

Procurement Handbook

University of Calgary Procurement Procedures and Guidelines



**UNIVERSITY OF
CALGARY**

Supply Chain Management

Physical Plant Building

2500 University Drive NW

Calgary, Alberta, CANADA

T2N 1N4

Please refer to <https://www.ucalgary.ca/finance/finance-forms> for a listing of our Handbooks.

Contents

Table of Contents

1.	Contact Information	3
2.	Purchasing Authority	4
2.1	Guiding Principle	4
2.2	University Compliance Requirements	4
2.3	Trade Agreements for Public Procurement.....	4
	New West Partnership Trade Agreement (NWPTA).....	4
	Canadian Free Trade Agreement (CFTA)	4
	Comprehensive Economic and Trade Agreement (CETA)	5
2.4	Freedom of Information and Protection of Privacy Act	5
2.5	International Sanctioned Countries	5
2.6	Compliance with the McCain Act	5
2.7	US Federal Government Funded Projects	6
2.8	Fighting Against Forced Labour and Child Labour in Supply Chains Act	6
3.	Procurement Services Roles and Responsibilities	7
4.	Authorized Methods of Procurement	7
4.1	University issued Corporate Procurement Credit Card (PCard)	7
4.2	University Authorized Purchase Orders	8
4.3	Authorized Payment Methods for a Supplier using a Purchase Order	9
4.4	Access to PeopleSoft eProcurement	9
5.	Procure to Pay Process	10
5.1	Requisitions	10
5.1.1	Types of eProcurement Requisitions.....	13
5.1.2	Reviewing and Approving Requisitions.....	14
5.1.3	Edit Requisitions	14
6.	Purchase Orders	15
6.1	Change Requests	15
6.2	Receiving	15
6.2.1	Return to supplier	15
6.2.2	Invoicing.....	15
6.2.3	PO Payment	15
6.2.4	Purchase Requisition, Purchase Order and Invoice Variances.....	16
6.2.5	Procurement Services Approval Thresholds.....	17
7.	Procurement of Services	17
8.	Construction and Renovation Purchases	18

9. Bidding Process..... 19

9.1 Aggregate Value 19

9.2 Sole Source 19

9.3 Conflict of Interest..... 20

10. Travel, Accommodations & Vehicle Rentals..... 20

10.1 Vehicle Rentals 20

10.1.1 Local Vehicle Rental..... 20

10.1.2 Out-of-Town Vehicle Rental 20

10.1.3 Recreational Vehicle (RV) Rental..... 20

11. Appendices 21

11.1 Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies 21

11.2 Appendix B: Supply Chain Management Roles and Responsibilities 23

1. Contact Information

Supply Chain Management

Hours of Operation: Monday-Friday; 8:30 am - 4:30 pm

Physical Plant Building (West Campus)

3838 – 24th Avenue NW

Calgary, AB

Telephone: (403) 210-9300

Fax: (403) 282-8451

Email: finance@ucalgary.ca

Web: <https://www.ucalgary.ca/finance/about/our-team/supply-chain-management-team>

If there are any questions regarding the information stated in the handbook, please contact Supply Chain Management.

2. Purchasing Authority

Supply Chain Management (SCM) has been delegated the responsibility and authority from the University of Calgary Board of Governors and Executive Leadership Team to administer and coordinate the procurement of goods and services for all university departments as per institutional policy, procedures and directives. SCM procedures will apply to the purchase of goods and services from all sources of funds administered by the University.

2.1 Guiding Principle

To ensure acquisitions are completed in a fair, open, transparent, equitable and accountable manner with attention to applying best practices in procurement to achieve the best value for the University.

2.2 University Compliance Requirements

Expenditure approval requirements shall comply with all the University of Calgary policies and procedures including:

- [Delegation of Authority Policy](#)
- [University Legal Services Delegation of Authority Website](#)
- [Supply Chain Management Policy](#)
- [Contract Signing Delegation of Authority](#)
- [Sustainability Policy](#)

For more information relating to University policies, please visit the [University of Calgary Policy](#) website.

2.3 Trade Agreements for Public Procurement

The University of Calgary adheres to trade agreements and various regulations listed below:

New West Partnership Trade Agreement (NWPTA)

Non-discriminatory access to procurement of the following government entities: regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities (MASH), as well as any corporation or entity owned or controlled by one or more of the preceding entities where the procurement value is: \$75,000 or greater for goods/services \$200,000 or greater for construction.

