



AB XX Procurement Policy

Classification:	Administration
Responsible Authority:	Director, Finance
Executive Sponsor:	Vice President Finance & Administration
Approval Authority:	President's Council
Date Last Revised:	2018-09-01
Mandatory Review Date:	2023-09-30 (5 years for existing policies & 1 year for new policies)

PURPOSE

The StFX Procurement Policy provides guidelines and procedures for acquiring goods and services in the delivery of operational, teaching and research responsibilities while adhering to applicable municipal, provincial and federal legislation.

SCOPE

This policy applies to all employees acquiring goods and services for University purposes including core teaching, research, operations, and acquisitions funded by accounts managed by the University.

DEFINITIONS

Employee	Refers to any person paid by the University including faculty, staff, and administrators whether full time or part time. It also includes persons who are acting in a position of authority on behalf of the University without compensation. Examples include but are not limited to: members of Alumni, Board of Governors, Volunteers, and Consultants.
Workflow	Financial system process ensuring spending authority requirements are maintained. Security authentication is based on each unique employee WebFX user ID and password.

POLICY

StFX University will procure all goods and services in accordance with the following guidelines:

1. Purchasing Authority and Responsibility

- a. Procurement Services is responsible and accountable for management and oversight of all purchasing activities on behalf of the University
- b. Employees must be authorized to purchase under University policies relating to spending authority and contract execution authority.
- c. Expenditure control and authorization is achieved using the Financial System Workflow approvals process.

- d. All persons who make, influence and approve purchasing transactions are required to follow the code of conduct for ethical practices, conflict of interest, gifts and gratuities, confidentiality and accuracy of information.
- e. StFX University's procurement program will comply with the requirements of regional, national and international trade agreements and all applicable municipal, federal and provincial legislation.
- f. All purchases must be made with a view to meeting operational requirements and maximizing value by providing vendors and service providers an open and fair opportunity to earn StFX's business.
- g. Purchase of Gift Cards/Certificates if deemed an appropriate payment to an individual *who is not an employee* a copy of the gift card/certificate is required with the recipients' name. If the value is over \$100 the SIN number of the recipient is required as per Revenue Canada guidelines.
- h. Personal funds shall not be used to make University purchases of goods or services.

2. Code of Conduct

As a publicly funded institution, StFX University has a responsibility to act and be seen to act in a fair and open manner. The following code of conduct elements apply to employees of the University along with other parties who make, influence and approve purchasing transactions.

- a. **Ethical Practices** – It is the responsibility of those involved in University procurement activities to maintain the good name of the University, to foster good relations between the University and its suppliers, and to be cognizant that personal contact forms much of the basis of the suppliers' opinion of the University. The following practices must be adhered to:
 - i) To consider first the interest of StFX in all transactions and to carry out its established policies.
 - ii) To be receptive to competent counsel from one's colleagues and be guided by such counsel without impairing the responsibility of one's office.
 - iii) To buy without prejudice seeking to obtain the maximum value for each dollar of expenditure included in the total cost of ownership by considering service level requirements, maintenance, consumables, warranty, availability and timeliness of supply.
 - iv) To subscribe to and work for honesty in buying and selling and to denounce all forms of improper business practice.
 - v) To accord prompt and courteous reception to all who call on a legitimate business mission.
 - vi) To cooperate with all organizations and individuals engaged in activities which enhance the development and standing of purchasing and materials management.
- b. **Conflict of Interest**
 - i) All individuals engaged in procurement activities on behalf of the University are expected to be free of interests or relationships which are actually or potentially detrimental to the best interest of the University.
 - ii) Any personal interest which may impact or might reasonably be perceived by others to impact on an employee's impartiality in any matter relevant to the fulfillment of his or her duties should be immediately declared to his or her employer as a conflict of interest. Please refer to the University's [Conflict of Interest Policy](#)
- c. **Gifts and Gratuities**
 - i) Business gifts other than items of small intrinsic value shall not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship.
 - ii) The frequency and nature of gifts or hospitality accepted is not permitted where the recipient may be, or may be perceived to be influenced in making a business decision as a consequence of accepting such hospitality or gifts.

- iii) Loans are not to be accepted from parties having prospective dealings with StFX University unless such parties are in the business of making loans to individuals (e.g. banks, credit unions).

d. Confidentiality and Accuracy of Information

- i) Information given in the course of one's participation in procurement activity must be true and fair and not designed to mislead or misrepresent.
- ii) All information, documents and files held by an individual in the course of their involvement in procurement activities is to be treated as confidential information and cannot be disclosed or discussed with any supplier or any other person, including StFX employees who are not authorized to have access to that information.
- iii) It is considered unethical as well as damaging to St. Francis Xavier University's reputation to allow information about a supplier's products, services or pricing to be provided to another supplier for comparison "shopping" purposes.
- iv) Access to these files or other procurement related documentation shall be restricted to those authorized by the Manager, Procurement Services.
- v) The above requirements also apply to information that is obtained through indirect methods such as overheard telephone calls, documentation left on desk during vendor interviews and conversations between employees.

3. Sustainable Procurement

Employees are required to consider sustainable procurement which refers to the utilization of criteria that includes environmental, economic, social, and ethical factors. Procurement decisions will consider the total cost of ownership of an item including an analysis of the vendor's response to the above criteria.

4. Purchasing Thresholds

In order to be compliant with the requirements of provincial, federal and international legislation and applicable trade agreements, the follow thresholds will apply:

- a. **High Value** – A public, competitive bidding process managed by Procurement Services is required for high value purchases defined as:
 - i) Goods with a value over \$25,000
 - ii) Services with a value over \$50,000
 - iii) Construction with a value over \$100,000
- b. **Moderate Value** - Competitive quotes are required for purchases over \$5,000.
- c. **Low Value** – Competitive quotes are not required for purchases below \$5,000 but are preferred.
- d. **P-Card Purchases** – Where possible, a University Purchasing Card should be used for purchases within individual P-card thresholds as outlined in the [P-Card User Guide](#)

The Procurement Department may utilize supply and service contracts established by other public sector entities or Buying Groups when those agreements have been established through a competitive process and contain wording to allow terms to be extended to other public sector entities (e.g. Provincial agreements, Other University agreements).

5. Exclusions

- a. Travel – Purchases of travel related services are required to follow the [University Travel Policy](#)
- b. Campus Store – For retail sale only

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. New Spending Request	
1.1 Requests for Goods and Services	
1.1.1 Submit a Purchase Requisition Form	Employee
1.1.2 Approval of purchase requisition	Account Authority (workflow)
1.1.3 Generation of Purchase Order	Procurement
1.2 High Value Threshold Requests	
1.2.1 Contact Procurement Services procurement@stfx.ca 902-867-3994.	Employee
1.2.2 Public competitive process	Procurement Services

SUPPORTING DOCUMENTATION

Appendix 1 Purchase Approval Workflow Process and Spending Thresholds

RELATED POLICIES

Purchasing Activities are required to comply with other University policies including, but not limited to:

- [P-Card Policy](#)
- [Travel Policy](#)
- [Contract Authorization Policy](#)