

1.0 ASSOCIATED POLICY

Procurement of Goods and Services

This procedure applies to all Contracts related to the acquisition of Goods and/or Services included within the scope defined within the Policies and as identified within this Procedure.

2.0 DEFINITIONS

Authorized Signatory

The position in the University that has been delegated the authority from the Board or the President, as the case may be, to sign a Contract

Competitive Bid

The formal process by which potential Suppliers are invited to submit proposal(s) to supply Goods and/or Services to the University.

Contract

Any document entered into on behalf of the University with a third party that creates a legally binding obligation, commitment, right or liability for the University, and includes memoranda/letters of understanding or cooperation and letters of intent.

EPACS

Expense Procurement and Contract Services department

Goods and/or Services

All equipment, materials supplies and/or services acquired from any external party to the University, including; Suppliers, contractors, service providers and/or individuals, exclusive of those Goods and/or Services as specifically identified as exclusions in the *Procurement of Goods and Services* policy.

Honorarium(s)

a compensation amount, determined by the university and provided to an individual to recognize a contribution that is not associated with a specific service and associated fee for service. Usually of nominal value (e.g. less than \$1000)

Policy

Procurement of Goods and Services Policy

Responsible Department

The department, faculty or unit that has the responsibility to oversee the proper review and execution of a Contract and has the responsibility to manage the contractual requirements and relationship.

Supplier

Any entity or individual who may be engaged by the University through a procurement process to provide Goods and/or Services. For the purpose of this policy includes; contractors, consultants, service providers and/or individuals; but does not include Employees as may be determined with reference to the *Determination of Worker's Status* policies and procedures.

3.0 PROCEDURE ELEMENTS

- 3.1 The purpose of this procedure is to identify the process, roles and responsibilities related to the contracting requirements for the procurement of Goods and/or Services.
- 3.2 Initiating business/academic unit, as identified in 3.5 below, should review the Procurement Competitive Bid and Competitive Bid Exemption Procedure to ensure the value of the Contract being requested does not exceed the threshold valuations as identified for Competitive Bid.
- 3.3 This procedure provides information related to procurement contracts and is to be applied in, conjunction and in alignment with, all requirements identified by the Contracts Review and Signing Authority Policy and/or Procedures. In the case of conflict between this Procedure and University policies related to Contracts, University policies shall govern.
- 3.4 Written Contracts are required for all procurement of Goods and/or Services by the University except as may be determined by EPACS and/or other policies and procedures.

For additional clarity, Contracts that are specifically included in the scope covered within this Procedure include, but are not limited to:

- Contracts resulting from the award of a Competitive Bid;
 - Contracts for services from Suppliers (e.g. including Independent Contractors for consulting engagements, workshop facilitation, training speakers, etc.) where the scope of the services includes defined deliverables and associated fees (i.e. excludes Honorarium commitments);
 - Contracts for software licensing/maintenance and/or hardware acquisition.
- 3.5 EPACS will facilitate the contract document development process, including any amendments to same, in accordance with the roles and responsibilities as outlined below.

Component	Responsible Department	Roles/Responsibilities
Definition of requirements	Initiating business/academic unit	Includes definition of scope of work and/or projected volumes of goods required, identification of supplier/consultant, timelines, service level expectations, budget parameters, etc.
Determination of Contract format	EPACS	Identify appropriate MacEwan approve contract template based on assessment of defined requirements.
Draft/Finalize Contract document	EPACS (in consultation with) Responsible Department	Prepare draft document including: <ul style="list-style-type: none"> • Identify gaps in requirement definition and resolve with Responsible Department • Identify any terms for supplier negotiation and resolve with supplier and/or Responsible Department • Support Responsible Department to obtain other reviews as may be required (e.g. due diligence on

		Supplier corporate structure, legal, privacy, security, insurance and risk, health/safety, etc.)
Execute Contract document	EPACS (in consultation with) Responsible Department	Facilitate signing by Authorized Signatory (MacEwan) and by Supplier/Consultant (if required)
Office of Record for Contract	EPACS	Establish contract master file (paper file) Establish ERP contract, as applicable, establishing key dates and contract data for tracking/reporting purposes. (i.e. PeopleSoft Contract module)
Contract Management	Responsible Department	Monitor and manage Supplier/Contractor/Consultant performance against identified deliverables/defined scope.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Procurement of Goods and Services Policy
- Procurement Competitive Bid Procedure
- Competitive Bid Exemption Form
- Procurement Procure to Pay Procedure
- Contracts Review and Signing Authority Policy and Procedure
- Delegation of Signing Authority Policy

5.0 ACCOUNTABILITY

Responsible Office

Expense Procurement and Contract Services

6.0 HISTORY

Relevant Dates

Approved: **18.11.17**

Effective: **19.01.01**

Next Review: **24.01.01**

Modification History

18.11.17: Approved by President's Policy Committee. New Procedure to identify process, roles and responsibilities specifically related to Procurement contracts.