Parties shall ensure that procuring government entities post tender notices for all covered procurement through an electronic tendering system.

[New West Partnership Trade Agreement](#)

Canadian Free Trade Agreement (CFTA)

The Parties' objective is to reduce and eliminate, to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada and to establish an open, efficient, and stable domestic market. The Parties recognize and agree that enhancing trade, investment, and labour mobility within Canada would contribute to the attainment of this goal. (a) the need to eliminate existing barriers and avoid new barriers to trade, investment, and labour mobility within Canada and to facilitate the free movement of persons, goods, services, and investments within Canada; (b) the need to ensure non-

discriminatory treatment of persons, goods, services, and investments, irrespective of where they originate in Canada; and (c) the need to reconcile occupational standards and regulatory measures to provide for the free movement of persons and the removal of barriers to trade and investment within Canada.

[Canadian Free Trade Agreement](#)

Comprehensive Economic and Trade Agreement (CETA)

Procurement processes be carried out in an open and transparent manner applies only to high value procurement contracts in order to ensure that governments can continue to use procurement to support local development, especially small and medium sized enterprises.

[Comprehensive Economic and Trade Agreement](#)

2.4 Freedom of Information and Protection of Privacy Act

The University must comply with the provisions of the Freedom of Information and Protection of Privacy Act. This requires the University to not only provide access to information that should be in the public domain, but also to ensure confidential information that may harm a supplier's competitive position is handled accordingly. More information on FOIP is available in [University Legal Services](#) website.

2.5 International Sanctioned Countries

The University of Calgary has implemented guidelines regarding International Sanctioned Countries. As with any procurement/contract at UCalgary, you must pre-determine whether the supplier and/or contracting party is in an International Sanctioned Country. If you have a procurement/agreement with an international entity, you must reach out to Research Security to determine if sanctions apply, researchsecurity@ucalgary.ca

2.6 Compliance with the McCain Act

UCalgary adheres to the McCain Act, which prohibits the use of certain equipment and software from specific companies. The McCain Act specifically bans telecommunications and video surveillance equipment from the following companies:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

The ban applies to their products, including but not limited to:

- Telecommunications equipment: routers, switches, modems, etc.
- Video surveillance equipment: cameras, DVRs, NVRs, etc.

This ban applies to federal agencies, their contractors, and grant or loan recipients. It's important to note that the ban extends to any equipment or system that uses these prohibited components as a substantial or essential part.

2.7 US Federal Government Funded Projects

UCalgary has implemented guidelines regarding USA Restricted Entities. As with any procurement/contract at UCalgary, Procurement Services will pre-determine whether the supplier and/or contracting party is a USA Restricted Entity by entity validation via the official US Government website (SAM.GOV). If the supplier is a restricted entity, you will not be able to engage.

On a quarterly basis, the active US based supplier accounts in PeopleSoft will be reviewed to determine if any are listed on the SAM.gov site for possible tax evasion. If the US based supplier is on the list, the supplier's account will be deactivated.

All new supplier requests for US based suppliers will be reviewed to determine if any are listed on the SAM.gov site for possible tax evasion. If the US based supplier is on the list, the request will be rejected.

For all purchases that are funded by the US Federal Government, two quotes are required for those purchase of goods and services between \$10k USD to \$25k USD. For purchases over the \$25k USD threshold, the University's standard procurement processes apply. Consult Appendix A – Competitive Bid Threshold & Associated Procurement Methodologies for information.

Using restricted entities and / or not adhering to the procurement process, may result in loss of funds and penalties.

Please reach out to procure@ucalgary.ca to determine USA restricted entities.

2.8 Fighting Against Forced Labour and Child Labour in Supply Chains Act

The University of Calgary is required to comply with the reporting requirements in the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*. This legislation relates to the prevention and reduction of the risk of forced labour or child labour being present in supply chains.

The University of Calgary is committed to engaging in business only with suppliers that commit to operating responsibly and in accordance with all applicable laws addressing forced labour and child labour. These standard terms and conditions have been built into existing University of Calgary procurement templates, including purchase orders, supplier agreements, RFP and RFQ templates. For more information, or for questions regarding changes to existing procurement templates, please contact [University Legal Services](#).

