

## **BOARD / OPERATIONAL**

# **Tendering of Audit Services G44**

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### **PREAMBLE**

The purposes of the tendering policy for audit services are to:

1. ensure value-for-money control over audit services in order to assist the College to operate effectively and efficiently;
2. outline administrative procedures to effect public tendering and to provide general guidance in the supplying of audit services for the College from outside parties;
3. ensure, to a reasonable extent, all suppliers of these services in the region are afforded an opportunity to supply services to the College; and
4. ensure selection of a supplier for these services is done in a manner that results in uninterrupted service, maintains quality of service, and takes into account the administrative cost required to effect a change in service supplier.

### **POLICY**

#### **1. *Supplier Appointment***

- 1.1 Subject to Minister approval as per Sec 17 of *the Regional Colleges Act*, the Board shall appoint or re-affirm suppliers of services on a 3-year term. If the audit performance is not meeting requirements, the Board has the latitude to terminate the contract.
- 1.2 The College administration shall facilitate the process of appointing suppliers of audit services by calling for tenders; collecting tenders from potential suppliers; determining qualified suppliers; evaluating qualified suppliers in terms of price, service quality and the potential administrative cost of a change in provider; and submitting a list of qualified candidates, along with College administration's evaluation and recommendation, for final Board selection and appointment of the provider.

#### **2. *Source of Supply***

- 2.1 The College shall endeavor to ensure that as many suppliers as practical are given the opportunity to quote on College business and shall attempt to obtain a minimum of three quotations.
- 2.2 Service providers whose performance was found to be unsatisfactory will not be reconsidered for a period of three years.

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### **3. *Evaluating Potential Service Providers***

- 3.1 In all cases, the College reserves the right to refuse any or all providers where the College deems it to be in the best interest of the College to do so.
- 3.2 Where the College decides to accept a service provider, it shall accept the lowest qualified tender meeting its specifications, unless the service provider's tender documents sets out additional and/or other acceptance criteria.
- 3.3 For greater certainty, qualified means that, in the opinion of the College, the provider has the expertise and ability, physically and financially, to supply the services tendered, and who's past performance or references are satisfactory to the College.
- 3.4 Where in the opinion of the College service providers are equal, it may be deemed in the best interest of administrative efficiency to maintain the status quo provider.
- 3.5 Vendor Location – in all cases where it is difficult to determine the lowest qualified tender, preference shall be given to suppliers located in the College's region, second to suppliers situated elsewhere in Saskatchewan, and third to suppliers situated elsewhere in Canada. This decision will be made by the College Board of Directors.

### **4. *Specifications***

- 4.1 College administration shall be responsible for preparing specifications and any changes thereto.
- 4.2 College administration shall ensure that such specifications or changes, thereto, are as broad as practical to assure a competitive supply.

### **5. *Confidentiality of Information***

- 5.1 College staff will not divulge the names or numbers of potential providers of tenders, except when it is deemed to be in the best interest of the College to do so.

### **6. *Conflict of Interest***

- 6.1 No College employee shall place himself/herself or another in a position of obligation to a supplier.

### **7. *Conflicts***

- 7.1 In the event there is a conflict between this policy and the providers' provisions, the original tender documents shall govern.
- 7.2 In the event there is a conflict between this policy and the provincial act governing Regional Colleges or the Provincial Regional College's Handbook, the provincial statute and/or the handbook shall govern.