

GOODS AND SERVICES PROCUREMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Finance
Parent Policy:	Procurement Policy
Approval Date:	February 2, 2021
Effective Date:	February 2, 2021
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Corporate Services and Finance

Overview:

NorQuest College (college) will conduct procurement activities that ensure the fair treatment of all vendors and protects legal and financial interests of the college, while achieving best value. Purchasing activities will be made in accordance with the New West Partnership Trade Agreement (NWPTA), and the Canadian Free Trade Agreement (CFTA).

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

General Conditions

- Employees are authorized to initiate purchases by way of duties specified in their job descriptions or where so approved by a Senior College Official, Dean/Director or Senior Manager.
- Authorized employees who initiate purchases must confirm prior to the purchase that budgeted funds are available.
- All authorized employees are reminded that the Code of Conduct Policy requires that they declare any actual or potential conflict of interest as described in the Code of Conduct Policy and excuse themselves from recommending or approving purchases where a conflict or potential conflict of interest exists.
- All purchases must be approved by the appropriate level of signing authority. Refer to the Signing Authority Policy for signing authority details and limits.
- Only Purchasers and Sr. Supply Chain Specialists in the Supply Chain Management department are authorized to create and issue Purchase Orders in PeopleSoft to vendors.
- The purchase of capital assets as defined by the Capitalization and Amortization Procedure may only take place on a Purchase Order and only when the capital asset is:
 - approved by way of a restricted grant
 - Authorized as part of an established college Capital Planning Process
 - Emergent purchases (approval from VP, Corporate Services and Finance is required)

Stakeholder Reviews

Specified college departments must be contacted prior to any ordering decision of certain types of goods and services as follows:

Business Technology Services:

- For any computer hardware, software, mobility, telephone, and other devices including, but not limited to, office and classroom equipment that require access to the NorQuest network or NorQuest data.

Facilities:

- Furniture (including repair and replacement)
- Modifications, renovations or additions to facility space, facility leases, tenant improvements and rentals
- Safety, security and emergency preparedness

Marketing and Communication:

- Marketing and advertising

Library Services:

- Resource materials, subscriptions, audio visual materials, including digital formats (e.g. e-books, streaming video), and all related agreements established for the usage of and licensing for digital materials.

- The authorized employee must submit a purchase request to the Supply Chain Management department, who will then determine the appropriate procurement method based on the Thresholds and Actions outlined below.
- Splitting the total procurement value of goods and/or services into smaller amounts to circumvent purchasing actions, requirements or approval limits is prohibited.
- Total procurement value includes all costs associated with the good and/or service over the total period of time. Required actions as identified in the table below would apply when it is known that the procurement of the goods and/or services over a period of time will reach the noted thresholds stated in this procedure.
- All purchase value thresholds identified in this procedure are in Canadian Dollars, excluding GST and all other applicable taxes.

Thresholds and Actions

Purchase of Goods	
Total Purchase Value	Required Actions
\$0 to < \$5000	<ul style="list-style-type: none"> • Refer to purchasing conditions in Petty Cash Procedure, Procurement Card Procedure, and Hosting Procedure. • Where appropriate, stakeholder reviews must be completed prior to purchase (as outlined in the section above). • Where appropriate, purchase items personally and request reimbursement by way of petty cash or expense claim. • Purchase items with a procurement card. • Invoice submitted to accountspayable@norquest.ca with

	<p>name of NorQuest employee placing order stated on the invoice.</p> <ul style="list-style-type: none"> • Purchase order not required unless vendor requested.
\$5,000 to < \$25,000	<ul style="list-style-type: none"> • Purchase order is required. • Contract available if requested. • One written quote required. • For any goods over \$5000 refer to the Capitalization and Amortization Procedure.
\$25,000 to < \$75,000	<ul style="list-style-type: none"> • Purchase order is required. • Contract available if requested. • Obtain three written quotes from approved vendors where possible, or rationale is to be provided why not possible in a Competitive Bid Exception Form. • For any goods over \$5000, refer to the Capitalization and Amortization Procedure.
≥ \$75,000	<ul style="list-style-type: none"> • Contract is required. The type of agreement will determine the need for Purchase Orders. • Formal tender required for procurement excluding Construction/Renovation, or rationale is to be provided why not possible in a Competitive Bid Exception Form. • Contact the Sr Supply Chain Specialist or Manager of Supply Chain Management.

