



# THE UNIVERSITY OF WINNIPEG

**PROCEDURE TITLE:** Purchasing Procedures

**EFFECTIVE DATE:** February 15, 2018

**APPROVAL BODY:** University Administration

## PROCEDURE PURPOSE

To implement the Purchasing Policy, the following specific actions will be taken to conform to the established policy. These procedures set forth the documentation and approval processes for the purchase of all goods and services purchased with University funds, including, but not limited to, operating, capital, research, and funds held in trust.

## APPLICABILITY

These procedures apply to all employees of the University, who engage in purchasing activities on behalf of the University, and to all goods and services purchased with University funds, including, but not limited to, operating, capital, research, and funds held in trust.

## RESPONSIBILITY

The Vice President, Finance and Administration, on behalf of the University Administration, is responsible for the development, administration and review of these procedures.

## KEY DEFINITIONS

The following definitions apply to terms as they are used in this policy:

**Sole Source Items** – items whose specifications limit its purchase to only one known source of supply

**Single Source Items** – items that are purchased from a single supplier and can be substituted by alternative supplier but buyer sources from single supplier for a strategic reason.

**Capital Assets/Projects** – those tangible, non-consumable items or projects which:

- a) have a total cost in excess of \$2,500; and
- b) are intended to have an economic life of more than one year; and
- c) are necessary, economical and in accordance with overall University priorities and financial capacity.

**Systems Contracts** – exclusive contracts with designated suppliers for specific commodities of goods or services, with pricing and other terms negotiated University wide. If the contracted products or services are less than \$2,000 in value, the University is obligated to purchase from the designated supplier. Systems Contract orders must be sent by the requisitioner directly to the



# THE UNIVERSITY OF WINNIPEG

---

supplier. The invoice is sent directly, by the supplier, to Accounts Payable for payment. The unit ordering will automatically have their budget charged when the invoice is paid.

**Purchasing Cards** – a University issued credit card (also known as a Purchasing Card or PCard) used to purchase goods or services not otherwise available through Systems Contracts or Purchase Orders. This method is useful for memberships, subscriptions, registrations and other low dollar goods/services. Payments to the PCard issuer are made monthly and result in a charge to the designated budget of the card holder. For information on how to obtain a PCard, contact Accounts Payable.

**Purchasing Services** – Purchasing Services is an administrative unit with the Finance and Administration Department that has been delegated authority to act on behalf of the University to purchase goods and services for the University, and to enter into contracts on behalf of the University.

**Winnipeg Social Purchasing Portal** – The Social Purchasing Portal is a web-based, business-to-business database that facilitates these business relationships, which then triggers economic growth for the suppliers, which in turn creates employment opportunities for individuals or groups who face multiple barriers to employment.

**Competitive Bid Procedure** – the Competitive Bid procedure is a process that ensures the University receives the best overall value for the procurement of goods and services. The procurement of all goods and services is subject to University Purchasing Policy and University Competitive Bid Thresholds. These thresholds reflect the University's commitment to effective stewardship of funds as well as compliance to applicable legislation and regulations such as the Agreement on Internal Trade (AIT).

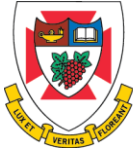
**Competitive Bid Exceptions** – exceptions to the Competitive Bid process applies where a purchase exceeds the University's Competitive Bid Thresholds but where there is only a single Vendor. To proceed with such a purchase, a Sole Source/Single Source Contract Justification request must be approved by the Comptroller, Finance & Administration. This procedure cannot be used to avoid competition between or to discriminate against potential Vendors in any way

**Philanthropic Support** – the donating of money which benefits the University of Winnipeg or any of its programs will not be used to evaluate or determine the award of tenders and selection of suppliers for the provision of goods and services to the University of Winnipeg

## PROCEDURE ELEMENTS

### Principles

As a publically funded institution, the University is accountable for the effective and efficient use of its resources and for ensuring those resources are deployed in the best possible way and in compliance with the policies of the University and any relevant sponsors or granting agencies.



# THE UNIVERSITY OF WINNIPEG

---

## **Responsibility**

Purchasing Services shall ensure that:

- Purchasing principles embodied in the policy are adhered to;
- All requisitions not excluded from this procedure are procured through a central process that provides assurances that the principles are being followed;
- Sustainability principles embodied in University policies are adhered to;
- Sustainable Purchasing Guidelines are adhered to;
- Quotations are obtained, and establishing and maintaining a list of pre-qualified vendors;
- Processes related to the Policy and these Procedures are established and documented;
- Purchasing Services personnel are not available to employees for personal purchases except as may be outlined in some Collective Agreements. Charges, delivery and direct billing of any item for personal use is strictly prohibited.
- University of Winnipeg Purchase Order or department Visa is not used for a personal purchase of any kind.

