

To implement the Purchasing Policy, the following specific actions will be taken to conform to the established policy. These procedures set forth the documentati2olec()]TJETBT1008lAy

These procedures apply to all employees of the University, who engage in purchasing activities on behalf of the University, and to all goods and services purchased with University funds, including, but not limited to, operating, capital, research, and funds held in trust.

The Vice President, Finance and Administration, on behalf of the University Administration, is responsible for the development, administration and review of these procedures.

The following definitions apply to terms as they are used in this policy:

means: items whose specifications limit its purchase to only one known source

of supply

-means: Items that are purchased from a single supplier and can be substituted by alternative supplier but buyer sources from single supplier for a strategic reason.

means those tangible, non-consumable items or projects which:

- a) have a total cost in excess of \$2,500; and
- b) are intended to have an economic life of more than one year; and
- c) are necessary, economical and in accordance with overall University priorities and financial capacity.

- means exclusive contracts with designated suppliers for specific commodities of goods or services, with pricing and other terms negotiated University wide. If the contracted products or services are less than \$2,000 in value, the University is obligated to purchase from the designated supplier. Systems Contract orders must be sent by the requisitioner directly to the

supplier. The invoice is sent directly, by the supplier, to Accounts Payable for payment. The unit ordering will automatically have their budget charged when the invoice is paid.

- means a University Issued credit card (also known as a Purchasing Card or PCard) used to purchase goods or services not otherwise available through Systems Contracts or Purchasing orders. This method is useful for memberships, subscriptions, registrations and other low dollar goods/ services. Payments to the PCard issuer are made monthly and result in a charge to the designated budget of the card holder. For information on how to obtain a PCard, contact Accounts Payable.

- Purchasing Services is an administrative unit with the Finance and Administration Department that has been delegated authority to act on behalf of the University to purchase goods and services for the University, and to enter into contracts on behalf of the University.

The Social Purchasing Portal is a web-based, business-tobusiness database that facilitates these business relationships, which then triggers economic growth for the suppliers, which in turn creates employment opportunities for individuals or groups who face multiple barriers to employment.

means the competitive bid procedure is a process that ensures the University receives the best overall value for the procurement of goods and services. The procurement of all goods and services is subject to University Purchasing Policy and University Competitive Bid Thresholds. These thr

stewardship of funds as well as compliance to applicable legislation and regulations such as the Agreement on Internal Trade (AIT).

_ means that exceptions to the competitive bid process applies where

Vendor. To proceed with such a purchase, a Sole Source/ Single Source Contract Justification request must be approved by the Vice- President, Finance and Operations. This procedure cannot be used to avoid competition between or to discriminate against potential Vendors in any way

- means that the donating of money which benefits the University of Winnipeg or any of its programs, will not be used to evaluate or determine the award of tenders and selection of suppliers for the provision of goods and services to the University of Winnipeg

As a publically funded institution, the University is accountable for the effective and efficient use of its resources and for ensuring those resources are deployed in the best possible way and in compliance with the policies of the University and any relevant sponsors or granting agencies.



Purchasing Services shall ensure that:

Purchasing principles embodied in the policy are adhered to.

all requisitions not excluded from this procedure are procured through a central process that provides assurances that the principles are being followed.

sustainability principles embodied in University policies are adhered to.

Sustainable Purchasing Guidelines are adhered to

quotations are obtained, and establishing and maintaining a list of pre-qualified vendors. processes related to the Policy and these Procedures are established and documented Purchasing Services personnel are not available to employees for personal purchases except as may be outlined in some Collective Agreements. Charges, delivery and direct billing of any item for personal use is strictly prohibited

University of Winnipeg Purchase Order or department Visa is not used for a personal purchase of any kind.

Individuals, who are responsible for managing departmental budgets including decisions on the types of expenditures to make, shall ensure that:

funds for any purchase are available in the departmental budget and are consistent with the budget plan.

the purchases are made in compliance with approved purchasing policies and procedures, and in compliance with funding agency agreements.

sustainability principles embodied in University policies are considered while making purchasing decisions.