Purchase of Services from Unincorporated Person	
Total Purchase Value	Required Actions
\$0 to < \$5000	<ul style="list-style-type: none"> • Purchase Order is required. • One written quote is required.
\$5,000 < \$25,000	<ul style="list-style-type: none"> • Contract is required. • Contract Determination form required. • One written quote is required.
\$25,000 to < \$75,000	<ul style="list-style-type: none"> • Contract is required. • Contract Determination form required. • Obtain three written quotes from approved vendors where possible, or rationale is to be provided why not possible in a Competitive Bid Exception Form. • Refer to the Contract Management Procedure for other requirements.
≥ \$75,000	<ul style="list-style-type: none"> • Contract is required. • Contract Determination form required.

	<ul style="list-style-type: none"> • Formal tender required for procurement excluding Construction/Renovation, or rationale is to be provided why not possible in a Competitive Bid Exception Form. • Contact the Sr Supply Chain Specialist or Manager of Supply Chain Management.
--	---

Purchase of Services or Combination of Goods and Services	
Total Purchase Value	Required Actions
\$0 to < \$5000	<ul style="list-style-type: none"> • Refer to purchasing conditions in Petty Cash Procedure, Procurement Card Procedure, and Hosting Procedure. • Where appropriate, stakeholder reviews must be completed prior to purchase (as outlined in the section above). • Where appropriate, purchase items personally and request reimbursement by way of petty cash or expense claim; applying the principles and limits outlined in related procedures. • Purchase items with a procurement card. • Invoice submitted to accountspayable@norquest.ca with name of NorQuest employee placing order stated on the invoice.
\$5,000 to < \$25,000	<ul style="list-style-type: none"> • Purchase order is required. Contract available if requested One written quote required. • For any goods over \$5000 Refer to the Capitalization and Amortization Procedure.
\$25,000 to < \$75,000	<ul style="list-style-type: none"> • Contract is required. • Obtain three written quotes from approved vendors where possible, or rationale is to be provided why not possible in a Competitive Bid Exception Form. • Refer to the Contract Management Procedure for other requirements.
≥ \$75,000	<ul style="list-style-type: none"> • Contract is required. • Formal tender required for procurement excluding Construction/Renovation, or rationale is to be provided why not possible in a Competitive Bid Exception Form.

	<ul style="list-style-type: none"> Contact the Sr Supply Chain Specialist or Manager of Supply Chain Management.
--	---

Construction/Renovation Only - Services/Goods	
Total Purchase Value	Required Actions
\$0 to < \$5000	<ul style="list-style-type: none"> Refer to purchasing conditions in Petty Cash Procedure, Procurement Card Procedure, and Hosting Procedure. Where appropriate, stakeholder reviews must be completed prior to purchase (as outlined in the section above). Where appropriate, purchase items and request reimbursement by way of petty cash or expense claim; applying the principles and limits outlined in related procedures. Purchase items with a procurement card. Invoice submitted to accountspayable@norquest.ca with name of NorQuest employee placing order stated on the invoice.
\$5,000 to < \$25,000	<ul style="list-style-type: none"> Purchase order is required. Contract available if requested One written quote required. Using Pre-Qualified List of General/Trade contractors is encouraged.
\$25,000 to < \$200,000	<ul style="list-style-type: none"> Contract is required. Three quotes are required using Request for Quotes for Construction / Trade Services, or rationale is to be provided why not possible in a Competitive Bid Exception Form. Using Pre-Qualified List of General/Trade contractors is encouraged.
≥ \$200,000	<ul style="list-style-type: none"> Contract is required. Formal tender is required, or rationale is to be provided why not possible in a Competitive Bid Exception Form. Contact the Sr Supply Chain Specialist or Manager of Supply Chain Management.

Other Information

Other Related Procedures

- Classifying the purchase of tangible goods as capital assets, or combining the purchase of goods to create a tangible capital asset must meet the conditions of the Capitalization and Amortization Procedure.

