



1. PURPOSE

This policy provides the business rules governing the procurement process to ensure that goods and services are acquired in a manner that enhances access, competition and fairness, and results in best value or, if appropriate, the optimal balance of overall benefits to the Council and the Canadian people.

2. POLICY STATEMENT

General

- Procurement shall be conducted in a manner that will:
 - stand the test of public scrutiny in matters of prudence and probity, facilitate access, encourage competition, and reflect fairness in the spending of public funds;
 - ensure the pre-eminence of operational requirements; and
 - result in optimal total lifecycle cost and provide the best overall value for the taxpayer's money.
- All procurement arrangements shall be subject to approval as documented in SCC's Delegation of Financial Authority (DOFA) SOP.

Procurement Methods

- purchasing shall be made using one of the following four (4) methods:

Petty Cash

- No individual receipt should exceed \$250.
- Exceptions to be approved by the CFO.

Acquisition Card

- Acquisition cards shall not be used for purchases over \$5,000 inclusive of taxes.
- Exceptions to the above shall be pre-approved by the CFO.
- Acquisition Cards must only be used by the listed cardholder.
- Issuance of additional acquisition cards shall require the approval of the CFO.



- As per Delegation of Financial Authorities, purchases on the card shall include a properly authorized Purchase Requisition prior to purchase.
- Acquisition cardholders shall submit a monthly expense claim to the CFO for approval.

Purchase Order (PO)

- POs shall be issued for all goods with a value over \$250.
- POs shall be used for one-time professional services up to a maximum value of \$10,000 exclusive of taxes where:
 - the supplier has provided a quotation with embedded deliverables and the quotation is noted on the PO and/or;
 - the PO lists the deliverables required.
- POs shall only be issued once an authorized Purchase Requisition has been received.

Contracts

- Contracts shall be used for all services with a value of greater than \$10,000.
- *See Contracting Policy.*

Solicitation Process

- Non-competitive bidding may be used for goods and one-time services < \$25,000.
- Competitive bidding shall be used as follows:
 - Goods and/or services > \$25,000.
 - For goods and/or services > \$25,000 and < \$100,000, bids shall be received from at least three (3) vendors through the Directed RFP.
 - For goods and/or services over \$100,000, a Public RFP shall be required through the RFP process.
 - In any and all situations whereby a good or service appears within a National Master Standing Offer (NMSO), as posted on Public Services and Procurement Canada (PSPC), SCC shall have the right to by-pass the solicitation process and proceed directly to the designated vendor. **Note:** PSPC has by mandate already performed a formal bid process on all NMSOs.
 - In any and all situations whereby a good or service appears in the PSPC Supply Arrangement (SA) listing, a contract can be issued to a maximum of



\$400,000 providing an RFP is directed to a minimum of 5 vendors from the Supply Arrangement list.

Exception to RFP Requirements:

- Competitive bids shall be sought for goods and/or services >\$25,000 and <\$100,000 using the Directed RFP unless an approved Exception to Policy is filed and at least one of the following three exceptions apply:
 - The need is one of pressing emergency in which delay would be injurious to the public interest.
 - The nature of the work is such that it would not be in the public interest to solicit bids.
 - Only one person or firm is capable of performing the work.
- Competitive bids shall be sought for goods and/or services >\$100,000 using a Public RFP unless SCC files an Advance Contract Award Notice (ACAN).

2.4 Assessment and Award for Competitive Bids

- Bids shall be received from vendors by the Manager, Corporate Administration.
- Manager, Corporate Administration shall review bids and work with requestor to determine best value, via an evaluation team.
- Successful bidder shall be notified and goods or services procured.
- Unsuccessful bidders shall be notified of the outcome.

Any exceptions to this policy shall require the completion of an Exception to Policy form to be approved by the CFO, and in alignment to DOFA.

3. POLICY AUTHORITY

- Manager, Corporate Administration

4. SCOPE

This policy covers the rules surrounding the procurement methods and the solicitation process for the acquisition of goods and services at SCC.

5. DEFINITIONS

Acquisition Card: Is a charge card issued under a contract between card issuers and the Standards Council of Canada for the procurement and the payment of goods and services that are authorized official government business transactions.



Advance Contract Award Notice (ACAN): A public notice indicating to the supplier community that SCC intends to award a good or service to a pre-identified supplier believed to be the only one capable of performing the work.

Competitive Bidding: Seeking bids from multiple vendors to ensure that SCC is obtaining the best value possible for goods and services and therefore making best use of public funds.

Evaluation Team: A team of at least three (3) individuals, preferably with qualifications and experience compatible with the nature of the requirement. They are responsible for the application of the evaluation criteria specified in the solicitation document. In addition to the 3 evaluators of the evaluation criteria, a separate member should be appointed for the evaluation of the bid financials. In order to maintain impartiality, whenever possible, the Contracting Authority should not be part of the evaluation team.

Directed RFP: Method of solicitation where RFP is sent directly to a minimum of 3 vendors in the required market.

Non-Competitive Bidding: Seeking bids from one vendor.

Petty Cash: Cash kept on hand under an imprest system for the purpose of making small payments in cash.

Petty Cash Expense Form: SCC form that must be completed and authorized prior to Petty Cash disbursement.

Public RFP: Method of solicitation where RFP is posted in a public forum and open to public bids. Not directed or targeted.

Purchase Order: A buyer-generated document that authorizes a purchase transaction. When accepted by the seller, it becomes contract binding on both parties. A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller.

Purchase Requisition: SCC internal request form used for procurement authorization.

Request for Proposal (RFP): A form of bid solicitation used for complex requirements, where the selection of a supplier cannot be made solely on the basis of the lowest price. An RFP is used to procure the most cost-effective solution based upon evaluation criteria identified in the RFP. Used for procurement of goods and services >\$25,000.

6. RELATED SCC POLICIES

- [SCC POL Contracting](#)
- [SCC POL Delegation-of-Financial-Authority](#) (DOFA)
- [SCC POL Accounting](#)



7. CORRESPONDING SCC SOPs

- [SCC SOP Procurement](#)
- [SCC SOP Contracting](#)
- [SCC SOP RFP](#) (Request For Proposal)

8. REFERENCES

- [SCC POL Quality-Manual](#) – Process Owner Matrix by Branch
- [SCC SOP Quality-Assurance](#) – Exception to Policy
- Financial Administration Act (FAA)

9. REVISION HISTORY

| REVISION | DATE |
|----------|------------|
| 0.3 | 2017-02-23 |
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Revision numbering starts at 0.0 for the initial release and increments by 0.1 for each and every approved revision.