

# Procurement Policy

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional category</b>	Finance
<b>Approval date</b>	October 15, 2025
<b>Effective date</b>	October 15, 2025
<b>Policy owner</b>	Vice President, Administration and Chief Financial Officer
<b>Policy administrator</b>	Director, Campus Services

## Objective

This policy sets out the NorQuest College (College) position on the procurement of goods and services.

Authority to establish this policy 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.

## Policy

The College aspires to high ethical, legal, environmental, managerial and professional standards in the management of the resources entrusted to it. Within this context, the College's procurement function shall be performed in an open, fair, and transparent manner where goods and services are procured in a competitive environment and where all transactions yield the optimal benefit to the College.

The College shall adopt leading procurement principles and practices, subject to applicable provincial and federal laws and other College policies, procedures, and guidelines as arise from time to time.

The College is committed to promoting the values of sustainability and social responsibility. To the degree possible, the College shall incorporate sustainability standards into its procurement practices and give favorable consideration in its evaluation process to those goods and services which reflect this commitment to sustainability or broader social responsibility.

The principal characteristics of the College's ethical standards and procurement practices are:

- Economy
- Efficiency
- Fairness
- Reliability
- Transparency
- Accountability

## Definitions

**Accountability:** best practice in procurement holds the College responsible for ensuring compliance with policies, procedures, and the regulatory environment. Accountability is a key inducement to individual and institutional honesty, a key deterrent to collusion and corruption, and a key prerequisite for procurement credibility.

**Economy:** procurement is a purchasing activity whose function is to give the College best value for money. For complex purchases, value may involve more than just price; for example, quality issues that need to be addressed. Moreover, lowest initial price may not equate to lowest cost over the operating life cycle of the item or service procured. The basic point is the same: the ultimate purpose of sound procurement is to obtain maximum value for the College in the consumption of resources.

**Efficiency:** best practice in procurement is simple and swift, producing positive results without delays. In addition, efficiency implies practicality, especially in terms of compatibility with the administrative resources and professional capabilities of the College and its procurement personnel.

**Fairness:** best practice in procurement is impartial, consistent, and therefore reliable. It offers all interested contractors, suppliers and consultants a level playing field on which to compete.

**Procurement:** the process of acquiring goods, works and services, covering both acquisitions (by any means, including by purchase, rental, lease, trade or conditional sale, of goods, services or construction) from external third parties. The process spans the entire life cycle from identification of needs, through to the end of a services contract or the end of the useful life of an asset. Procurement is to include sourcing, contracting and purchasing activities, including approval segregation and limits, competitive and non-competitive procurement, purchasing, contract awarding, and conflict of interest.

**Transparency:** best practice in procurement establishes and maintains rules and procedures that are accessible and unambiguous.

## Related information

### NorQuest College

- [Asset Inventory Management Procedure](#)
- [Code of Conduct Policy](#)
- [Contract Management Procedure](#)
- [Goods and Services Procurement Procedure](#)
- [Hosting Procedure](#)
- [Procurement Card Procedure](#)
- [Signing Authority Policy](#)
- [Travel and Related Expenses Procedure](#)

## External

- [Canadian Free Trade Agreement \(CFTA\)](#)
- [New West Partnership Trade Agreement \(NWPTA\)](#)

## Next review date

October 2029

## Revision history

Date	Version Number	Action
December 2011	v01	New
August 2013	v02	Update for document links and branding
June 2014	v03	Update for external reference link
November 2014	v04	Update for document links
July 2015	v05	Update document standards, document links and next review date
May 2016	v06	Minor definition changes and addition of related procedure
August 2019	v07 (published as v06-C)	Compliance Office template & reorganization update
June 2021	v08 (published as v07)	Minor updates to related documents and links
September 2025	v09	Update document standards, document links and next review date