

### 1.0 PURPOSE

#### 1.1 Objective

NSCC purchasing procedures are intended to provide direction in the use of public funds to all College employees involved in the procurement of goods, services or construction. Construction is defined as any activity whereby the College is engaging a vendor to come on the property and performs a defined activity which alters the physical building. All goods and/or services related to this activity is considered construction.

#### 1.2 Authority

For clarification or additional information pertaining to these purchasing procedures, please contact the following individuals as follows:

Central Procurement (Goods and Services)	Facilities Procurement
Kevin Cameron	Daniel Kelly
Manager of Procurement Financial Services	Director Facilities & Engineering Services
5685 Leeds Street, Halifax, Nova Scotia, B3J 2X1	800A Windmill Road Unit 7B, Dartmouth Nova Scotia, B3B 1L1
Phone: 902 491 6715	Phone: 902 491 6785
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### 2.0 STATEMENT OF POLICY/SCOPE

- 2.1 This Procedure, and its associated Policy, applies to the procurement of all goods and services conducted by any employee of the College on behalf of NSCC.

### 3.0 DEFINITIONS

	TERM	DEFINITION
3.1	<b>Construction</b>	Construction is defined as any activity whereby the College is engaging a vendor to come on the property and performs a defined activity which alters the physical building.
3.2	<b>DPO</b>	Departmental Purchase Order
3.3	<b>FEMP</b>	Facilities and Equipment Management Plan
3.4	<b>FOIPOP</b>	Freedom of Information and Protection of Privacy
3.5	<b>HSS</b>	Higher Education IT Shared Services
3.6	<b>ISI</b>	Interuniversity Services Incorporated
3.7	<b>LOA</b>	Letter of Award
3.8	<b>PIPEDA</b>	Personal Information Protection and Electronic Documents Act
3.7	<b>RFP</b>	Request for Proposal
3.8	<b>RFQ</b>	Request for Quote

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## 4.0 PURCHASING PROCEDURES

### 4.1 General Requirements

- a. The following are the required processes for the procurement of goods, services and construction for Nova Scotia Community College. All thresholds in this document are considered pre-tax.
- b. Under no circumstance are requirements to be split into smaller dollar amount groups to avoid using established NSCC purchasing procedures for their acquisition.
- c. If the purchase qualifies under the following complementary procurement processes, detailed in section 5, the purchaser may not be required to obtain additional quotations.
- d. Sole source, emergency requirements, Nova Scotia preference, permanent exemption, Provincial standing offer/strategic supply agreements, special exemptions, NSCC standing offers/strategic supply agreements, Consortium Agreements (I.E.: Interuniversity Services Incorporated (ISI), Higher Education IT Shared Services (HISS), etc.)
- e. Should the goods or services being purchased require or cause any modification to the physical building in which it will reside, documented pre-approval must be obtained from the Director of Facilities and Engineering Services or designate. Please see the Facilities and Equipment Management Plan (FEMP) process. For your convenience a link is provided: [Facilities and Equipment Management Plan \(FEMP\)](#)
- f. Should the goods or services being obtained relate to information technology (Appendix C), or telephony, documented pre-approval must be obtained from the Director of Information Technology or designate.
- g. Should the goods include office furniture, workstation requirements, cabling, renovation, restructure, relocation or services including consulting services related to facilities and engineering must be coordinated through the Director of Facilities and Engineering Services or designate.
- h. Should the goods be capital and/or exceed \$4,760 and not deemed regular supply (consumable), a FEMP form must be complete and authorized by the Director of Facilities and Engineering Services.
  - i. Good and services purchased under FEMP projects, regardless of dollar value must follow the FEMP procedures

### 4.2 Goods

- a. **Goods less than \$1000 in value**  
For the majority of requirements less than \$1,000 in value, it is not necessary to issue a DPO unless the vendor or supervisor requests same. See Appendix A for a sample of a completed DPO.
- b. **Goods valued between \$1,000 and \$5,000**
  - i. Goods valued between \$1,000 and \$2,500 may be acquired by issuing a DPO to a single vendor of choice.

