

Supply Services Procedures

The Supply Services Department is guided by the regulatory thresholds of current Provincial Trade Agreements and AIT (Agreement on Internal Trade) in determining competitive bid thresholds. The framework below is to assist the Kwantlen Community in communicating our processes:

Goods and Services		
Value of approved budget requirement	Process	Peer Review
\$0 - \$5000	As recommended by initiator, or, negotiated between Purchasing Staff and Initiator with a focus on delegation to P-card where appropriate and especially for low dollar value purchases	No
\$5,000 - \$25,000	At the discretion of the Purchasing staff working in collaboration with initiators to determine the best model for procurement with a focus on best value and cost effectiveness	Yes where necessary
\$25,000 - \$75,000	At the discretion of the Purchasing Staff, competitive bids will be used where feasible	Yes, where necessary
>\$75,000	Full, publicly advertised competitive bids in accordance with Trade Agreement requirements	Yes, where necessary
CONSTRUCTION SERVICES		
Value of approved requirement	Process	Peer Review
Construction Services ONLY less than \$25,000	At the discretion of the Facilities Department	No, unless specifically requested by Facilities
\$25,000 - \$100,000	Supply Services initiates a simplified competitive bid with previously qualified Small Project Contractors - 3 randomly selected and invited	Yes
\$100,000 - \$200,000	Supply Services initiates a simplified competitive bid with previously qualified Small Project Contractors - 6 randomly selected and invited	Yes
> \$200,000	Full publicly advertised competitive bids in accordance with Trade Agreement(s) requirements	Yes

Kwantlen has specific subject matter expertise in operational departments to assist you in determining your requirements.

Prior to signing off on your budget approval and forwarding your request to the Supply Services Department, please contact the following areas for review of your requirements and obtain their reviewed authorization.

The Supply Services Department cannot process any requests for the specific areas noted below without a reviewed authorization from the noted area.

Specific Request for:	Qualifying requirement	Review Authorization
Equipment	If power required, or installation to building required	Facilities - Manager of Operations
Software/Hardware	For installation on Kwantlen computers/network	IET - Manger of User Support
Audio Visual Equipment	All	IET - Manger of User Support
Capital Budget Items	All	Must be in the Approved Capital Budget
Renovations/Repairs	All	Facilities - Assoc. Dir. Planning &Construction
Telecommunication/Mobile Devices	All	Supply & Business Services - Director
Insurance Claim Items or Services	All	Supply & Business Services - Director
Leasing of Equipment	All	Supply & Business Services - Director

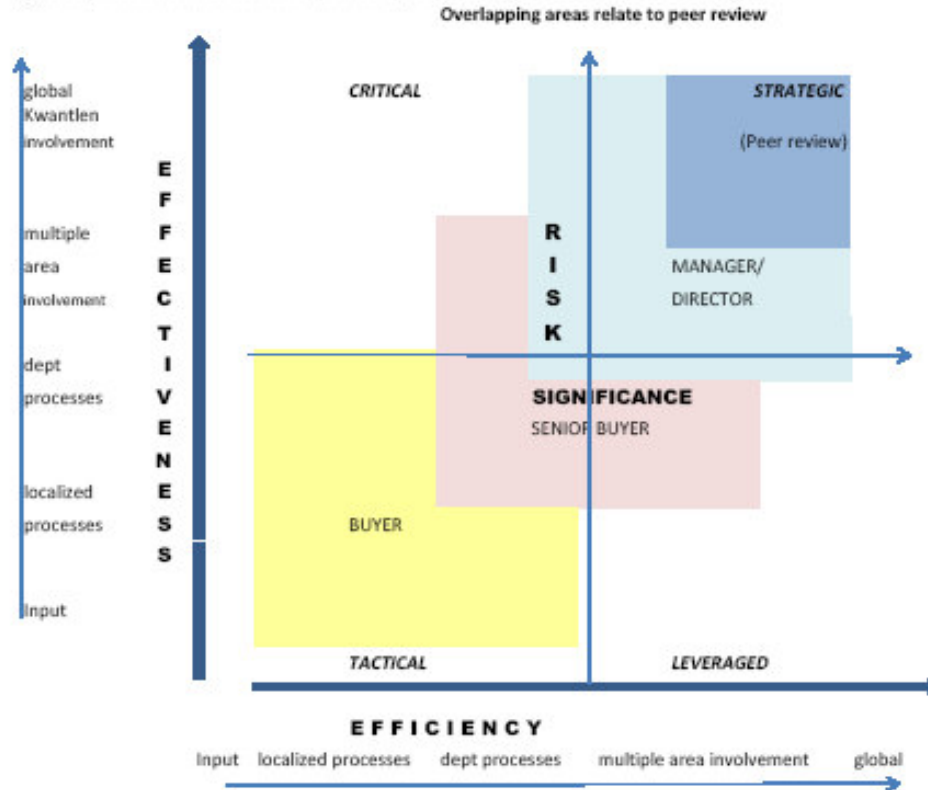
All requests for requirements must be supported by a requisition with the appropriate authority to commit budget funds prior to any procurement process taking place.

In addition, any request to commit your budget with a dollar value greater than \$200,000 must have the review authorization of the Vice-President , Finance & Administration.

Supply & Business Services Purchasing areas of responsibility

Teamwork Model

The Purchasing Department operates in a professional teamwork environment. The chart below generally illustrates the roles and responsibility levels.



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MANAGER

Peer reviews Senior Buyers work where it falls into overlapped areas. Critical, leveraged and strategic purchases with a high level of risk and significance. Work is peer reviewed by Director where necessary and/or requested. Develops strategic systems for multiple areas and develops and recommends global systems

SENIOR BUYER

Peer reviews Buyers work where it falls into overlapped areas. Critical & Leveraged purchases. Moderate level of "risk" and "significance" purchases. Involved with Manager/Director in Strategic purchases. Develops and recommends systems for multiple areas and Purchasing Dept systems

BUYER

Tactical, day to day operations, low risk & "one of" type purchase, may develop internal processes for routine/systematic reqmts. (ie Blackberry's, science req.)