



PROCUREMENT POLICY B.4.1

APPENDIX A

Procurement Authority Limits

Directors, Vice Presidents, Chief Financial Officer, and the President

Subject to policy directives, Directors/Deans, Vice Presidents, the Chief Financial Officer, and the President holding budget and spending authority for the expected amount of the procurement opportunity may:

- a. Recommend to Procurement Services to contract with an individual or a group of associated contractors, for goods, services or construction with an expected value of not more than \$25,000 per procurement opportunity, without a competitive process. The Director, Procurement Services has the authority to decline or approve the Recommendation. Directors/Deans, Executive Directors, Vice Presidents, and the Executive Director, Finance and CFO are not permitted to contract directly on behalf of VCC.
- b. Direct the Director, Procurement Services to initiate a procurement opportunity or supply arrangement, with an estimated value of:
 - i. Less than \$25,000 be competed to the extent reasonable and cost effective
 - ii. An estimated value from \$25,000 up to \$75,000 is awarded using a competitive process that is appropriate to the value, complexity and profile of the business opportunity. Such opportunities can be posted on BC Bid or at least three quotes must be obtained
- c. Initiate a procurement process, and upon the completion of such process, contract for goods, services, or construction with expected values as follows:
 - i. Directors/Deans: goods, services, and construction to a maximum of \$75,000
 - ii. Vice Presidents: goods, services, or construction to a maximum of \$200,000
 - iii. President or the Executive Director, Finance and CFO: goods, services, and construction to a maximum of \$500,000
- d. Acquire goods, services or construction through provincial CSAs, CISA, BCNETSource supply arrangements or VCC supply arrangements identified or initiated by Procurement Services, within the limits and the processes set out in the arrangement.

Finance and Audit Committee

The Chief Financial Officer may present a proposal for VCC to initiate procurement in respect of goods, services or construction with an expected value of more than \$500,000 to the Finance & Audit Committee.

Where the expected value of the opportunity is between \$500,000 and \$1,000,000, the Finance & Audit Committee may:

- a. Approve the planned procurement solicitation proposal and direct the Chief Financial Officer to initiate the appropriate procurement solicitation.
- b. Reject the planned procurement solicitation proposal.
- c. Approve the procurement award recommendation and direct the Chief Financial Officer to initiate the appropriate contract.
- d. Reject the procurement award recommendation.

Board of Governors

Where the expected value is in excess of \$1,000,000, the Finance & Audit Committee will review the proposal and pass the proposal on to the Board with recommendation to approve or reject. Upon receipt of the proposal and recommendation of the Finance & Audit Committee, the Board may either:

- a. Approve the proposal and direct the Chief Financial Officer to initiate the procurement process appropriate. The Board will approve the resulting award recommendation and contract.
- b. Reject the proposal.