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- ii. Goods valued between \$2,500 and \$5,000 must be acquired using a DPO or a Letter of Award (LOA) with an assigned PO number, provided quotes are obtained from a minimum of three potential suppliers (if three quotes are not available, a documented reason must be provided) to ensure an adequate degree of competition. Written bids are to be kept on file with the DPO. If purchasing through complementary procurement processes, documentation justifying the complementary method used must be kept on file with the DPO.
  - iii. In **ALL** cases, the “pre-approved” DPO or LOA must be signed by an authorized Signing Officer of the College within the dollar signing authority limits assigned to that Signing Officer (see section 7 “Purchasing Authority Signatures”).
- c. Goods valued between \$5,000 and \$25,000**
- i. Goods valued between \$5,000 and \$25,000 must be acquired by the Central Procurement department or the Facilities and Engineering department, using one of the available procurement processes: Request for Quotation, Public Tender, Request for Proposal or use Complementary Procurement Processes, detailed in section 5.
  - ii. To facilitate the purchase of goods for a campus by Central Procurement the requestor must provide a paper signed requisition (see Appendix B) which will be entered into the PeopleSoft system at the campus for processing at Central Procurement. Requisitions created at a campus and received by the Central Procurement department are deemed to have received appropriate financial approval before being entered into PeopleSoft by the campus. Requisitions for a Central Office department are to be completed on an *Internal Requisition Form* with approvals in place and forwarded to the Central Procurement department for creation of the electronic PeopleSoft requisition. This procedure also applies to Central Office staff working at campuses.
  - iii. To facilitate the purchase of goods for a campus by Facilities and Engineering the Manager of Building Services will initiate the request by directly contacting the Facilities and Engineering department. Request received by the Facilities and Engineering department are deemed to have received appropriate financial approval.
- d. Goods valued in excess of \$25,000**

Goods valued in excess of \$25,000 must be acquired by the public competition process and therefore must be posted on the provincial website:

<http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx> in accordance with the Nova Scotia Procurement Act. In addition, the purchase may also be advertised using the Construction association of Nova Scotia (CANS) website or through newspaper media if so desired in conjunction with the Provincial website. All public competitions must be advertised for a minimum of 15 (fifteen) calendar days. Only on limited occasions, and at the discretion of the Vice President, College Services and Chief Financial Officer (or designate) is a competition not posted. Documented rational and Vice President, College Services and Chief Financial Officer (or designate) approval must be included with the file.

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**e. Approval and documentation requirements for all Goods**

Requesters must ensure that all requirements and documented pre-approvals are in place to ensure there is sufficient time to effectively coordinate and prepare competition document requirements. The purchasing process for each requirement may vary in length of time (Minimum of 15 calendar days) depending on its complexity. It is imperative that the College comply with all NSCC policies and procedures and therefore the Manager of Procurement and the Director of Facilities and Engineering Services will ensure files are complete and fully compliant.

**4.3 Services**

**a. Services less than \$1,000 in value**

For the majority of requirements less than \$1,000 in value, it is not necessary to issue a DPO unless the vendor requests same. For example, the rental of vehicles for NSCC travel, where a DPO number is required by the car rental company.

**b. Services valued between \$1,000 and \$25,000**

- i. Services with a value between \$1,000 and \$10,000 may be acquired by issuing a DPO or LOA to a single vendor of choice.
- ii. Services with a value between \$10,000 and \$25,000 will be acquired by issuing a DPO or LOA provided that quotes are obtained from a minimum of three suppliers (if three quotes are not available, a documented reason must be provided.) to ensure an adequate degree of competition. Written bids are to be kept on file with the DPO or LOA. If purchasing through complementary procurement processes, documentation justifying the complementary method used must be kept on file with the DPO.
- iii. In **ALL** cases, the “pre-approved” DPO or LOA must be signed by an authorized Signing Officer of the College within the dollar signing authority limits assigned to that Signing Officer (see section 7 “Purchasing Authority Signatures”).

**c. Services valued between \$25,000 and \$50,000**

- i. Services with a value between \$25,000 and \$50,000 must be acquired by the Central Procurement department or the Facilities and Engineering department, using one of the available procurement processes: Request for Quotation, Public Tender, Request for Proposal or use Complementary Procurement Processes, detailed in section 5.
- ii. To facilitate the purchase of services for a campus by Central Procurement or Facilities and Engineering the Requestor must provide a paper signed requisition (see Appendix B) which will be entered into the PeopleSoft system at the campus for processing at Central Procurement or Facilities and Engineering. Requisitions created at a campus and received by the Central Procurement department or the Facilities and Engineering department are deemed to have received appropriate financial approval before being entered into PeopleSoft by the campus. Requisitions for a Central Office department are to be completed on an *Internal Requisition Form* with approvals in place and forwarded to the Central Procurement department or the Facilities and Engineering

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department for creation of the electronic PeopleSoft requisition. This procedure also applies to Central Office staff working at campuses.

**d. Services valued in excess of \$50,000**

Services valued in excess of \$50,000 must be acquired by the public competition process and therefore must be posted on the provincial website: <http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx> in accordance with the Nova Scotia Procurement Act. In addition, the purchase may also be advertised using the Construction association of Nova Scotia (CANS) website or through newspaper media if so desired in conjunction with the Provincial website. All public competitions must be advertised for a minimum of 15 (fifteen) calendar days. Only on limited occasions, and at the discretion of the Vice President, College Services and Chief Financial Officer (or designate) is a competition not posted. Documented rational and Vice President, College Services and Chief Financial Officer (or designate) approval must be included with the file.

