

ALGONQUIN COLLEGE PROCUREMENT



EMPLOYEE GUIDELINES FOR PROCUREMENT

PROCUREMENT THRESHOLDS GOODS & SERVICES AND CONSTRUCTION



VALUE <small>CDN</small>	PROCUREMENT METHOD	REQUIREMENT
UP TO \$2,500*	PCard	No quote
MORE THAN \$2,500 - UP TO \$25,000*	Online Purchase Requisition	One (1) written quote**
MORE THAN \$25,000 - UP TO \$100,000*	Invitational Competitive Procurement	Three (3) written quotes**
OVER \$100,000*	Open Competitive Procurement	Public Tender Process**

**All amounts are Canadian before taxes and include the aggregate TOTAL amount of the anticipated spend. For clarity, and as an example, if the anticipated spend is \$50,000 per year, but the contract is for a three-year period, this would require an Open Competitive Procurement since the total spend, and the College's commitment would be over the \$100,000 threshold.*

***This does not limit Procurement's ability (at our sole discretion) to hold an Open Competitive Procurement event should the item or service be complicated or potentially contentious.*

PROCUREMENT METHODS

 BMO CORPORATE CARD	<ul style="list-style-type: none">• The Bank of Montreal (BMO) card is a one-card system, used as both a purchasing card and travel card.• \$2,500 CDN limit per transaction (shipping/taxes/customs included)• Purchases of capital equipment not permitted• Purchases of College Standard items not permitted• algonquincollege.com/purchasing/bmo-college-credit-card-user-guide_august-2021/ <p><i>Includes insurance for lost baggage, missed flights, delayed flights.</i></p>		
 REQUISITION & PURCHASE ORDER	<ul style="list-style-type: none">• Purchases of \$2,500 CDN or more• Not for employee reimbursement• All capital equipment purchases (individual items over \$5k CDN) must use this method		
 SOLE/SINGLE SOURCING	<ul style="list-style-type: none">• Certain goods and/or services may only be available from one source. In these cases, a competitive bidding process may not be possible and a Limited Tendering From (LTF) must be completed. <p><i>This process is to be used on an exception-only basis.</i></p>		
 FINANCIAL APPROVALS	<ul style="list-style-type: none">• College administrative staff, who hold a supervisory position, are the only staff who have authorization to approve invoices, and purchase requisitions for payment subject to the following limits: <table><tr><td>Managers, Chairs, Directors and Deans Vice-Presidents, President</td><td>Up to \$25,000 CDN Within Budget</td></tr></table> <p><i>These approvals are handled automatically through Workday when purchasing requisitions are processed.</i></p>	Managers, Chairs, Directors and Deans Vice-Presidents, President	Up to \$25,000 CDN Within Budget
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 CONTRACT/ AGREEMENT SIGNATURES SIGNING AUTHORITY	<ul style="list-style-type: none">• The Delegation of Contract Signing Authority, (Board Policy BG II-06), states that binding agreements (contracts) require two College Administrative signatures – Please refer to the Policy's Signing Authority Matrix for details on who can sign.The Matrix can be found on the last page of the Policy, link here – algonquincollege.com/bog/files/2022/10/BG-II-06-Delegation-of-Contract-Signing-Authority-Policy-APPROVED-BOG-Apr.-25.-2022.pdf• Please contact the College's Contract Administrator directly should you have further questions – (email: contractadministration@algonquincollege.com)		