

## PROCUREMENT

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Chief Financial Officer and Vice-President Administration
<b>Related Policies / Legislation</b>	Board Policy on Signing Authority (BRP-205.02) Board Policy Direction Financial Management (BPD-205) Signing Authority (200) Conflict of Interest (142)

### PURPOSE

The Procurement Policy establishes a strategic framework which the University of the Fraser Valley (UFV) observes to ensure best value for its expenditures. This Policy will be inclusive of all acquisitions involving goods, services, vehicles, equipment, infrastructure, construction, and capital expenditures.

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### SCOPE

This Policy is the means by which UFV can affect social impact to achieve best value for its stakeholders. The purpose is to ensure social values are considered in all business and financial matters and align with UFV's integrated strategic plan.

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### POLICY

UFV will take all necessary actions to protect the institutional and professional integrity of its procurement practices. All competitive opportunities will be open, fair, and transparent in order for qualified suppliers to participate in UFV's business.

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### REGULATIONS

#### Acquisition of Goods

Notwithstanding any other provision in this Policy, all requisitions, purchase orders, contracts or agreements, must be executed prior to the receipt of goods or provision of services. UFV will acquire in a manner that:

1. achieves value for money by incurring the best value in the fulfillment of specified needs with appropriate levels of quality and service;
  2. uses fair and open process when calling for, receiving, and evaluating competitive bids;
  3. meets statutory, legal, environmental and ethical obligations in the acquisition of goods and services by purchase or lease;
  4. provides an audit trail that meets the requirements of our external funding bodies and auditors.
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## Procurement Principles

1. Ensure value for money including the total cost of ownership which includes but is not limited to environmental, ecological, economic and social impact values.
2. Respect for the professional and ethical guidelines set out in the Supply Chain Canada Code of Ethics.
3. Ensure compliance with all trade agreement obligations and legislated requirements.
4. Provide equal opportunity for qualified suppliers and contractors to participate in UFV business.
5. Establish standardization of goods, equipment and technology wherever possible to realize best value.
6. Procure goods and services with due regard to the use of responsible products without compromising a healthy, safe, relevant and aesthetically acceptable learning and working environment.
7. Procure the requisite quality and quantity of goods and services in an efficient, responsive and cost-effective manner.
8. Provide procurement advice and guidance to UFV offices and departments within the delegated authority.
9. Administrative effort and expense are to be commensurate with the value of the purchase.
10. Ensure that disposal of surplus goods, assets and equipment receives the appropriate market value.
11. Ensure that UFV liability is not unduly exposed to risk in any and all transactions.
12. Ensure procurement processes are conducted with fairness, integrity, accountability and transparency.
13. All awards and contracts are free of any conflicts of interest.

## Environmental and Social Impact

UFV acknowledges the importance of decision-making on local, environmental, and social impact interests. Sustaining a healthy community requires that procurement best practices go beyond the lowest cost of goods and services and consider the total social and economic impacts. UFV will endeavor to leverage its spending to achieve greater value. Where possible, UFV will apply the following social procurement principles and criteria when planning for and sourcing of goods, services, equipment and construction-related works:

1. Social outcomes and community benefits will be assessed prior to any final procurement decision.
2. Supporting social enterprises, not-for-profit businesses, and small, medium enterprises to achieve social value.
3. Support social and economic development outcomes through targeted strategies.
4. Inclusion of endemic materials in project specifications, amenities and landscaping services.
5. Sourcing of environmentally responsible products and equipment.
6. Respect for the values of diversity, equality, and fair labour practices.
7. Elimination of waste and reduce emissions.

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## **Signing Authority**

Employees must ensure the purchases are authorized by the signing authorities responsible in accordance with the UFV policies identified above in the Related Policies / Legislation section of this Policy.

Signing authorities or delegates are responsible for notifying the Procurement Services Division of planned high dollar value, politically sensitive, or complex purchases in sufficient time as to allow for scheduling of resources and an appropriate procurement process.

Payments can be made under a UFV issued P-card per the P-card Program Procedures Guide. Splitting of requisitions or contract as well as the use of contract extensions shall not be used to avoid open competition thresholds.

## **Exempt Expenditures**

The following items will not require the submission of a Purchase Requisition to the Procurement Services Division and/or selection through a publicly posted competitive bid process:

1. Services provided under a contract of employment.
2. Goods for resale by UFV.
3. Books and subscriptions used by the Library, Bookstore or UFV Departments.
4. Goods purchased for representational or promotional purposes.
5. Individual travel and related expenses for UFV business.
6. Treasury, Investment, Tax Consulting and Audit services.
7. Legal services.
8. Utilities.
9. Memberships.
10. Acquisition or rental or lease of real property.
11. Hosting, meetings and conference expenses.
12. Petty cash reimbursements.
13. Utilities and postage.
14. Purchases under a UFV issued P-card.
15. Engaging artistic personnel for Theatre Arts.
16. Purchases made under a Blanket Purchase Order or Supplier Arrangement.
17. Purchases below Trade Agreement thresholds.
18. Exceptions as provided for in the Canadian Free Trade and New West Partnership Trade Agreements.

Guidelines and procedures for procurement are to be maintained by Procurement Services and will be available in the Procurement Guide to Policy and Documents.