



PROCUREMENT POLICY B.4.1

APPENDIX D

Special Procurement Authorities

The following procurement activities are not subject to the competitive procurement terms of this Procurement Policy.

1. Relevant Business Units

Any items purchased for resale including:

- That are sold in the normal course of business in the College's food outlets and bookstores, or
- That are sold in the normal course of business in Transportation Customer Service Shop or the Salon and Spa, or
- Through a VCC department to a student (such as student kits) registered in that department.

As these purchases are not for VCC's own account and are intended for resale to the public, NWPTA exception C.2(k) applies.

2. International Agencies

Respecting VCC International and the engagement of agents for the College, mandated to locate and encourage the enrolment of foreign students at the College, the Vice President Administration and International Development may approve the appointment of agents providing the following program requirements have been fulfilled:

- The Chief Financial Officer has approved the application form used in the selection of agents and the agency agreement used to document the relationship of the agent and the College.
- The application form clearly identifies the corporate structure of the applicant, the shareholders of the applicant, corporate relationships maintained by the applicant or its shareholders respecting the potential agency services contemplated, and domestic and foreign references to demonstrate the applicant's history in the provision of similar agency services.
- The agency agreement has a term not exceeding three years and establishes how incremental service impacts are to be proven thus warranting the payment of agency fees.
- The College has verified and documented all foreign and domestic sources and relationships identified in the application form.
- Every agent so appointed has entered into the approved agency agreement with the VCC.
- The Vice President, Administration & International Development has provided the Chief Financial Officer with annual reports confirming all agency applications received and so approved, the amount and timing of incremental students/tuition fees generated by agent, and all related commissions.

As these purchases are for representational or promotional purposes outside of British Columbia, NWPTA exemption C.2 (c) applies.

3. Library

For library materials that are purchased where the amounts are immaterial to the purchases made for the bookstore.