

FINANCE

Tendering F002

POLICY

Tendering to ensure industry standard level monitoring and control of the expenditure of public funds.

PURPOSE

As a publicly-funded organization, Southeast College (SC) has a responsibility to ensure adequate monitoring and control of the expenditure of public funds. SC is committed to achieving the best value for money and maintaining a consistent, fair, respectful and transparent process for vendors.

SCOPE

This policy applies to the procurement of goods and/or services with a value of \$25,000 or more.

STANDARDS

The procurement of goods and/or services thresholds:

- estimated to cost less than \$25,000 may be secured in accordance with the Purchasing policy F001;
- estimated to cost between \$25,000 and \$50,000 may be put to invitational tender provided that the CEO or their designate ensures that a cross-section of local contractors/vendors equipped to provide the required services is invited to bid;
- estimated to cost in excess of \$50,000 shall be put to public tender and shall be advertised in local newspapers and/or via other media widely used for this purpose;
- As a public institution SC is considered a member of the MASH sector (Municipalities, Academic, Schools and Hospitals) and as such is subject to the New West Partnership Agreement (NWP). In compliance, any construction exceeding a threshold of \$200,000 or goods and/or services exceeding a threshold of \$75,000 must adhere to the procurement rules outlined in the aforementioned agreements and post the related tenders on the SaskTenders website www.sasktenders.gov.sk.ca

Authority to approve purchases and to award contracts shall be based on SC's Signing Authority Matrix.

GUIDELINES

Where applicable tenders shall include the statement: *"the lowest or any bid will not necessarily be accepted and preference may be given to local contractors in accordance with Board policy. Details may be obtained upon request."*

The College shall award contracts to the tender that best satisfies identified selection criteria. Selection criteria for awarding of contracts shall be:

- Specifications met (Primary)
- Price (Primary)
- Background, experience, and reputation (References)
- Resource availability (e.g. labour, equipment, materials, etc.)
- Financial capacity
- Key personnel
- Origin of labour, plant, materials and local content
- Quality Assurance
- Completion Assurance (Performance Bond)
- Capacity to meet the College's required timelines for completion or delivery

Criteria will be weighted in advance of tendering based on SC's best judgment in meeting the procurement goals and objectives. The criteria and weightings are to be provided to prospective suppliers as part of the tendering package.

PROCEDURE

All tender advertisements shall indicate when and where sealed tenders will be opened (or how to acquire this information).

Sealed tenders received in response to published advertisements shall be opened in public at the pre-advertised time and location.

The College shall issue a news release when a contract is awarded for a capital construction project valued in excess of \$50,000.

QUESTIONS

Vice President of Corporate Services

RESPONSIBILITIES

Vice President of Corporate Services is responsible for implementing and ensuring compliance.

REFERENCES

Board Charter
Executive Expectations G30
Purchasing F001
Authorities Grid G33

Effective Date: September 13, 2016
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Approved by: Executive Management