Vendor Selection and Pre-Approval

- Vendors are required to meet insurance and WCB requirements as defined in the Contract or Purchase Order documents.
- Vendors providing an application or software that is collecting, using, maintaining, or disclosing personal information may be required to complete or participate in the completion of: a Security Systems Assessment (SSA), a Privacy Impact Assessment (PIA), and/or a Records System Assessment (RSA).
 - Refer to the Protection of Privacy Procedure and Digital Security Policy for more information.
- New vendors are required to complete an Electronic Funds Transfer (EFT) Request Form.
- In addition to competitive pricing the capability of vendors to do business with the college will be assessed considering reputation, financial stability, reliability, quality of products and/or services, and health and safety plans (if applicable).
- All vendor information is to be sent to Supply Chain Management at supplychain@norquest.ca.

Quote Requirements

- Quotes are to be obtained by the Supply Chain Management department.
- Vendor quotes must contain:
 - name and phone number of the individual providing the quote
 - reference (quote) number
 - how long the quote is valid
 - detailed, itemized descriptions of the goods and/or services
 - dollar value and currency of each itemized good and/or service
 - terms and conditions (college and vendor) that apply (e.g. delivery date, service completion date)
 - additional fees / charges (e.g. shipping, re-stocking)
- Each quote must contain identical specifications or scope of work so they can be compared to one another.

Purchase Orders

- Purchase orders are initiated by a request using PeopleSoft Requisition unless otherwise approved by the Supply Chain Management department.
- All supporting documentation must be submitted with the requisition.

Formal Tendering

- Supply Chain Management will coordinate all competitive purchasing activities and work with college departments to develop a Request for Proposal, Request for Qualifications, Requests for Information, Request for Quotes, and evaluations.

- Supply Chain Management in conjunction with departments and other stakeholders will review responses and recommend a preferred vendor using pre-established evaluation criteria.

Sole Source Purchases

- Not every situation is applicable to a competitive environment. In these cases, a Competitive Bid Exception Form (CBE) must be completed to explain and justify not using a competitive process in alignment with the exceptions outlined in the CFTA and NWPTA. **The use of a CBE will be at the discretion of the Supply Chain Management department depending on the nature of the goods or services being procured.**
- The Competitive Bid Exception Form must be approved prior to creating a purchase order or contract.
 - The Competitive Bid Exception Form must be approved by the Manager of Supply Chain Management.
 - Any sole source purchases of Goods and/or Services over \$75,000, and Construction/Renovation over \$200,000 will be sent to the VP Corporate Services and Finance for final approval.
- To align with CFTA and NWPTA regulations, **Competitive Bid Exceptions approved for Goods and Services over \$75,000 and Construction/Renovations over \$200,000 will be posted publicly on the APC (Alberta Purchasing Connection) website for a period of 10 working days to allow for Bid Protest challenge. Exceptions must be approved by the Manager, Supply Chain Management.**
 - **If no supplier(s) successfully challenge the posting, the college may proceed with acquisition of the goods and services from the identified sole source supplier.**
 - If suppliers challenge the posting, they must submit a response in writing outlining the firm's ability to address the specified procurement. If the suppliers are able to offer a competitive solution, we will proceed with a formal tendering process.
 - **This will be at the discretion of the Supply Chain Management department depending on the nature of the goods or services being procured.**
- Original documentation is to be submitted with the contract or requisition.

Emergency Services

- Alternate Goods and Services procedures may be followed in the event of an emergency, defined as an incident or event that is outside the scope of normal operations that requires prompt attention to mitigate risk to health, safety, or welfare of people, limit damage to property and environment, or safeguard the reputation of the college as deemed necessary by a Senior College Official.

Actions

- Select and instruct an appropriate vendor to begin work.
- Notify and request written authorization from the appropriate college signing authority.

- Forward the authorization to the Supply Chain Management department, outlining the nature of the emergency, the attending contractor's name, billing address, and other supporting documentation.
- As soon as possible thereafter, create and execute a purchase order or contract for formal processing and approval.

Exceptions

The following are exceptions to the Goods and Services thresholds and actions:

- Professional Development activities, as outlined in the Learning and Development Procedure.
- Professional dues, memberships, and entity level memberships.
- Insurance premiums
- Travel and accommodations (refer to the Travel and Related Expenses Procedure).
- Land/building acquisition
- Building leases

Vendor Payments

- Vendors must send all invoices directly to the Accounts Payable Unit at accountspayables@norquest.ca.
- The Materials Management Technician in the Loading Dock is responsible for verifying goods received, and the individual divisions are responsible for verifying that services are performed.
- The signing authority of the purchase is responsible for ensuring that invoices are accurate and charged to the correct budget.

