



Policy No.	B.4.1
Title	<b>Purchasing Policy</b>
Approving Jurisdiction	Board of Governors
Policy Sponsor	Administration
Last Revised/Replaces	04.22.1999
Effective Date	May 5, 2011
Signed by	

## CONTEXT AND PURPOSE

The purposes of this Policy include: establishing a clear purchasing accountability framework for VCC; enabling purchasing efficiencies and benefits to be realized by the College; and helping to ensure that VCC meets best purchasing practices.

VCC will ensure that all procurement is characterized by the highest level of institutional and personal integrity, that procurement processes are open, competitive, transparent and fair, and that all qualified vendors are given the opportunity to do business with VCC.

## SCOPE AND LIMITS

This policy:

- a) Applies to all College employees who hold delegated spending authority with available budget sufficient to provide for the planned procurement of goods, services or construction for College activities.
- b) Sets out the principles to be followed throughout the procurement process.
- c) Is subject to applicable to British Columbian and Canadian laws governing the sales of goods, competitive bidding, contracts, and other laws of general application, and the procurement policies and practices established by the provincial government.

## STATEMENT OF POLICY PRINCIPLES

1. The Purchasing Department is responsible for the organization and administration of centralized purchasing services for all divisions of the College.
2. The goal of the Purchasing Department is to obtain all goods, services or construction at the best value for money to the College.
3. VCC will award all opportunities for goods, services and construction through a competitive procurement process, subject to the procurement process limits and waivers to competitive process, set out in VCC Procurement Procedure.
4. VCC only engages in a competitive process with the full intent to award a contract at the end of that process.
5. VCC will consider products and services from all qualified suppliers.
6. VCC will utilize corporate supply arrangements identified or initiated by Purchasing Department where those arrangements would provide best value to VCC.
7. To ensure transparency and equitability in the completion of all procurements, staff must strictly adhere to VCC's Conflict of Interest Policy (A.3.6). In particular, staff involved in any capacity with the procurement of goods, service, or construction, or in the management of the resulting contracts, may not accept from vendors or potential vendors, any gifts, special favors, or considerations of any other manner, irrespective of the dollar value of such gift.

## DEFINITIONS

Refer to the related Procedures document for definitions which will help the reader to interpret this Policy.

## RELATED POLICIES, LEGISLATION AND TRADE AGREEMENTS

### Key Legislation includes:

B.C. College and Institute Act,

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96052\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01)

British Columbia Sale of Goods Act

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96410\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96410_01)

Freedom of Information and Protection of Privacy Act

<http://www.gov.bc.ca/citz/iao/foi/index.html>

Federal Excise Tax Act

<http://laws-lois.justice.gc.ca/eng/acts/E-15/>

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/menu-eng.html>

**Trade Agreements include:**

Agreement on Internal Trade (AIT)

[http://www.ait-aci.ca/index\\_en.htm](http://www.ait-aci.ca/index_en.htm)

Trade, Investment, and Labour Mobility Agreement (TILMA)

<http://www.tilma.ca/>

New West Partnership Trade Agreement (NWPTA)

[http://www.newwestpartnershiptrade.ca/the\\_agreement.asp](http://www.newwestpartnershiptrade.ca/the_agreement.asp)

**Key Policies include:**

Code of Ethics

<http://www.vcc.ca/deptUploads/policies/codeOfEthics.pdf>

Code of Conduct and Conflict of Interest (for Employees), A.3.6

**RELATED PROCEDURES INTEGRAL TO THIS POLICY**

Purchasing Policy Procedures

Purchasing Department Detailed Procedures