

Procurement Policy

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Approved By:

Board of Governors

PVP Committee

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1.0 Purpose

The purpose of this Policy is to:

- Set rules which ensure that Goods and Services are acquired through a process that is open, fair, transparent and consistent with provincial and federal government policy;
- Establish an accountability framework to effectively guide all Sheridan Employees, irrespective of funding source, ensuring efficient, fair, and accountable sourcing of Goods and Services, inclusive of approval and signing authority;
- Ensure that Sheridan's procurement processes are managed appropriately and consistently.

2.0 Application and Scope

This Policy applies to:

- the purchase of all Goods and Services by Sheridan;
- the execution of procurement agreements that create obligations to or from Sheridan.

This Policy does not prevail over Provincial or Federal legislation or a collective agreement.

Where there is a conflict between a federal and provincial statute, the federal statute shall prevail.

All references to procurement value amounts in this Policy and Procedure are expressed in Canadian dollar (including foreign conversion) and exclude applicable sales taxes.

3.0 Definitions

“Approval Authority Schedule (AAS)” means the College schedule that establishes levels of signing authority for Budget Managers, the President and Vice Chancellor and the College's Board of Governors.

“The Broader Public Sector Procurement Directive (BPSD)” means the Procurement rules in the purchase of Goods and Services using public funds by broader public sector organizations. This Directive applies to all designated broader public sector organizations

including Sheridan College.

“Canadian Free Trade Agreement (CFTA)” commits federal, provincial and territorial governments to a comprehensive set of rules that will help achieve a modern and competitive economic union for all Canadians. The CFTA enhances the flow of Goods and Services, investment and labour mobility, eliminates technical barriers to trade, greatly expands procurement coverage, and promotes regulatory cooperation within Canada.

“Canada-European Union Comprehensive Economic and Trade Agreement (CETA)” The Canada-European Union Comprehensive Economic and Trade Agreement (CETA) is a progressive free trade agreement which covers virtually all sectors and aspects of Canada-EU trade to eliminate or reduce barriers.

“Employee” means a person under the employ of Sheridan either: (a) On a full-time, ongoing basis either under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; and/or (b) On a less than full-time and/or temporary basis under the terms of an employment agreement. For clarity, a Researcher is a type of Employee.

“Goods and Services” means any goods, construction and services, including but not limited to information technology and construction services.

“Procurement Department” means the department responsible for administering the Procurement Policy and the Procurement Procedures.

“Purchase Order” means an official Sheridan document, generated by Procurement Services outlining details to a seller, indicating types, quantities, and agreed prices for Goods and/or Services.

“Software” is a generic term used to refer to applications, scripts and programs that run on a computing device.

“Supplier” means a person or group of persons such as a vendor, contractor and service organization, that provides or could provide goods or services.

“Sustainable Procurement” refers to the process of purchasing goods, services, or works in a manner that considers economic, social, and environmental factors. The goal of sustainable procurement is to minimize the negative impacts of purchasing activities on the environment, society, and the economy while maximizing positive contributions.

4.0 Requirements of Procurement

4.1. Procurement facilitation of Goods and Services at Sheridan is primarily the responsibility of the Procurement Department. Authority to engage in a procurement process to make purchases below the BPSPD value for open, publicly advertised, procurement processes, may be delegated to departments as per the limits set forth in the Schedule A – Bid Thresholds in the Procurement Procedure and Signing Authority document. This value is per transaction for simple and limited risk opportunities (or a combined value of like scope and vendor).

