



## **PURCHASING POLICY**

Approved by: Academic Coordinating Committee

Authorizer: Chief Financial Officer

Reference Code: P2 V3

Effective Date: 4/1/2010

### **POLICY STATEMENT:**

The purpose of this policy is to maintain the integrity of the purchasing procedure at Conestoga College.

### **SCOPE:**

This policy applies to all Conestoga employees involved in initiation, processing and approval of the necessary documentation and activities for the procurement of goods and services at Conestoga.

### **DEFINITIONS:**

“Broader Public Sector Procurement Directive” is a directive that all Broader Public Sector (BPS) organizations must follow and is based on principles that allow public organizations to achieve value for money while following procurement processes that are fair and transparent to all stakeholders.

“Purchasing” refers to the process by which goods and services are acquired from third parties. This is a lifecycle process that covers the initial purchase concept through to the end of the life of the purchased asset or service.

### **POLICY ELABORATION:**

On behalf of the Chief Financial Officer (CFO) Purchasing Services shall assume the role of coordinating the process of the purchase of goods, capital equipment, and services etc. for the best overall total value. Purchasing Services has the responsibility to act as advisor to the user departments prior to the acquisition of material and services so that the best interests of Conestoga are protected.

Purchasing Services will ensure that all acquisitions of goods and services for Conestoga are performed in a manner that is legal, ethical and non-discriminatory. Vendors must be treated in a fair, reasonable and respected manner.

Purchasing Services is to exercise professional judgment, knowledge and practice in reaching purchase decisions. The principle of competitive quotation should guide purchase decisions. In this regard, although lowest price must be a significant factor, other factors including, but not limited to, quality, service and proven ability must be taken into consideration to reach a final purchase decision.

### **Principles of Purchasing**

- To give first consideration to the objectives and policies of Conestoga College.
- To strive to obtain, without prejudice, maximum value for each dollar of expenditure.
- To demonstrate sound business practices, principles and values in keeping with the identity of Conestoga.
- To accord a prompt and courteous reception to all who call on a legitimate business mission.
- To grant all competitive vendors equal consideration as far as law and institutional policy permit.
- To receive consent of the originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- To conduct business with potential and current vendors in an atmosphere of good faith devoid of intentional misrepresentations.
- To make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a vendor; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of Conestoga College will permit.
- To collaboratively purchase with other colleges, universities and public sector bodies to achieve best value for goods and services.
- To ensure that public sector resources are used in a responsible, efficient, and effective manner.

### **Broader Public Sector (BPS) Directives**

As a designated broader public sector organization, Conestoga adheres to the BPS Directive set out by the Broader Public Sector Accountability Act, 2010. The BPS Directive provides consistent procurement practices for BPS organizations to:

- improve accountability and transparency for procurement decisions and processes, and
- maximize the value that BPS organizations receive from the use of public funds

### **Rules of Conduct**

#### **1. Conflict of Interest**

Conestoga shall not acquire goods and services from a business or other entity owned by an officer or employee of the college or from anyone who is not at arm's length from any

officer or employee. Conestoga employees shall not personally benefit from an acquisition to the detriment of the college.

No Conestoga employee shall take any steps to influence the acquisition of goods or services from any corporation or other business entity in which the employee or those with whom he/she has a non-arm's length relationship hold a controlling interest (either directly or indirectly). Notwithstanding the foregoing, in rare circumstances, if and when appropriate and in the best interests of the college, upon full disclosure of a conflict or the perception of a conflict pursuant to any procedures set out therefore, the CFO may consider whether any such conflict exists and if so whether it may be waived or otherwise resolved, and may thereafter and on such terms as are deemed appropriate, approve a proposed acquisition from a Conestoga employee or a person or entity not at arms length from the employee.

Conestoga shall not seek to acquire goods or services from any member of the Board of Governors or any person or business entity from which a governor is not at arm's length (either directly or indirectly), except insofar as any such dealings are approved in advance pursuant to the Board of Governors policies and procedures on conflicts of interest.

**2. Confidentiality and Accuracy of Information**

The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead.

**3. Competition**

While considering the advantages to Conestoga of maintaining a continuing relationship with a vendor, any arrangement which might prevent the effective operation of fair competition should be avoided.

**4. Accessibility for Ontarians with disabilities Act (AODA)**

Conestoga College is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equality of opportunity. As required by Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act (AODA), 2005, Conestoga College will incorporate accessibility criteria and features when procuring, goods, services and facilities, except where it is not practicable to do so.

**5. Business Gifts and Hospitality**

To preserve the image and integrity of the College, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts.

**6. Discrimination and Harassment**

No employee shall knowingly participate in acts of discrimination or harassment towards any person that he or she has business relations with.

**7. Environmental Issues**

Employees shall recognize their responsibility to environmental issues in procurement as they relate to corporate goals or missions.

**REFERENCES:**

Purchasing Procedure – General

**REVISION LOG:**

Revision Date	Summary of Changes
2010-04-01	Policy and Procedure Committee – Revised and Validated
2010-04-14	Academic Coordinating Committee - Approved
2013-01-30	Policy and Procedure Committee – Revised and Validated
2013-03-13	Academic Coordinating Committee - Approved

**REVIEW LOG:**

As owner of the Purchasing Policy, I certify that it is appropriate and provides an up-to-date framework in which decisions can be made and implemented.




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Laura Eaglesham, Chief Financial Officer  
Finance

December 22, 2015

Date