**e. Approval and documentation requirements for all Services**

Requesters must ensure that all requirements and documented pre-approvals are in place to ensure there is sufficient time to effectively coordinate and prepare competition document requirements. The purchasing process for each requirement may vary in length of time depending on its complexity. It is imperative that the College comply with all NSCC policies and procedures and therefore the Manager of Procurement and the Director of Facilities and Engineering Services will ensure files are complete and fully compliant.

**4.4 Construction**

Construction is defined as any activity whereby the College is engaging a vendor to come on the property and performs a defined activity which alters the physical building. All goods and/or services related to this activity is considered construction. Regardless of dollar amount, all construction activity requires a completed FEMP document and must be processed through Facilities procurement.

**a. Construction with a value up to \$25,000**

- i. Construction with a value up to \$10,000 may be performed by issuing a DPO or LOA to a single vendor of choice.
- ii. Construction with a value between \$10,000 and \$25,000 may be performed by issuing a LOA provided that quotes are obtained from a minimum of three suppliers (if three quotes are not available, a documented reason must be provided.) to ensure an adequate degree of competition. Written bids are to be kept on file with the LOA. If purchasing through complementary procurement processes, documentation justifying the complementary method used must be kept on file with the LOA.
- iii. In **ALL** cases, the “pre-approved” LOA must be signed by an authorized Signing Officer of the College within the dollar signing authority limits assigned to that Signing Officer (see section 7 “Purchasing Authority Signatures”).

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**b. Construction with a value between \$25,000 and \$100,000**

Construction with a value between \$25,000 and \$100,000 may be performed by issuing one of the available procurement processes: Request for Quotation, Public Tender, Request for Proposal or use Complementary Procurement Processes, detailed in section 5.

**c. Construction with a value greater than \$100,000**

- i. Construction with a value greater than \$100,000 must be acquired by the public competition process and therefore must be posted on the provincial website: <http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx> in accordance with the Nova Scotia Procurement Act. In addition, the purchase may also be advertised using the Construction association of Nova Scotia (CANS) website or through newspaper media if so desired in conjunction with the Provincial website. All public competitions must be advertised for a minimum of 15 (fifteen) calendar days.
- ii. Only on limited occasions, and at the discretion of the Vice President, College Services and Chief Financial Officer (or designate) is a competition not posted. Documented rationale and Vice President, College Services and Chief Financial Officer (or designate) approval must be included with the file.

**d. Approval and documentation requirements for all Construction**

- i. Requesters must ensure that all requirements and documented pre-approvals are in place to ensure there is sufficient time to effectively coordinate and prepare competition document requirements. The purchasing process for each requirement may vary in length of time depending on its complexity. It is imperative that the College comply with all NSCC policies and procedures and therefore the Director of Facilities and Engineering Services will ensure files are complete and fully compliant.
- ii. Public tenders **must** be posted on the provincial website: Nova Scotia Government Tenders Opportunity Notification Service (TONS), in accordance with the Nova Scotia Procurement Act. Only on limited occasions, at the discretion Vice President, College Services and Chief Financial Officer, is a competition not posted.

**5.0 Complementary Procurement Processes**

**5.1 Alternate Procurement**

In order for the procurement policy to balance the need to be open and competitive with the demands of urgent, specialized or exceptional circumstances, alternate procurement processes have been created. These processes must be used only for the purposes intended and not to avoid competition or to discriminate against specific suppliers. Any such request must be authorized by the Director of Financial Services, Director of Facilities and Engineering Services, or the Vice President, College Services and Chief Financial Officer.

**a. Sole Source Requirements**

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- i. Sole source requirements are situations where only one supplier can provide the requirements. Sole source requirements are subject to the same requisition and purchase order dollar signing limitations outlined in this document. The main difference is that the College would not publicly tender where there is only one source of supply, but would obtain a quotation from the sole source provider for the requirement.
- ii. The individual preparing the requisition “must” clearly document how the request is sole source. Full justification for a sole source claim must be obtained before a request can be processed. At the discretion of the Central Procurement or Facilities Procurement, additional research may be conducted to confirm the claim of sole source. Once confirmed, an alternate procurement document will be prepared and must be authorized by either the Director of Financial Services, the Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer, before the request is processed.