Individuals, who are responsible for managing departmental budgets including decisions on the types of expenditures to make, shall ensure that:

- Funds for any purchase are available in the departmental budget and are consistent with the budget plan;
- The purchases are made in compliance with approved purchasing policies and procedures, and in compliance with funding agency agreements;
- Sustainability principles embodied in University policies are considered while making purchasing decisions;
- Sustainable Purchasing Guidelines are adhered to.

Employees shall maintain a strict code of personal conduct in dealing with vendors to ensure that:

- Relations of a compromising nature, or the perception of such relations, are scrupulously avoided;
- Sustainability principles embodied in University policies are considered while making purchasing decisions;
- Sustainable Purchasing Guidelines are adhered to;
- They do not accept any gifts or entertainment which might influence, or be perceived as influencing, buying decisions (refer to the Conflict of Interest Policy for further information);
- They declare potential conflict of interest situations if there is a personal or family connection with a current or potential supplier to the University. This information must be reported, in writing, to the appropriate Department Head, Director or supervising administrator, and to Purchasing Services. Further, purchases will not be made directly or indirectly from employees of the University without the approval of the Comptroller, Finance & Administration (refer to the Conflict of Interest Policy for further information).



# THE UNIVERSITY OF WINNIPEG

---

## **Use of Purchase Orders**

- The acquisition of materials, supplies, equipment, repairs and other contractual services will normally be carried out through Purchasing Services by means of a purchase requisition and the issuance of a properly authorized Purchase Order.
- All requisitions must be signed on behalf of the department or account to be charged by an authorized signatory, as evidenced by the list maintained by Financial Services.
- The authorized signatory is responsible for ensuring that sufficient funds are in place before requesting that a purchase is made.
- Orders placed in the name of The University of Winnipeg without an authorized Purchase Order or contract or as outlined in this policy will become the obligation of the person placing the order.

## **Exceptions/Exclusions**

The following purchases are excluded from the requirement to make their purchases through Purchasing Services:

- Material for resale by the Bookstore, Food Services;
- Major construction contracts, where project or construction management consultants are engaged;
- Travel, entertainment, honoraria, stipends, subscriptions, memberships;
- Professional and pre-approved services including, but not limited to audit, architectural (structural, mechanical, and electrical), legal, banking, investment management and acquisition of real estate;
- Pre-approved purchases of small-dollar value commodities by authorized individuals using the University Visa Purchasing Card or those approved by way of a Systems Contract;
- Utilities (e.g. heat, power, telephones, cable, cellular phone & internet service);
- Other exceptions where documented and authorized by the Vice-President (Finance and Administration);
- Purchases specifically approved by the Board of Regents.

Notwithstanding the foregoing, all purchases shall respect the principles embodied in this Policy and these Procedures and, to the extent reasonably possible, shall comply with those principles.

Note: Retention of legal services may only be effected through, and all invoices are required to be approved by, the University General Counsel.



# THE UNIVERSITY OF WINNIPEG

## Degree of Due Diligence and Signing Authority

The following table shows the degree of due diligence and the signing authority for purchases based on the value of the purchase.

Value	Non Capital Diligence Required	Capital Diligence Required	Signing Authority
\$999.99 or less	<ul style="list-style-type: none"> <li>Obtain approved vendors from Purchasing Services prior to purchasing goods.</li> <li>This will <b>normally</b> be by way of a direct order from the user against a Systems Contract.</li> <li>Some designated and approved individuals may use their Visa Purchasing Card or approved contracted Vendor</li> </ul>		<ul style="list-style-type: none"> <li>End user/ authorized signatory</li> </ul>
\$1000 - \$2,500	<ul style="list-style-type: none"> <li>A requisition is required along with a minimum of one (1) quote complete with notes.(if applicable)</li> <li>If solicited by Requisitioner, these are to be forwarded to Purchasing, who will decide whether or not to pursue further competitive tendering, in consultation with user</li> <li>Where timing is critical, Purchase Orders may be awarded without quote at the discretion of Purchasing Services, noting reasons for the decision</li> </ul>		<ul style="list-style-type: none"> <li>End user/ authorized signatory with documentation provided to Purchasing Services</li> </ul>
\$2,501 - \$5,000	<ul style="list-style-type: none"> <li>A requisition is required.</li> <li>Purchase Orders will be awarded based on three (3) competitive quotes( if available), either verbal (complete with notes on same), or written if solicited by Requisitioner</li> <li>Quotes to be forwarded to Purchasing, who will decide whether or not to pursue further competitive tendering, in consultation with user</li> </ul>		<ul style="list-style-type: none"> <li>End user/ authorized signatory</li> <li>Based on consultation between the end user and Purchasing Services</li> </ul>