- 4.2** Sheridan's procurement function shall be performed in a fair and transparent manner where Goods and Services are procured in an open, competitive environment and where all transactions yield the optimal benefit to Sheridan.
- 4.3** Sheridan shall comply with the Broader Public Sector Procurement Directive (BPSPD), the Canadian Free Trade Agreement (CFTA), the Comprehensive Economic Trade Agreement (CETA), the Sheridan Conflict of Interest Policy and all other applicable local, provincial and federal laws and internal policies.
- 4.4** Sheridan will ensure that procurement decisions achieve the best value for money expended by seeking supply arrangements that offer the optimum combination of quality, suitability, sustainability, life cycle cost, and services.
- 4.5** This Policy shall apply to all acquisitions, unless an exemption has been noted in this Policy, expended from Sheridan operating, capital, ancillary, donations, special purpose and research funds. All Sheridan Employees shall abide by this Policy and its associated procedures.
- 4.6** If there is a requirement to purchase software (regardless of value) it is a necessary to reach out to information Technology Enterprise Architecture at [office-of-
ea@sheridancollege.ca](mailto:office-of-
ea@sheridancollege.ca) prior to making any commitment to the software supplier. This is to ensure that the application fits in with the boarder vision of Information Technology.
- 4.7** Sheridan shall comply with Ontario Regulation 191/11 made under the *Accessibility for Ontarians with Disabilities Act, 2005*, which shall include:
- a) where practicable ensuring that Sheridan incorporates accessibility design, criteria and features when procuring or acquiring goods, services or facilities; and
 - b) requiring any person who will be providing Goods and Services, or facilities on Sheridan's behalf to undertake AODA training as stipulated by Sheridan.
- 4.8** Sheridan encourages cooperative procurement with other broader public sector agencies when it is in Sheridan's best interest. When participating in a cooperative procurement process, including a Vendor of Record (VOR), Sheridan will adhere to the procedures and policies of the agency issuing the tender, proposal, or quotation, provided they align with the BPS procurement directives. In cases where no prescribed second stage exists for VOR arrangements, Sheridan will follow the Sheridan Procurement Procedures for VORs.
- 4.9** No Sheridan Employee or agent shall attempt to influence the procurement of Goods or Services for Sheridan based on the Vendor's previous record of philanthropic giving to Sheridan or based on the Vendor's stated intent to donate to Sheridan in the future. All Sheridan Employees will be held to the standard set out in the Sheridan Conflict of Interest Policy.

5.0 Sustainable Procurement at Sheridan

- 5.1** Sheridan upholds the values of sustainability, social responsibility, and fair labour practices. Guided by our Sustainability Procedure, our Mission Zero Energy and Zero Waste and Carbon Plan where feasible, Sheridan is committed to supporting these principles. In alignment with these documents and institutional targets, Sheridan aims to integrate sustainable procurement into all formal bid opportunities. This includes, but is not limited to, Goods and Services for purchases related to the four sustainable pillars:

social, ethical, environmental and Indigenous considerations. Further detail is outlined in the Sustainable Procurement Procedure.

5.2 Meeting the needs of the present without compromising the ability of future generations to meet their own needs is a fundamental principle of sustainable practice. This principle entails striking a balance between economic, social, and environmental priorities (Sheridan College Institute of Technology and Advanced Learning, 2014).

6.0 Life Cycle Costing

In alignment with the Sustainable Procurement Procedure mandate, Sheridan is committed to considering life cycle costs in the evaluation of bids for goods and services. This evaluation method encompasses the total cost of performing the intended function throughout the item's or equipment's lifespan. Factors considered include initial cost, repair frequency, downtime expenses, labor expertise, material wastage, consumable costs (if applicable), maintenance and repair contracts, energy consumption, useful life duration, and salvage or disposal expenses.

7.0 Disposal of Surplus Goods

All Goods purchased through Sheridan, on behalf of Sheridan, or donated to Sheridan remain the exclusive property of Sheridan. Procurement shall attempt to redeploy all declared surplus items within the system before disposing of them externally. When externally disposing of surplus items, Sheridan shall endeavour to obtain fair value.

8.0 Donations

The donation of Goods and Services to Sheridan will be received through the Advancement Department. If applicable, information regarding Goods will be passed through to the Procurement Department for inventory control purposes. All activity around donations must adhere to the Fundraising and Gift Acceptance Policy.

9.0 Responsible Office

The Responsible Office for this Policy, the associated Procedures, and the interpretation shall be Procurement Services. The Responsible Executive for this Policy shall be the Vice President Administrative Services.

10.0 Related Documentation/Links/Forms

- [Broader Public Sector Procurement Directive \(BPSPD\) updated January 1, 2024](#)
- [Canadian Free Trade Agreement \(CFTA\)](#)
- [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)
- [The Ministry of Training, Colleges and Universities binding policy directive on "Banking, Investment and Borrowing"](#)
- [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
- [Procurement Procedure and Signing Authority Policy](#)
- [Conflict of Interest Policy](#)
- [Execution of Documents Policy](#)

- [Expenses Policy](#)
- [Sheridan Procurement Card Request and Agreement Form](#)
- [Scotiabank Procurement Card Support Guide](#)
- Sustainable Procurement Procedure (in development)