**b. Emergency Requirements**

An unforeseen situation or emergency requirement involves a situation that necessitates either:

- i. Immediate action, such as situations relating to public safety, protection of property or reputation of the College;
- ii. Where the normal tendering requirements would be untimely and/or costly relative to the value being procured.
- iii. The individual preparing the requisition “must” clearly document how the request was an emergency purchase. At the discretion of the Central Procurement or Facilities Procurement, additional research may be conducted to confirm the purchase was an emergency. Emergency purchases by their definition do not require pre-approval of the Director of Financial Services, the Director of Facilities and Engineering Services or the Vice President, College Services and Chief Financial Officer. However, the justification must be subsequently forwarded to the Director of Financial Services, the Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer for approval.

**c. Nova Scotia Preference (Goods Only)**

- i. In order to support the Nova Scotia economy, the College may apply a preference for goods (not available for services or construction) up to \$10,000, which are manufactured or produced in Nova Scotia, when it is determined to be in the best interest of the College or the Province of Nova Scotia. This guideline has been established to support the principles of public procurement and buy local initiatives in Nova Scotia which support Nova Scotia small businesses and communities.

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- ii. The individual preparing the requisition “must” clearly document how the request qualifies as Nova Scotia Preference. Full justification for the purchase must be obtained before a request can be processed. At the discretion of the Central Procurement or Facilities Procurement, additional research may be conducted to confirm the claim of Nova Scotia Preference. Once confirmed, an alternate procurement document will be prepared and must be authorized by either the Director of Financial Services, the Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer, before the request is processed.

**d. Permanent Exemption**

- i. Individual departments may apply for a permanent exemption for certain services that are considered, at the discretion of the Director of Financial Services, the Director Facilities and Engineering Services or the Vice President, College Services and Chief Financial Officer not to be subject to public competition. Any such request will follow the defined process as described below and must be authorized by the Director of Financial Services, the Director of Facilities and Engineering Services or the Vice President, College Services and Chief Financial Officer. A list of permanent exemptions will be made available through routine access to information.
- ii. The requesting department will initiate a meeting with the Director of Financial Services, the Director of Facilities and Engineering Services or the Vice President, College Services and Chief Financial Officer to discuss the unique situation that may be eligible for a permanent exemption. The Director of Financial Services, the Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer will provide direction to the requesting department as to what information Central Procurement or Facilities Procurement will be looking for in the documented business case.
- iii. The requesting department will prepare a documented business case outlining the unique situation for review by the Director of Financial Services, the Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer. The Director of Financial Services, the Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer will either approve or decline the request at this point in the process.
- iv. If approved, the accompanying paper work will be kept on file for future reference with the procuring department.

**e. Special Exemptions**

This section of the policy may permit the procurement of goods, services or construction without the requirement of obtaining quotes. These special exemptions may be utilized in the circumstances described below:

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- i. a situation where tendering could reasonably be expected to compromise College or Government confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
- ii. To ensure compatibility with existing product; to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights; or to maintain specialized products that must be maintained by the manufacturer or its representative.
- iii. the purchase of goods on a commodity market.
- iv. the procurement of a good or service to be deployed in the course of and for a particular contract for research, experiment, study, or original development, but not for any subsequent purchases.
- v. the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic or social benefits when compared to conventional technology, but not for any subsequent purchases.
- vi. the purchase of goods under exceptionally advantageous circumstances such as bankruptcy, receivership or used equipment, but not for routine purchases.
- vii. the procurement of original works of art.
- viii. processes that foster the development of minority businesses.
- ix. processes that foster the development of sheltered workshop programs.
- x. goods intended for resale to the public (pre-approval by the Director of Financial Services or the Director of Facilities and Engineering Services not required).
- xi. educational books used by NSCC Faculty for teaching programs are purchased by campuses using DPO's and are categorized as alternate procurement (pre-approval by the Director of Financial Services or the Director of Facilities and Engineering Services not required).
- xii. Cosmetology - individual faculty members have widely differing viewpoints as to what constitutes the "best quality" cosmetology requirements for teaching purposes, cosmetology purchases may be treated as sole source requirements (pre-approval by the Director of Financial Services or the Director of Facilities and Engineering Services not required).
- xiii. goods and services from persons with disabilities, philanthropic institutions, or through employment equity programs.
- xiv. services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.
- xv. unsolicited proposal.

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- xvi. the procurement of subscriptions to newspapers, magazines or other periodicals.
- xvii. processes that foster the development of sheltered workshop programs.
- xviii. Procurement of goods and services from another level of government.
- xix. The individual preparing the requisition “must” clearly document how the request is utilizing the special exemption criteria. Full justification for the purchase must be obtained before a request can be processed. At the discretion of the Central Procurement or Facilities Procurement, additional research may be conducted to confirm the utilization of the special exemption. Once confirmed, an alternate procurement document will be prepared and must be authorized by either the Director of Financial Services, the Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer, before the request is processed (please note: goods for resale to the public, educational books and cosmetology requirements used for teaching do not require this pre-approval).

