sheridan or on the basis of the Vendor’s stated intent to donate to Sheridan in the future.

5.0 PROCUREMENT PROCESS AND APPROVAL SCHEDULES

All procurement shall be executed in accordance with the appropriate procurement process as outlined in the schedules below and in accordance with the Procurement Procedure.

The Approval and Signing Authority Schedule must be consulted to ensure that the appropriate person(s) approve the procurement and sign any resulting documentation. This schedule is to be followed in all cases where the contractual financial commitment falls within the existing approved project/expense budget. For any unbudgeted contracts greater than \$2,000,000 or approved budgeted contracts that will exceed the existing approved contract by greater than \$2,000,000, approval and sign-off by the Chair or Vice Chair of the Board of Governors is also required.

These schedules may be amended from time to time to conform to government public accountability directives.

5.1 Procurement Process Required for Goods and Services

Value	Procurement Process Required
< 10,000	Purchase card may be used for purchase Consulting Services require 3 competitive Bids Under \$5,000 purchase card can be used Over \$5,000 a Purchase Order required
\$10,000 - \$24,999	Obtain a minimum of 2 competitive quotes Consulting Services require 3 competitive bids Purchase Order required
\$25,000 to \$99,999	Invitational competitive. Obtain a minimum of 3 quotes Purchase order required
\$100,000 to unlimited	Open, publicly advertised, competitive process

5.2 Signing Authority for all Contracts Other than Applied Research Contracts

Total Contract Value	Contract Signing Authority
\$0 to \$25,000	ONE OF: Director, Dean or equivalent or higher, Director of Purchasing Manager or higher
\$25,001 to \$100,000	ONE OF: Dean, Director, Associate Vice President, Vice Provost, Chief, Director equivalents or higher AND: Director of Purchasing Services
\$100,001 to \$1,000,000	ONE OF: President or Vice President AND: Director of Purchasing Services
>\$1,000,001 to \$5,000,000	BOTH President and Vice President, Finance and Administration and Chief Financial Officer
\$5,000,001 and above	ONE OF: President or Vice President Finance and Administration and Chief Financial Officer AND ONE OF: Board Chair or Vice Chair

Note: The value of the contract must consider the Total Value of the contract. For example, a 3-year contract valued at \$25,000 per year would have a total value of \$75,000.

5.3 Approval Schedule for Requisitions and Invoices

A requisition may be submitted to Purchasing in accordance with the approval schedule below. An invoice with a valid Purchase Order may be approved for payment as per the schedule below.

Value of Requisition or Invoice	Approval Authority
\$0 to 25,000	Manager or higher
\$25,001 to \$100,000	Dean, Director, Associate Vice President, Vice Provost, Chief, Director equivalents or higher
\$100,001 to \$1,000,000	Vice President
\$1,000,001 to \$5,000,000	President or Vice President Finance and Administration
\$5,000,000+	President

6.0 DISPOSAL OF SURPLUS GOODS

All Goods purchased through Sheridan, on behalf of Sheridan or donated to Sheridan remain the exclusive property of Sheridan. Purchasing Services shall attempt to redeploy all declared surplus items within the system before disposing of them externally. When disposing of surplus items externally Sheridan shall endeavour to obtain fair value.

7.0 DONATIONS

The donation of Goods and Services to Sheridan will be received through the Advancement Department. If applicable, information concerning goods will be passed through to the Purchasing Department for inventory control.

8.0 RESPONSIBLE OFFICE

The Responsible Office for this Policy, the associated Procedures, and the interpretation shall be Procurement Services/Department. The Responsible Executive for this Policy shall be the Vice President Finance and Administration and Chief Financial Officer.

9.0 Related Documentation/Links/Forms

[Broader Public Sector Procurement Directive](#)

[Canadian Free Trade Agreement \(CFTA\)](#)

[Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)

[The Ministry of Training, Colleges and Universities binding policy directive on "Banking, Investment and Borrowing"](#)

[North American Free Trade Agreement](#)

[Accessibility for Ontarians with Disabilities Act](#)

[Procurement Procedure](#)

[Conflict of Interest Policy](#)

[Execution of Documents Policy](#)