

 DALHOUSIE UNIVERSITY PROCUREMENT POLICY	Policy Sponsor: President	Approval Date: April 1, 2007
	Responsible Unit: Procurement, Financial Services	Amendments: September 1, 2012 July 19, 2021

A: Background & Purpose

This Policy outlines the framework to ensure University purchases support all University operations and activity at the best overall value while providing an open, equitable and transparent process for suppliers to earn Dalhousie business.

The procurement of goods and services must comply with trade agreements along with applicable legislation which determines procurement thresholds and forms the framework for procurement procedures.

Dalhousie must always be socially responsible with its public funds. As a civic university, Dalhousie is committed to reducing the disparities that some providers of goods and services experience, particularly those that have been historically disadvantaged.

B: Application

This Policy applies to the acquisition of all goods and services from University funds from all sources (operating, ancillary, research, special purpose and capital accounts and any other funds held institutionally). Where procurement requirements from external funding agencies are different from this Policy, the more restrictive regulations take precedence.

The following University policies must be read in conjunction with this Policy:

- a. Spending Authority for University Funds
- b. Document Execution/Contract Signing Authority Policy
- c. Travel Policy
- d. Protection of Personal Information Policy

C: Administrative Structure

This Policy falls under the authority of the Office of the President and Vice-Chancellor. The Procurement Office in Financial Services is responsible for the administration of this policy.

D: Policy

1. As a publicly funded institution, Dalhousie must ensure University requirements for goods and services are sourced ensuring:

- a. the best value for money while meeting University needs, interests, and requirements.
- b. open, fair, equitable and transparent opportunities for qualified vendors to earn Dalhousie's business including members of groups who are historically and currently underrepresented among Dalhousie's vendors.
- c. statutory, legal, and ethical obligations are met including:
 - o consistency with trade agreements and applicable legislation.
 - o potential or perceived conflict of interest are considered and addressed.
 - o privacy and protection of personal information according to University policy and applicable legislation.
- d. consideration of accessibility and sustainability criteria and features.

2. Responsibilities in addition to those outlined in policy item 1:

a. The Procurement Office will:

- i. ensure procurement procedures, systems and information are in place to support the policy.
- ii. identify strategic sourcing opportunities to supply goods through University wide contracts to streamline purchasing transactions and ensure competitive pricing to reduce costs.
- iii. Leverage opportunities for cost savings and services enhancements through collaboration with other entities/institutions or consortium agreements and other.
- iv. support University employees with purchasing requirements.
- v. ensure impartiality, equity and fairness during the procurement process.
- vi. identify opportunities for meaningful outreach to businesses owned by members of groups who are historically and currently underrepresented and consider the structural challenges that limit the participation of underrepresented and marginalized vendors when developing procurement processes.
- vii. periodically report on the diversity of vendors represented at the application stage and among successful bidders.
- viii. where a purchase requisition is required, review University procurements to ensure compliance with this Policy.
- ix. ensure procurement contracts with suppliers consider University interests and manage supplier relationships and contract performance.
- x. provide advice and support for disposal of surplus, customs, and transportation of goods and other related procurement matters.

b. University employees engaged in procurement activities will:

- i. maintain knowledge of procurement policy along with related procedures and processes.
- ii. identify procurement requirements, confirm adequate funding, and obtain all necessary approvals according to University policies.
- iii. ensure impartiality and fairness during the procurement process as outlined in the Code of Conduct for University Procurement.
- iv. ensure University funds and procurement systems are not used to make personal purchases and that there is no opportunity for personal gain.

3. **Method of Procuring goods and services:**

a. The nature and value of the purchasing requirement will determine how the goods and services will be purchased:

- i. P-Card (or on-line ordering for approved suppliers) for low value purchases.
- ii. Quotes required for moderate value purchases.
- iii. Public tenders required for high value purchases.

b. Dollar value thresholds for each method of procurement are established consistent with applicable trade agreements and as recommended by Financial Services to the Vice President Finance and Administration.

c. Exceptions will:

- i. be based on exclusions allowed by the trade agreements.
- ii. require the approval of the Procurement Office, and
- iii. must not be for the purpose of avoiding competition or to favor specific suppliers.

E. Procedures

1. All University purchases must be made according to the procurement processes established by the Procurement Office under the authority of this Policy.

2. The Procurement Office will assist Faculties and units with procurement requirements and publish information and guidance on University purchases on the Procurement website according to the policy including:

- a. Applicable regional, national, and international trade agreements, and legislation.
- b. Guidance on Code of Conduct for University Procurement.
- c. Procurement methods and thresholds based on value and purchase category (e.g., goods, services, and construction).
- d. Opportunities to participate in collaborative procurement through consortium or other entities/institutions (e.g. Interuniversity Services (ISI), federal and provincial standing procurement agreements).
- e. The approvals required.
- f. Exceptions to competitive bidding requirements.
- g. Practices to support historically underrepresented and marginalized vendors.
- h. Procurements requiring reviews to meet special legal, statutory, or ethical obligations before a purchase can be made such as:
 - i. Purchases of radioactive products
 - ii. Arrangements which require storage of, or access to, personal information
 - iii. Software
 - iv. Contract renewals
 - v. Care and use of animals.

3. To ensure timelines for the required purchase are met, employees should:

- a. contact Procurement Office as soon as possible for advance planning of larger or more complex purchasing requirements.
- b. review the information published by the Procurement Office to:

- i. choose the appropriate and most efficient method of procurement.
 - ii. understand the requirements to complete the process.
 - iii. understand the Code of Conduct for University Procurement.
 - c. ensure funds are available and to obtain spending approval prior to initiating a purchase request.
 - d. consider the special requirements associated with some types of purchases (see Section E.2.h. under procedures) and review the policies noted in Section 2.
- 4. Prior to issuing a purchase order:
 - a. the Procurement Office will complete a review of purchase requisitions and supporting documentation, including quotes or results from a tendering process where applicable.
 - b. the Vice-President Finance and Administration will delegate appropriate individuals to undertake a review of the documents to confirm that policy requirements have been met.
 - c. Once all policy requirements are met, purchase requisitions will be processed within 24 hours of receipt in procurement and purchaser will be notified that the Purchase Order has been issued. For clarity, policy requirements include any steps arising out of the purchases noted in Section E.2.h and any requirements under University policies, including those noted in Section 2.