



<b>Policy</b>	#6-19
<b>Approved By:</b>	Leadership Team
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<b>Administrator Responsible:</b>	Vice President, Finance & College Services

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## **PURCHASING POLICY**

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### **PURPOSE**

North Island College purchases a wide variety of goods and services. The purpose of the policy is to establish a concise purchasing framework for the College that enables the procurement of goods and services in a fair, open and transparent manner.

### **PRINCIPLES**

Specifications for requirements are defined by the end-user and will be expected to be generic, clear and easily interpreted by qualified suppliers. On complex projects, the College may engage consultants to assist in developing the specifications to convey our requirements to the supplier community.

Established purchasing practices will align with the value and planned purchase, such that a more rigorous process will be established for those purchases that have a high impact on the College in areas such as finance, safety or reputation. All purchases will be done in a fair, open and transparent manner.

### **GUIDELINES**

Total cost of ownership including standardization to current equipment, foreign exchange, shipping, duty, freight and taxes should be evaluated in determining requirements, evaluating comparative products, and developing standards.

### **SPECIALIST APPROVALS**

The College has determined that the primary responsibility for defining specifications for certain products and services will be administered as follows:

1. Computer Hardware & Software: Manager, IT Service Delivery
2. Furniture (classroom/common area): Director, Facilities
3. Resale Items: Manager, Purchasing, Print and Retail Services
4. Library & Multimedia Collections: Coordinator, Library Services
5. Construction/Renovation Specifications: Director, Facilities
6. Promotional Materials and all Advertising: Manager, Marketing and Future Students

## **SUPPLIERS**

### **1. Notification**

The methods used to notify suppliers will vary depending upon the complexity and size of the requirements, delivery dates and availability of potential suppliers.

For purchases over and above the indicated thresholds, as many suppliers as possible are to be made aware of the College's needs by either direct notification or public announcement. BC Bid is the College's standard for advertising competitive bids and will be used when required and reasonable for advertisements.

### **2. Fair Treatment**

Vendors will be treated fairly and without preference. Dealings with vendors will conform to those practices conducted with the highest level of integrity, in full compliance with the law, and in accordance and compliance with generally accepted public sector purchasing practices, as well as relevant policies of the College. The College will use NIC Policy #1-20 Code of Ethical Conduct as a standard.

### **3. Qualification/Disqualification**

In the College's evaluation of suppliers, consistent failure to meet specifications, delivery dates, no response to competitive bids, or previous breach of any College contract, or other terms and conditions of tenders, shall be regarded as sufficient reason for disqualification from future business.

## **LIMITS**

This policy is limited by British Columbia and Canadian laws governing the sales of goods, competitive bidding, contracts and other laws of general application; and by generally accepted public sector purchasing policies.

## **DEFINITIONS:**

End-user: The end-user is the employee who actually uses and has information on the uses of the particular product. This is not necessarily the employee that is providing budget authority, it is the employee that has the most direct knowledge of how the product or service will be used.

**LINKS TO OTHER RELATED POLICIES, DOCUMENTS AND WEBSITES:**

NIC Policy #1-20 Code of Ethical Conduct

NIC Purchasing Practices – Central Purchasing Portal Page

Finance Policies and Procedures for specifics on processes and authorizations:

- NIC Policy #6-01 Asset Disposal
- NIC Policy #6-10 Expenditure Control re Signing authorities (approval to commit/requisition funds to be expensed against a general ledger account)
- NIC Policy #6-13 Independent Contractor
- NIC Policy #6-14 Contract Signing Limits