# Procurement Policy 101

This document is a supporting resource to the FACTS Procurement Policy 101 video for staff and faculty who use a screen reader or otherwise require a non-video format. It is not an exact transcript of all text seen on-screen in the video, however it does contain all of the same information.

If you need more help with any part of the procurement process, please contact Procurement Services at procurementservices@carleton.ca or 613-520-3622. Contact them early in the process to help ensure you are on the right path.

## **The Procurement Policy**

In this document we'll review frequently used sections of Carleton’s Procurement Policy for faculty and staff involved in the purchase of goods and services. For all details, please review the actual policy in its entirety (https://carleton.ca/secretariat/policies/).

The Procurement Policy, and the laws that govern it, guide the acquisition of any good or service made for teaching, research, administrative duties or any other related university operations. The goal of the policy is open, fair, and transparent purchasing. It requires planning.

## **What does it mean to be ‘open, fair and transparent’?**

* An unbiased approach,
* giving fair opportunities to all suppliers in the market, and
* describing clear outcomes so suppliers can meet your needs.

## **Using the policy day-to-day**

You will use the following information from the policy the most frequently.

### Total Procurement Value of $0.00 to $25,000.00

For a Total Procurement Value of $0.00 to $25,000.00 before taxes, but excluding Consulting Services, the following means of procurement can be used

* eShop catalogues, or
* eShop purchase requisition, or
* eShop cheque requisition, or
* eCard for on campus purchases, or
* University Procurement Card (Pcard) up to $10,000.00.

The approval required for a Total Procurement Value of $0.00 to $25,000.00 before taxes, but excluding Consulting Services, is the Financial Approval Authority.

### Total Procurement Value of $25,000.01 to $75,000.00 or $0.00 to $75,000.00 for Consulting Services

For a Total Procurement Value of $25,000.01 to $75,000.00 before taxes, or $0.00 to $75,000.00 for Consulting Services, the following means of procurement can be used

* eShop Vendor of Record catalogues, or
* eShop purchase requisition to an approved Vendor of Record, or
* eShop purchase requisition with a minimum of two quotations attached.

The approval required for a Total Procurement Value of $25,000.01 to $75,000.00 before taxes, or $0.00 to $75,000.00 for Consulting Services, is the Financial Approval Authority plus the Manager, Procurement Services for $25,000 and higher.

### Total Procurement Value of $75,000.01 to $121,199.99

For a Total Procurement Value of $75,000.01 to $121,199.99 before taxes, the following means of procurement can be used

* eShop Vendor of Record catalogues, or
* eShop purchase requisition to an approved Vendor of Record, or
* eShop purchase requisition with a minimum of three quotations attached.

The approval required for a Total Procurement Value of $75,000.01 to $121,199.99 before taxes is the Financial Approval Authority plus the Manager, Procurement Services. The Signing Authorities Policy governs proper signatories on Purchase Contracts at $100,000.00+ in addition to the requirements set out by the Procurement Policy.

### Total Procurement Value of $121,200.00+

For a Total Procurement Value of $121,200.00+ before taxes an Open Competitive Procurement Process must be used.

The approval required for a Total Procurement Value of $121,200.00+ before taxes, is the Financial Approval Authority. plus the Manager, Procurement Services, plus the Department Head, plus the Director, Strategic Procurement. The Signing Authorities Policy governs proper signatories on Purchase Contracts at $100,000.00+ in addition to the requirements set out by the Procurement Policy.

### Total Procurement Value of $500,000.00+

For a Total Procurement Value of $500,000.00+ an Open Competitive Procurement Process must be used.

The approval required for a Total Procurement Value of $500,000.00+ before taxes, is the Financial Approval Authority, plus the Manager, Procurement Services, plus the Department Head, plus the Director, Strategic Procurement, plus the Associate Vice-President (Financial Services). The Signing Authorities Policy governs proper signatories on Purchase Contracts at $100,000.00+ in addition to the requirements set out by the Procurement Policy.

## **Be Aware**

Procurement privileges can be suspended if the ‘means of procurement’ and ‘approvals required’ are ignored.

## **What to do if you need help.**

This video has given an overview of the Procurement Policy 101.

Don’t worry! Procurement Services can help. Contact them early in the process by phone (613-520-3622) or email (procurementservices@carleton.ca) to help ensure you are on the right path.