# THE UNIVERSITY OF WINNIPEG

<p>\$5,001 – \$25,000</p>	<ul style="list-style-type: none"> <li>• A requisition is required.</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Purchase Orders awarded based on three (3) written quotes (if available)</li> <li>• Responses evaluated by Purchasing Services in consultation with the user.</li> <li>• Research Office must review requisitions for purchases using research grant funding</li> <li>• AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding</li> <li>• Non-capital awards may be made to Pre-qualified Vendors for service contracts/consulting contracts without tendering.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of one (1) written quotation taken from a pre-qualified list. Contracts may be awarded to Pre-qualified Vendors for Construction projects without Tendering</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Consideration must be given to all contractors on the list in an equitable manner</li> <li>• Performance appraisals are to be completed and filed on each contractor</li> <li>• Research Office must review requisitions for purchases using research grant funding</li> <li>• AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding</li> </ul>	<p>Any two of the following:</p> <ul style="list-style-type: none"> <li>• Chair and Vice-Chair, Board of Regents</li> <li>• President and Vice-Chancellor</li> <li>• Provost</li> <li>• Vice-Presidents</li> <li>• University Secretary, General Counsel</li> <li>• Deputy Provost</li> <li>• Associate Vice-Presidents</li> <li>• Registrar</li> <li>• Executive Directors</li> <li>• Principals</li> <li>• Associate Deans</li> <li>• Directors</li> <li>• Department Chairs</li> <li>• Senior Executive Officer and Advisor to the President</li> <li>• Deans</li> <li>• Chief Information Officer</li> </ul>
<p>\$25,001 - \$50,000</p>	<ul style="list-style-type: none"> <li>• A requisition is required.</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Three (3) written quotes are required.(if available)</li> <li>• Quotes will be solicited and received by Purchasing Services and responses evaluated in consultation with the requisitioning department.</li> <li>• Research Office must review requisitions for purchases using research grant funding</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of a Capital Expenditures Form prior to requisitioning, in compliance with the Capital Expenditures/ Leases/ Services Contracts Policy</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Minimum of three (3) written quotations</li> </ul>	<p>Any two of the following:</p> <ul style="list-style-type: none"> <li>• Chair and Vice-Chair, Board of Regents</li> <li>• President and Vice-Chancellor</li> <li>• Provost</li> <li>• Vice-Presidents</li> <li>• University Secretary, General Counsel</li> <li>• Associate Vice-Presidents</li> <li>• Controller and Executive Director Financial Services</li> </ul>



# THE UNIVERSITY OF WINNIPEG

	<ul style="list-style-type: none"> <li>• AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding</li> </ul>	<p>required which are to be kept on file.</p> <ul style="list-style-type: none"> <li>• These quotations will come from the pre-qualified list as above.</li> <li>• Performance appraisals are to be completed and filed on each contractor</li> <li>• Research Office must review requisitions for purchases using research grant funding</li> <li>• AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding</li> </ul>	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Executive Directors</li> <li>• Deans</li> <li>• Principals</li> <li>• Director, Institute of Urban Studies</li> <li>• Senior Executive Officer and Advisor to the President</li> <li>• Chief Information Officer</li> </ul>
\$50,001 - \$75,000	<ul style="list-style-type: none"> <li>• A requisition is required.</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Three (3) written quotes are required.(if available)</li> <li>• Quotes will be solicited and received by Purchasing Services and responses evaluated in consultation with the requisitioning department.</li> <li>• Research Office must review requisitions for purchases using research grant funding</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of a Capital Expenditures Form prior to requisitioning, in compliance with the Capital Expenditures/Leases/ Services Contracts Policy</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Formal Invitation to Bid or Request for Proposals is required</li> <li>• Documentation that bids or proposals were received is to be kept on file, particularly if the bids or proposals are returned to the unsuccessful bidders.</li> <li>• Performance appraisals are to be completed and filed on each contractor</li> <li>• Research Office must</li> </ul>	<ul style="list-style-type: none"> <li>• same as above</li> <li>• VP Research &amp; Innovation(or designate) must sign as one of the authorized signatures for purchases using research grant funding</li> </ul>



