The UNIVERSITY *of* WESTERN ONTARIO

POLICIES *and* PROCEDURES

[2.8 Procurement of Materials And Services - Procedures]

I. PROCEDURES

1.00 Where an employee is a supplier or has a relationship with a supplier, compliance with Policy 3.4 and Policy 2.8 will be enforced.

2.00 It is recognized that on-going service and partnering with quality/preferred suppliers can be a mutually beneficial and cost-effective procurement process. However, where normal competitive procedures are waived, the reasons must be documented, kept on file, and authorized by the Director of Procurement Services or delegate. Moreover, as a minimum, such arrangements must be reviewed every five years with the stakeholders.

3.00 In the case of specialized and/or custom designed equipment or services for which there is only one known or recognized product leader, the requirement for a competitive process may be waived. Again, the reasons must be documented and approved by the Director of Procurement Services or delegate.

4.00 Procurement Services may enter into co-operative procurement arrangements with other organizations where this is advantageous. Co-operative procurement processes will be accepted if deemed by the Director of Procurement Services to be consistent with the intent of University policies.

5.00 Procurement Services will:

(a) consult with the users to establish all requirements and appropriate suppliers;

(b) be the major point through which supplier contact is initiated and maintained. Direct contact between users and suppliers may be essential; however, any supplier proposals resulting from discussions with suppliers are to be directed to Procurement Services, with copies to the requester unless otherwise directed by the Procurement Services Representative;

(c) be notified and approve any lab expositions, vendor and any other related shows/displays involving vendors on University property;

(d) keep abreast of developments in the major commodity fields and provide pertinent information to users;

(e) facilitate vendor performance evaluations;

(f) identify sources of needed goods and services, select suppliers, obtain quotations and negotiate terms of purchase and payment. Users will be involved in the procurement process;

(g) facilitate the procurement of goods and services and provide for customs clearance. The expediting of delivery of goods and services will be managed with the user department on a case by case basis;

(h) place orders and arrange details of delivery;

(i) handle all adjustments of price and terms for items purchased on Purchase Orders; and

(j) interpret and apply all applicable government regulations including customs and appropriate taxes.

6.00 The competitive bid process may take the form of telephone quotations, written Request For Quote, written Request For Proposal, Tender or by OBS (electronic 'Open Bid System'). The most appropriate method will be decided by Procurement Services in conjunction with the user and/or as required by law. Guidelines for competitive pricing are:

- Up to $10,000 - at the discretion of the Procurement Services Buyer.
- $10,001 to $25,000 - two verbal quotes minimum, three preferable with the awarded quote documented in writing.
- $25,001 to $100,000 - minimum of three formal quotes, five preferably, or advertised tenders preferably from a pre-qualification process.
- Over $100,000 – competitively bid through an open electronic system or, in the rare case, sole sourced with appropriate documentation (refer to Section 3.00 above).

Any purchases funded through a Granting Agency must meet the Agency's requirement or those above, whichever are more stringent.

All bids over $100,000 will be opened in the presence of the appropriate Procurement Services Manager or the Director of Procurement Services and, whenever practical, one other individual designated by the Director of Procurement Services. All bids will be recorded.

7.00 An open competitive process must be conducted for consulting services regardless of value. Approval from the appropriate authority is required for each process. Any exemptions must be in accordance with the applicable trade agreements.

- $0 up to, but not including, $100,000 - invitational or open competitive process
- $100,000 or more - open competitive process
- Under $1,000,000 requires a signature from the President
- Over $1,000,000 requires a signature from the President or a Vice-President and the Board of Governors.

8.00 Except as noted in 8.00 below, budget units will prepare and forward Purchase Requisitions to Procurement Services for completion of the procurement function.

9.00 In accordance with section 5.00 of Policy 2.8, Procurement Services hereby delegates operational responsibility and accountability for procurement to the:

(a)	Director, University Book Store & Graphics Services or Associate Vice-President (Housing & Ancillary Services) for books and materials purchased for resale by the Book Store or the Campus Computer Store and for equipment service agreements and external print contracts for Graphic Services.	$250,000
(b)	University Librarian for library collection acquisitions.	$250,000
(c)	Director, Hospitality Services or Associate	$250,000

Vice-President (Housing & Ancillary Services) for food and beverages purchased for Housing and Food Services

(d) Managers of licensed University liquor outlets or Associate Vice-President (Housing & Ancillary Services) for purchase of alcoholic beverages in compliance with the University liquor license — $25,000

This delegation of operational responsibility will be exercised in accordance with letters of understanding between Procurement Services and each of the above operating units. In addition, authority for purchases less than $5,000, as provided for by the Low Value Purchase Order, Procurement Cards, Standing Orders or Systems Contracts, are delegated to local budget unit authorized personnel. The Director of Procurement Services has the authority to increase individual one-time Procurement Card transaction limits in accordance to the expenditure authorities as outlined in Section 9 of the Procurement of Materials and Services Policy.

10.00 Except as specified in 8.00, Purchase Orders, contracts and agreements, regardless of amount, must be reviewed and approved by the Director of Procurement Services or a Procurement Services Manager prior to approval by other signing authorities.

11.00 Any procurement of goods and non-consulting services must be approved by the appropriate authority, prior to purchase or commencement, in accordance with Section 9.00 of Policy 2.8.

12.00 Any non-competitive procurement of goods and non-consulting services must be approved by an authority one level higher than the requirements for competitive procurement outlined in Section 9.00 of Policy 2.8 prior to purchase or commencement.

13.00 Supporting documentation (an exception form) must be completed and approved by an appropriate authority prior to the non-competitive procurement of goods or non-consulting services.

14.00 Procurement of consulting services must be approved, prior to commencement, in accordance with the Procurement Approval Authority Schedule for Consulting Services (see chart below).

Procurement Approval Authority Schedule for Consulting Services		
Procurement Method	*Procurement Value*	*Approval Authority*
Invitational Competitive	$0 up to but not including $100,000	As per Policy 2.8, Section 9
Open Competitive	$0-$1,000,000	As per Policy 2.8, Section 9
	$1,000,000 or more	As per Policy 2.8, Section 9
Non-Competitive*	$0 up to but not including $1,000,000	President
	$1,000,000 or more	Board of Governors

**Exception based only

15.00 Departments must not reduce the overall value of procurement (e.g. dividing a single procurement into multiple procurements) in order to circumvent the approval requirements specified in Section 9.00 of Policy 2.8, or the Procurement Approval Authority Schedule for Consulting Services.

RELATED DOCUMENTS AND OTHER RESOURCES

BPS Procurement Directive:
http://www.fin.gov.on.ca/en/bpssupplychain/documents/bps_procurement_directive.html