Sustainable Purchasing Guidelines are adhered to

Employees shall maintain a strict code of personal conduct in dealing with vendors to ensure that: relations of a compromising nature, or the perception of such relations, are scrupulously







Purchase Orders awarded based on three (3) written quotes (if available) Responses evaluated by Purchasing Services in consultation with the user. Research Office must review requisitions for purchases using research grant funding AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding Non-capital awards may be made to Pre-qualified Vendors for service contracts/ consulting contracts without tendering.	taken from a pre- qualified list. Contracts may be awarded to Pre- qualified Vendors for Construction projects without Tendering A completed Sustainability Questionnaire is required Consideration must be given to all contractors on the list in an equitable manner Performance appraisals are to be completed and filed on each contractor Research Office must review requisitions for purchases using research grant funding AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding	Chair and Vice- Chair, Board of Regents President and Vice- Chancellor Provost Vice- Presidents University Secretary, General Counsel Deputy Provost Associate Vice- Presidents Registrar Executive Directors Principals Associate Deans Directors Directors Department Chairs Senior Executive Officer and Advisor to the President Deans Chief Information Officer
A requisition is required. A completed Sustainability Questionnaire is required Three (3) written quotes are required.(if available) Quotes will be solicited and received by Purchasing Services and responses evaluated in	Completion of a Capital Expenditures Form prior to requisitioning, in compliance with the Capital Expenditures/ Leases/ Services Contracts Policy	Any two of the following: Chair and Vice- Chair, Board of Regents President and Vice- Chancellor Provost Vice-Presidents



	consultation with the requisitioning department. Research Office must review requisitions for purchases using research grant funding AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding	A completed Sustainability Questionnaire is required Minimum of three (3) written quotations required which are to be kept on file. These quotations will come from the pre- qualified list as above. Performance appraisals are to be completed and filed on each contractor Research Office must review requisitions for purchases using research grant funding AVP Research (or designate) must sign as one of the authorized signatures for purchases using research grant funding	University Secretary, General Counsel Associate Vice- Presidents Controller and Executive Director Financial Services Registrar Executive Directors Deans Principals Director, Institute of Urban Studies Senior Executive Officer and Advisor to the President Chief Information Officer
\$50,001 - \$75,000	A requisition is required. A completed Sustainability Questionnaire is required Three (3) written quotes are required.(if available) Quotes will be solicited and received by Purchasing Services and responses evaluated in consultation with the requisitioning department. Research Office must review requisitions for purchases using research grant funding	Completion of a Capital Expenditures Form prior to requisitioning, in compliance with the Capital Expenditures/ Leases / Services Contracts Policy A completed Sustainability Questionnaire is required Formal Invitation to Bid or Request for Proposals is required Documentation that	same as above VP Research & Innovation(or designate) must sign as one of the authorized signatures for purchases using research grant funding

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\$75,001 - A requisition is \$250,000 A completed Sust Questionnaire is in Three (3) writted are required. (if Quotes will be sand received by Pur chasing Servunder provision Canadian Free The Agreement and Partnership Agrand responses events in consultation or requisitioning department. Research Office review requisiti pur chases using grant funding	ainability equiredCapital Expenditures Form prior to requisitioning, in compliance with the Capital Expenditures/ Leasesavailable)compliance with the Capital Expenditures/ LeasesoblicitedCapital Expenditures/ Leasesices, s of rade/ Services Contracts Policy radeNew West eement valuated with theSustainability Pormal Invitation to Bid or Request for Proposals is requiredmust ons forDocumentation that bids or proposals	same as above VP Research & Innovation(or designate) must sign as one of the authorized signatures for purchases using research grant funding
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		returned to the unsuccessful bidders. Performance appraisals are to be completed and filed on each contractor Research Office must review requisitions for purchases using research grant funding	
>\$250,001	A requisition is required. A completed Sustainability Questionnaire is required Three (3) written quotes are required.(if available) Quotes will be solicited and received by Purchasing Services, under provisions of Canadian Free Trade Agreement and New West Partnership Agreement in consultation with the requisitioning department. Research Office must review requisitions for purchases using research grant funding	Same as above. Quotes will be solicited and received by Purchasing Services, under provisions of Canadian Free Trade Agreement and New West Partnership Agreement in consultation with the requisitioning department	Board of Regents through the appropriate committee

For sole source items, the end user will supply a brief statement on the specifications and why alternatives are not acceptable. Purchasing Services may issue an RFP to the vendor in any case, so that specific contractual requirements are established to protect the interests of the University.

For single source items, the end user will supply a brief statement on the specifications and why alternatives are not acceptable. Purchasing Services may issue an RFP for the item, in order to obtain competitive bids, after consultation with the user, should it be in the best interest of the University.



All requirements for networking, computer hardware, software and telecom services and equipment to ensure compatibility with University systems must be approved by the appropriate Technology Solutions Centre staff