**5.2 Provincial Standing Offers/Strategic Supply Agreements**

- a. This policy and its associated procedures permit the utilization of provincial standing offers/strategic supply agreements resulting from a public competition process initiated by the Province of Nova Scotia. In the event more than one vendor listed meets the requirements, a competition must be initiated to choose a successful bidder. A contract summary of pertinent Provincial standing offers/strategic supply agreements is posted on Our NSCC website under procurement. For more detailed information regarding the available Provincial standing offers please contact the Manager, Central Procurement.
- b. **Note:** The individual preparing the requisition “must” clearly document how the request is utilizing the provincial standing offer/strategic supply agreement. Full justification for the purchase must be obtained before a request can be processed. At the discretion of the Central Procurement or Facilities Procurement, additional research may be conducted to confirm the utilization of a provincial standing offer/strategic supply agreement

**5.3 NSCC Standing Offers/Strategic Supply Agreements**

- a. All pertinent standing offers/strategic supply agreements are posted, and maintained, on ourNSCC website under procurement.
- b. The procurement policy and these procedures permit the establishment and utilization of NSCC standing offers/strategic supply agreements with vendors for the supply of commonly purchased goods or services. Standing offers/strategic supply agreements resulting from an existing College procurement process compliant with this policy are designed to ensure the “best overall value” is obtained, and maintained, for the College. For goods valued up to \$5,000 and Services valued up to \$10,000 all departments are encouraged to use existing standing offers/strategic supply agreements unless extenuating circumstances exist.

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In extenuating circumstances, and in consultation with Central Procurement or Facilities Procurement, departments may be given the right to acquire goods and services outside of existing standing offers/strategic supply agreements. Documentation regarding the extenuating circumstances and the authorization from the Procurement office must accompany the file.

## 5.4 Consortium Agreements

- a. The procurement policy and these procedures permit the use of consortium agreements which have been created through a recognized consortium representing a group of institutions including the Nova Scotia Community College (e.g. Inter-University Services Incorporated).
- b. Consortium agreements are designed to ensure the “best overall value” is obtained, and maintained, for the Post-Secondary Institutions in Atlantic Canada. NSCC is able to utilize these agreements when in the best interest of the College. All pertinent consortium agreements are posted on Our NSCC website under procurement.

## 5.5 NSCC Goods or Services Contracts

The College through an existing procurement process, may enter into a contract agreement for the delivery of goods, services or construction for a defined period of time. If the College has a contract in place for the required goods or services, the contracted vendor must be utilized.

## 6.0 Forms and Documentation

### 6.1 Requisitions

- a. Requisitions must contain the signatures of both the requestor and the individual authorizing the requisition. It is important to note the requestor and the authorizer cannot be the same person. Requisitions related to FEMP must also be authorized by the project manager. For more details on authorizing signatures see section 7 below.
- b. A requisition will result in the creation of a DPO or PO/LOA depending on the value of the goods or services being acquired. Goods or services required to be procured through Central Procurement or Facilities Procurement will result in the creation of a PO/LOA. Alternatively, goods or services which are procured at a campus or a Central Office department, will result in the creation of a DPO.
- c. Memberships, dues, sponsorships (i.e. external fundraising events), hotels or conferences do not require the creation of a requisition or purchase order unless it is required by the recipient party. However, memberships, dues, sponsorships and conferences must be approved by an Executive team member as outlined in the Travel Reimbursement Policy and the Entertainment and Other Expenses Policy.

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**d. Campus Initiated Requisitions**

An electronic requisition is initiated by the completion of an internal requisition form. This form must be signed by the manager responsible for the budget to which the purchase will be charged. The internal requisition form must be scanned and forwarded via email Central Procurement to be filed with the purchase order documentation. Requisitions created at a campus and received by Central Procurement must have received appropriate financial approval before being entered into PeopleSoft by the campus. If found that appropriate approvals have not been obtained, this will delay the acquisition process.

**e. Central Office Department Initiated Requisitions**

Requisitions for a Central Office department are to be completed on an Internal Requisition Form with approvals in place and forwarded to the Procurement Department for creation of the electronic PeopleSoft requisition. This procedure also applies to Central Office staff working at campuses. See Appendix B for a sample of a completed Requisition.

**6.2 Departmental Purchase Orders (DPO)**

- a. Departmental purchase orders must contain the signatures of both the requestor and the individual authorizing the purchase. It is important to note the requestor and the authorizer cannot be the same person. For more details on authorizing signatures see section 7 below.
- b. Departmental purchase orders must be attached to the invoice submitted for payment for goods or services prior to processing the invoice. It is incumbent upon the purchaser to ensure the departmental purchase order is available.
- c. Please see Appendix A for a sample of a properly completed DPO.