# THE UNIVERSITY OF WINNIPEG

		<p>review requisitions for purchases using research grant funding</p> <ul style="list-style-type: none"> <li>• AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding</li> </ul>	
\$75,001 - \$250,000	<ul style="list-style-type: none"> <li>• A requisition is required.</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Three (3) written quotes are required.(if available)</li> <li>• Quotes will be solicited and received by Purchasing Services, under provisions of Canadian Free Trade Agreement and New West Partnership Agreement and responses evaluated in consultation with the requisitioning department.</li> <li>• Research Office must review requisitions for purchases using research grant funding</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of a Capital Expenditures Form prior to requisitioning, in compliance with the Capital Expenditures/Leases/ Services Contracts Policy</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Formal Invitation to Bid or Request for Proposals is required</li> <li>• Documentation that bids or proposals were received is to be kept on file, particularly if the bids or proposals are returned to the unsuccessful bidders.</li> <li>• Performance appraisals are to be completed and filed on each contractor</li> <li>• Research Office must review requisitions for purchases using research grant funding</li> </ul>	<ul style="list-style-type: none"> <li>• same as above</li> <li>• VP Research &amp; Innovation(or designate) must sign as one of the authorized signatures for purchases using research grant funding</li> </ul>
>\$250,001	<ul style="list-style-type: none"> <li>• A requisition is required.</li> <li>• A completed Sustainability Questionnaire is required</li> <li>• Three (3) written quotes are required.(if available)</li> </ul>	<ul style="list-style-type: none"> <li>• Same as above.</li> <li>• Quotes will be solicited and received by Purchasing Services, under</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents through the appropriate committee</li> </ul>





# THE UNIVERSITY OF WINNIPEG

	<ul style="list-style-type: none"><li>• Quotes will be solicited and received by Purchasing Services, under provisions of Canadian Free Trade Agreement and New West Partnership Agreement in consultation with the requisitioning department.</li><li>• Research Office must review requisitions for purchases using research grant funding</li></ul>	provisions of Canadian Free Trade Agreement and New West Partnership Agreement in consultation with the requisitioning department	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------	--

## **Sole Source Items**

For sole source items, the end user will supply a brief statement on the specifications and why alternatives are not acceptable. Purchasing Services may issue an RFP to the vendor in any case, so that specific contractual requirements are established to protect the interests of the University.

## **Single Source Items**

For single source items, the end user will supply a brief statement on the specifications and why alternatives are not acceptable. Purchasing Services may issue an RFP for the item, in order to obtain competitive bids, after consultation with the user, should it be in the best interest of the University.

## **Approvals**

- All requirements for networking, computer hardware, software and telecom services and equipment to ensure compatibility with University systems must be approved by the appropriate Technology Solutions Centre staff
- All printing and duplicating must be reviewed and approved by the appropriate Printing Services staff.
- All purchases that affect the University's visual brand and/or marketing activities (including, but not limited to, advertising, promotional products bearing the University's logo, creative design services, and website design services) must be approved by the appropriate Marketing and Communications Department staff.
- All construction, renovation and major installation projects of less than \$25,000 and all projects that could impact air flow (building or tearing down walls) or changes to plumbing or electrical must be approved by the appropriate Facilities Department staff.
- All furnishings and equipment valued at more than \$2,500 per item, including taxes and miscellaneous charges, which are purchased with University administered funds must be recorded on the Fixed Assets Inventory and marked as the property of The University of Winnipeg. Refer to the Equipment Inventory Policy for further information.
- All purchases that address ergonomic / safety issues must be approved by the appropriate Safety Office staff.



# THE UNIVERSITY OF WINNIPEG

---

- For purchases that will contribute significantly to the University's energy use, water consumption, transportation activities, and waste production and disposal; and for the purchase of cleaning supplies, the Campus Sustainability Office shall be consulted.
- For purchases funded by a research grant, these must adhere to grant requirements, and appropriate approvals must be obtained from the Research Office and Financial Services, where required.
- Legal Services shall be provided by the University General Counsel, and the services of legal counsel may only be retained by the General Counsel.
- All contracts over \$5000 that have multi- year budget implications are to be submitted for review and approval to the Vice-President Finance & Administration before a contract is awarded.
- All contracts over \$25,000 shall be accompanied by a Contract Authorization Request form, with appropriate review and signatures attached before Purchasing will release the contract, under the delegated authority from the Vice-President Finance and Administration.
- All Fees for Service Agreements with individuals are requested to be reviewed with Human Resources prior to submission to Financial Services to ensure compliance with the Canada Revenue Agency requirements for contracted services and our collective agreements.