Definitions:

Canadian Free Trade Agreement: Canada's internal trade framework for the flow of goods and services, investment and labor mobility. It requires all bids and awards for Goods and or Services of \$100,000 or more and Construction contracts of \$250,000 to be publicly posted to the Alberta Purchasing Connection.

Contract: is a legally binding agreement for one party to provide goods or services to the other party, in exchange for payment or other form of consideration, subject to terms and conditions.

Formal tender: a publicly conducted purchasing process where requirements for goods and/or services are made known and open to all desiring to bid. Also referred to as competitive bid. Required for bids meeting the Canadian Free Trade Agreement and New West Partnership Trade Agreement thresholds.

Good: A tangible material item that can be seen, touched, or felt and are ready for sale to customers.

New West Partnership Trade Agreement: an agreement between the Alberta, British Columbia, and Saskatchewan governments guaranteeing access to each other's market. It requires publicly posted competitive processes for purchases of goods or services of \$75,000 or more, and construction contracts of \$200,000 or more.

Privacy Impact Assessment (PIA): a PIA is a risk management process that helps public bodies ensure they meet legislative requirements and identify the impacts their programs and activities will have on individuals' privacy.

Purchase Order: a legally binding agreement issued to vendors for goods and/or services.

Quote: a written statement of price, terms of sale and description of goods and/or services offered by a vendor.

Records Security Assessment (RSA): a records system assessment (RSA) is an evaluation tool that helps departments assess whether a specific business system complies with minimum recordkeeping requirements.

Request for Pre-Qualifications: a document distributed before initiation of the RFP process used to gather vendor information to generate a pool of qualified vendors for specific goods or services.

Request for Proposal (RFP): a document used to elicit bids from potential vendors for a product or service. The RFP outlines the bidding process and contract terms, and provides guidance on how the bid should be formatted and presented. An RFP is formal / public tendering open to a wide range of bidders, creating an open, fair competition for all vendors.

Request for Quote: a written invitation for vendors to submit a quote on required goods.

Senior College Officials: includes members of the NorQuest College Board of Governors, President and CEO, Vice Presidents, and Chiefs.

Service: An intangible need, including but not limited to: amenities, facilities, benefits, or help provided by other people.

Sole Source: Procurement from a supplier of a good and/or service without a competitive process and requires a Competitive Bid Exception (CBE) form. This is usually only done where the good and/or service is available from a single or limited source.

Systems Security Assessment (SSA): an assessment that identifies potential digital security issues prior to the acquisition/use of cloud or on-premise services such that an informed decision can be made on the acquisition of the service/system and any required mitigations put in place to help ensure good digital security practices and alignment with the college digital security policy and standards.

Total Procurement Value: is the estimated total value of a procurement (excluding GST and other applicable taxes) including all potential extension over a period of time, whether awarded to one or more suppliers.

Vendor: a supplier or potential supplier of goods and/or services which may also be referred to as a contractor or consulting company.

Related NorQuest College Information:

- [Asset Inventory Management Procedure](#)
- [Canadian Free Trade Agreement](#)
- [Capitalization and Amortization Procedure](#)
- [Code of Conduct Policy](#)
- [Contract Management Procedure](#)
- [Digital Security Policy](#)

Related External Information:
Next Review Date:
Revision History:

- [Furniture Management Procedure](#)
- [Hosting Procedure](#)
- [Learning and Development Procedure](#)
- [Petty Cash Procedure](#)
- [Procurement Card Procedure](#)
- [Procurement Policy](#)
- [Protection of Privacy Procedure](#)
- [Signing Authority Policy](#)
- [Travel and Business Expense Policy](#)
- [Travel and Related Expenses Procedure](#)

- Competitive Bid Exception Form (contact Supply Chain Management for a copy)
- [Electronic Funds Transfer \(EFT\) Request Form \(available on the Q\)](#)
- [New West Partnership Trade Agreement](#)

June 2025

June 2014: new
 November 2014: update for document standards
 May 2015: reviewed as per Policy and Procedure Framework and revised (replaces Standard Practice 6.09 – Material Acquisitions)
 July 2015: update document links
 June 2016: revised
 August 2019: Compliance Office template and reorganization update
 January 2021: updated for threshold re-alignments and CFTA requirements