**6.3 Purchase Orders (PO) Letters of Award (LOA)**

- a. A purchase order/letter of award must contain an authorizing signature. For more details on authorizing signatures see section 7 below.
- b. PO/LOA's are emailed, to the vendor, requesting party, receiving department, accounts payable, and others as required. The original must be filed at the Central Procurement or Facilities Procurement department.
- c. **Amendments and/or Changes to Purchase Order (Prior to Award)**
  - i. Amendments or changes to an existing purchase order (prior to award) must be accompanied by written confirmation with an explanation of the amendment or change.
  - ii. The amendment or change must be approved by the Manager of Procurement or the Director, Facilities and Engineering Services. Either an entry will be made in PeopleSoft to include any approved P.O. change or, the Procurement department can issue a "Purchase Order Change" document and forward copies to the supplier and Campus or Central Office department.

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**d. Purchase Order Items Cancellation**

- i. When an award has been made to a successful bidder, but not all items requested are received, a “Cancellation Notice” is to be sent, to the supplier, the campus or central office department, and copy maintained at the Central Procurement or Facilities Procurement department. Cancellation procedures will involve the creation of a Purchase Order Change.
- ii. Where an award has been made before the request for cancellation has been received at the Central Procurement or Facilities Procurement department, the Campus or Central Office department must be prepared to accept applicable charges the supplier may have incurred in the preparation and/or performance of the contract.

**6.4 Facilities and Equipment Management Plan**

For more information on the procedures regarding the FEMP process, please see the link below. [Facilities and Equipment Management Plan \(FEMP\)](#)

**7.0 Purchasing Authority Signatures**

**7.1** Requisitions, departmental purchase orders, purchase orders and letters of award must contain an authorizing signature as per the dollar amounts listed below. In cases where the purchase may benefit an individual authorized to sign the document, the document must contain the signature of the individual’s supervisor provided the supervisor is also the budget manager. In the event the supervisor is not the budget manager, the document must contain the signature of the appropriate budget manager along with the supervisor. The authorizing signature to initiate a purchase cannot also be the individual requesting the goods or services.

**7.2 Non-Capital Goods or Services**

		Expenditure Limits	Authorized Signature
	<b>a.</b>	Within approved operational budgets AND expenditures less than \$10,000	College Leadership Forum (CLF) (must have budget authority)
	<b>b.</b>	Within approved operational budgets AND expenditures greater than \$10,000 and less than \$50,000	Executive Direct Reports (EDR) (must have budget authority)
	<b>c.</b>	In excess of approved budget or request to use funds from another program budget or any expenditure over \$50,000	Director of Facilities and Engineering Services, Director of Financial Services, Vice President, College Services and Chief Financial Officer or President

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### 7.3 Capital Goods and Construction

For the purpose of managing purchases which are either construction related or capital in nature (due to value) through the use of a PO or LOA.

		Expenditure Limits	Authorized Signature
	<b>a.</b>	All approved capital purchases and construction projects	Follow FEMP Procedures <a href="#">Facilities and Equipment Management Plan (FEMP)</a>
	<b>b.</b>	Emerging projects	Vice President, College Services and Chief Financial Officer

### 7.4 Administrative Signatures

For the purpose of processing Purchase Orders.

		Expenditure Limits	Authorized Signature
	<b>a.</b>	Up to \$25,000	Procurement Department Buyer, Purchasing Coordinator, Manager of Procurement, Controller, Director of Financial Services, Director of Facilities and Engineering Services, or Vice President, College Services and Chief Financial Officer
	<b>b.</b>	Over \$25,000 and Under 100,000	Manager of Procurement or Controller or Director of Financial Services or Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer.
	<b>c.</b>	Over \$100,000	Director of Financial Services or Director of Facilities and Engineering Services or Vice President, College Services and Chief Financial Officer.

## 8.0 Acceptance and Rejection of Bids

**8.1** The College adheres to the following standard terms and conditions for the reception, evaluation, acceptance or rejection bids for good and services. See the link below for more details. [Standard Purchasing Terms and Conditions](#)

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## 9.0 Purchasing Awards

### 9.1 Public Tenders, RFQ/RFP Awards

In the event of an award decision for a Public Tender/RFQ/RFP issued by the College:

- a. The lowest competent bid based on a combination of the evaluation criteria, such as: price, value of the proposed solution, effectiveness requirements and references. Where the lowest bid is not accepted, written documentation must be provided to justify the award to another bidder.
- b. Where compatibility, service, or maintenance is considered by the requester to be an important part of a requirement, such factors must be identified and included as part of the Tender/RFQ/RFP document in order to receive consideration in the evaluation process. A suitable method of evaluating proposals received must be clearly detailed and included with the RFP documents. The selection of criteria and values may be determined by the requesting Campus or Central Office department, or input may be requested from other resources both inside and outside the College depending on the complexity of the requirements.
- c. A PeopleSoft Purchase Order or Letter of Award with an assigned PO number for Facilities will be issued from the Central Procurement or Facilities procurement for goods or equipment, with appropriate copies sent to the successful bidder and to the requestor.
- d. Where there may be more than one campus delivery location for requirements on any PeopleSoft Purchase Order, Letter of Award with assigned PO number for Facilities or DPO, the originator of the PeopleSoft Purchase Order, Letter of Award with assigned PO number for Facilities or DPO must send a Receiving PO or copy of the Letter of Award with assigned PO number for Facilities to each campus location so that the receiving campus can record its portion of the order at the time of receipt from a supplier.
- e. A minimum of three individuals (evaluation team) should be involved in the evaluation process, if possible. If the evaluation team is comprised of less than three individuals, an explanation is required as to why three or more persons were not used.

### 9.2 References

The College asks for and often uses references in many instances when procuring goods, services or construction. References assist in the evaluation process of various public tender/RFQ/RFP requests. At NSCC’s sole discretion, references may also be utilized from other sources that have experience with a Proponent, or utilize experiences of past performance to the College.

### 9.3 Performance/Contractor Evaluation

The College often completes performance evaluation forms on firms who have provided goods, service or construction requirements. Such evaluations assist in determining any future dealings with the firms based on their history of past performance with the College.

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**9.4 Transaction Recap**

A transaction recap must be completed by the procurement teams, and kept on file for each Public Tender RFQ, RFP, or Alternative Procurement method in order to summarize the procurement process for auditing purposes.

**9.5 Freedom of Information and Protection of Privacy (FOIPOP)**

- a. Bids and all supporting documentation submitted will become the property of Nova Scotia Community College and will not be returned.
- b. Bid information will be used only in conjunction with the selection process.
- c. By submitting a bid, the bidder agrees to disclosure of the information supplied, subject to the provisions of the Freedom of Information and Protection of Privacy Act.
- d. Anything submitted in a bid that the bidder considers to be "personal information" because of its proprietary nature should be marked as "confidential", and will be subject to appropriate consideration under the FOIPOP Act.
- e. During the delivery and installation of goods and/or services, the successful Bidder may have access to confidential information belonging to the College. Should this occur, the successful bidder must ensure that such information is not released to any third parties or unauthorized individuals. Failure to comply may result in criminal or civil charges and/or disqualification of the bidder from any further tendering opportunities with the College.
- f. In instances where the College has to ensure a service provider has the security safeguards and practices for protecting the collection, use and disclosure of student information, the College will comply with the Personal Information Protection and Electronic Documents Act (PIPEDA).

**9.6 Tender Eligibility and Conflict of Interest**

- a. Bidders may not be eligible to submit a bid if at any time in the past there has been legal action of any kind between the bidder and the College which has been brought before the courts.
- b. Bidders may not be eligible to submit a bid if current or past corporate or other interests may, in the College's opinion, give rise to a conflict of interest in connection with a project.
- c. Bidders are cautioned that acceptance of their bid may preclude them from bidding on subsequent phases where a conflict of interest may arise; bidders should study the project implementation strategy to determine whether or not they plan to submit bids on subsequent phases.
- d. If the bid covers the first phase of what may prove to be a multi-phased project, the successful Bidder on the initial phase may be permitted to bid on subsequent phases as long as, in the College's opinion, no conflict of interest would be created in performance of the work by that bidder.

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- e. Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the College's opinion, give rise to a conflict of interest in connection with this acquisition will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of the public tender, RFQ or RFP.

## 10.0 Leases

**10.1** The process for procuring a lease agreement is the same as that of a purchase.

## 11.0 Insurance

- 11.1** Any capital equipment purchased or leased by the College is added to the NSCC insurance policy to protect the College from any and all claims that may arise.
- 11.2** The Director of Facilities and Engineering Services must be contacted by the Campus or Central Office department when a formal purchase of equipment or lease contract has been signed for any equipment, vehicle, etc. to ensure the equipment is added promptly to the NSCC insurance policy.
- 11.3** Similarly, the Director of Facilities and Engineering Services must be contacted by the Campus/department when equipment, vehicle, etc. under an expired lease contract has been returned to ensure the equipment is removed from the NSCC insurance policy.