## **Emergency Purchases**

In an emergency, Purchasing Services may authorize the immediate purchase of any item or service without recourse to the provisions of the policy. Emergencies may include but are not limited to the following situations:

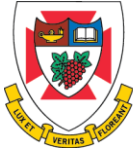
- Where employee, student or public safety is in question;
- To prevent damage to University facilities;
- To restore essential equipment to service;
- To restore essential physical plant services;
- Purchases by the Emergency Response Team as a result of an emergency

## **Capital Projects**

Capital Projects should include realistic time-lines, schedules, budgets and resources must be established to ensure proper planning and completion of projects on time, on budget, and with due regard to the University's sustainability commitments.

All capital construction and renovation projects are to be approved through the budgetary process. All projects shall identify the need, a functional and space program, projected greenhouse gas emission and energy use impacts, cost estimates, source of funding and compliance with overall University planning objectives.

Adjustments or change orders to previously approved project budgets which will result in project costs exceeding the approved budget (including contingency) of the lesser of 10% or \$250,000, must be approved through the approval process the project received when it was a new project.



# THE UNIVERSITY OF WINNIPEG

---

Projects in excess of \$250,000 must be brought to the Board for specific approval regardless of whether they were approved during the normal capital budget.

A Capital Expenditure Authorization Form and greenhouse gas emission/energy use impact estimates shall be completed and approved, in advance, in respect to each project. For Projects where the total cost is expected to exceed \$25,000, or where a construction management or project management firm has been or will be hired to manage the project, this form must be approved by the appropriate Facilities Department staff before an invitation to Bid or a Request for Proposals will be issued.

Purchasing Services will ensure that processes are established and documented related to developing and maintaining an appropriate list of pre-qualified contractors, obtaining quotations, inviting bids and/or proposals, awarding of Purchase Orders and contracts for Capital Projects.

## **Sustainable Procurement**

The University's Purchasing Policy specifies that the University must consider the sustainability implications of all purchasing strategies and decisions. Environmental and social impacts of procurement decisions must therefore be considered in all purchases. This includes, where practical, making purchases from local or national sources and from entities committed to social values, reducing the demand for goods, minimizing the toxicity of goods and services, and purchasing environmentally preferable goods and services. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. **Purchasing will assist all departments in meeting these requirements by publishing sustainability guidelines for faculty and staff to reference when considering purchases for the university. These guidelines will be reviewed and updated annually. Data will be gathered on product purchases and reported annually, regarding compliance with requirements for the purchase of products that meet sustainable certification standards.**

As a member of the Winnipeg Social Purchasing Portal, the University encourages purchases, wherever competitive and reasonable, from member organizations within the Social Purchasing Portal, thereby fostering economic growth for the suppliers, which in turn creates employment opportunities for individuals and groups who face barriers to employment. Purchasing will assist all departments in meeting these requirements.

## **Indigenous Procurement Initiative (IPI)**

The University is committed to community economic development that is more inclusive, equitable and sustainable. Procurement practices are one means that can be used to contribute to the growth of Indigenous businesses. The objective of the IPI is to increase the participation of Indigenous business in providing goods and services to the University. "Indigenous Business Participation" may



# THE UNIVERSITY OF WINNIPEG

be met by the use of an Indigenous business either as the Prime Contractor or as a Sub-Contractor to provide goods and services. Where practical, and considering best value to the University, terms and conditions will be used on tenders to indicate that Indigenous business participation is desirable. IPI considerations may include evaluation of vendor proposals on the basis of the percentage of vendor staff that are declared as Indigenous, ownership percentage that is Indigenous within the vendor company, whether the company offers Indigenous cultural awareness training to employees, and demonstrated positive interactions with the Indigenous community.

## ASSOCIATED POLICY

- Purchasing Policy

## RELATED POLICIES & PROCEDURES

- Purchasing Policy
- Capital Projects and Renovations Policy
- Conflict of Interest Policy
- Sustainability Policy
- Sustainable Purchasing Guidelines

## RELEVANT DATES

*Approved:* \_\_\_\_\_

*Effective:* \_\_\_\_\_

*Scheduled Review:* 5 years from date of approval