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## 12.0 APPENDIX A

### 12.1 Sample of Completed Departmental Purchase Order (DPO)

**nscC**  
Procurement

Division Purchase Order

DPO

0141868

Quotes obtained from	Comments	Price
Home Depot—Dartmouth	Available immediately	3440.00
Kent Building Supplies—Dartmouth	Available Next Week	3825.00
Bluenose Supplies	On Back Order	3750.00

**nscC**  
Procurement

Division Purchase Order

DPO

0141868

DPO # must appear on all invoices and reference materials

<b>ISSUED TO:</b> Home Depot Canada—Dartmouth Location Finnegan Row, Dartmouth, Nova Scotia	<b>INVOICE TO:</b> Same
<b>SHIP TO:</b> Nova Scotia Community College—Akerley Campus Attention: Steve Brown	<b>ROOM NO.:</b>

QUANTITY	DESCRIPTION	UNIT PRICE	PRICE
20	Dewalt Cordless Hammer Drills 18V XRP—1/2 Inch Model # DCD950B	172.00	3440.00

<b>REQUESTED BY:</b> Instructor Joe	<b>DATE:</b> 08/15/2016				
<b>AUTHORIZED BY:</b> Academic Chair Jane	<b>DATE:</b> 08/15/2016				
<b>RECEIVED BY:</b>	<b>DATE RECEIVED:</b>				

8	1	7	1	0	1	6	3	5	8	3	-	-	-	-	
ACCOUNT	FUND	DEPT ID	PROGRAM	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT


WHITE - VENDOR      YELLOW - ORIGINATOR      PINK - FILE

MATERIALS	3440.00
LABOUR	
OTHER	
GST	
HST	516.00
<b>TOTAL</b>	<b>3956.00</b>

BUSINESS # 86627 9425 RT0001

13.0 APPENDIX B

13.1 Sample of Completed Internal Requisition



**INTERNAL REQUISITION**  
 Campus/Department: \_\_\_\_\_ 63 \_\_\_\_\_  
 PeopleSoft Reg #: \_\_\_\_\_  
 Supply Agreement: no

Account to be Charged: \_\_\_\_\_

8171 / 01 / 63 / 583 / \_\_\_\_\_  
 Account Fund Dept Program Project

Quantity Required	Unit type	Description of Items (Include manufacturer #, if applicable)	Est. Unit Cost	Est. Total Cost
20	Each	Dewalt Cordless Hammer Drill 18V XRP – ½ inch Model DCD950B	\$172.00	\$3440.00
		Requires Dewalt XRP Model to be compatible with existing cordless tools in tool crib. Will reduce the need to have additional models of battery chargers		
		<b>SUBTOTAL</b>		3440.00
		HST		516.00
		<b>TOTAL</b>		3956.00

Date required: September 10, 2016 \_\_\_\_\_

Budgetary quote(s) (yes/no): \_\_\_\_\_

Suggested suppliers: Kent, Bluenose, Home Depot, Busy Bee, Rideout Tools

Requested by: \_\_\_\_\_ Instructor Joe \_\_\_\_\_  
(Print name/title)

Approved by: \_\_\_\_\_ Academic Chair Jane \_\_\_\_\_  
(Print name/title)

\_\_\_\_\_  
(Signature)

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**13.2 Internal Requisition Checklist**

Prior to forwarding a request to Central Procurement, please ensure that the following criteria are included:

- a. Complete, accurate account structure, including FEMP # where applicable
- b. Requester and Approver are both listed (signature and print for Approver)
- c. Clear, complete specifications of requirement (include Manufacturer numbers where applicable)
- d. Date required by (to assist Central Procurement in triaging requests)
- e. If a budgetary quote(s) was obtained, forward to Central Procurement and list vendor(s) on Internal Requisition
- f. Suggested suppliers, if known
- g. If sole source/alternate procurement, provide clear justification (see Alternate Procurement checklist)
- h. If request is IT related, forward necessary IT approval(s) (VP approval required for all iPad requests)
- i. Send copy of approved internal requisition along with other source documents

**14.0 APPENDIX C**

**14.1 Computer Hardware/Software**

- a. All information technology components which include but are not limited to computer desktops, servers, iPads, laptops, monitors, printers, hard drives, memory, videoconferencing units, computer software, software licenses, memory sticks or memory cards must be first approved by a Manager of Information Technology or the Director of Information Technology.
- b. Upon receiving approval, the requester must provide confirmation of the approval by attaching the documentation to the DPO, PeopleSoft requisition (in the case of campuses), or with the Internal Requisition Form (in the case of Central Office departments) depending on the purchasing limits. This documentation is to be sent it to the appropriate individual for purchasing. This must happen before the requirements can be tendered and/or ordered.
- c. Miscellaneous computer parts for repairs (once approved by a Manager of Information Technology) may be acquired using regular NSCC procurement practices.

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