[*Fighting Against Forced Labour and Child Labour in Supply Chains Act, S.C. 2023, c. 9*](#)

3. Procurement Services Roles and Responsibilities

Procurement Services is responsible for the management of the University's procurement processes relating to the acquisition and delivery of goods, services, and equipment necessary to sustain the academic, research and support service activities of the University.

Procurement Services works with Requestors and Stakeholders through collaborative and responsible processes to achieve the best practices and best value for the University. Click here to view the [SCM Procurement Roles and Responsibilities](#).

SCM enters into agreements with local, national and international suppliers of goods and services. The University also has access to cooperative purchasing agreements through the Canadian Association of University Business Officers (CAUBO); Western Universities Supply Management Association (WUSMA) and Public Purchasing Group (PPG), along with the ability to access the Government of Alberta Standing Offer Agreements. By leveraging institutional purchasing power, the University is able to realize savings and overall best value, which are passed onto faculty and staff in the form of time efficiencies and more efficient transactions.

SCM enters into agreements with Preferred Suppliers through an open and transparent competitive bidding / tendering or sole/single source procurement process. Preferred Suppliers should be utilized to procure goods and services. In addition to the Preferred Suppliers being best value for the University, the Preferred Supplier meets the University's requirements in regard to standards, insurance, health & safety, Workers' Compensation coverage, sustainability and other requirements.

Click here for a complete list of [Preferred Suppliers](#). When specific categories are not listed or when Preferred Suppliers cannot meet a Requestor's requirements, SCM will work with the Requestor to source an appropriate supplier.

Requestors have the responsibility to ensure that any items procured for the University follow commodity approval when required. See section 5.1 Requisitions.

4. Authorized Methods of Procurement

The University authorizes two methods for the procurement of goods or services;

- University issued Corporate Procurement Credit Card (PCard)
- University Authorized Purchase Order

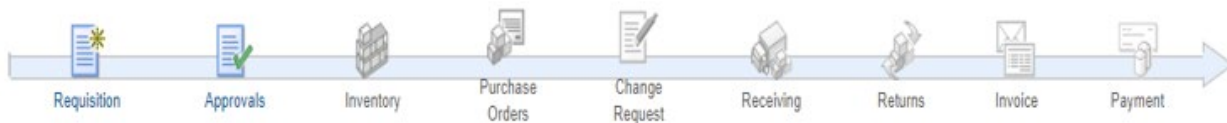
4.1 University issued Corporate Procurement Credit Card (PCard)

The Corporate Credit Card Program offers eligible employees an efficient and cost-effective method of paying for work-related materials and supplies. PCards are the preferred method of purchasing for items not requiring a requisition (refer to section 5.1 Requisitions), that are low risk, low dollar goods under \$5,000, thus reduces the administrative costs up to 75% that can be associated with using a purchase order. For information on how to obtain a PCard, please visit the [Corporate Card website](#)

4.2 University Authorized Purchase Orders

A Purchase Order (PO) is a commercial agreement document issued to an external supplier. A PO is issued through the Peoplesoft (PS) eProcurement System, which indicates agreed upon product(s) or service(s), details, types, quantities, and pricing along with terms and conditions put forth by the University. It is used to control the purchasing of products or services from external suppliers. The PO carries an internal 'procurement cycle' for the order, and payment of the purchase. A purchase order is initiated by a campus end user [with the correct PeopleSoft access] by submitting a requisition in Peoplesoft (Please refer to section 4.4 Access to PeopleSoft eProcurement and/or section 5.1 Requisitions).

A general representation of the end-to-end procurement cycle for a requisition (purchase order);



1. A requisition is created/initiated by the end user.
2. The requisition routes to approval levels which are driven by dollar thresholds and the accounting string used in the requisition. (See Appendix 11.1)
3. A PO is created, reviewed and dispatched (sent) to the supplier by Supply Chain.
4. Receiving is performed by the Distribution Services (DS) team or by requestor if no packing slip is provided. If line items on the PO are for goods and services physically received on campus, they must be electronically received in PS..
4. Once the goods or services have been provided and received, the supplier emails an invoice for payment to invoices@ucalgary.ca which must match the information stated on the PO. To initiate a payment on the invoice three-way matching in PeopleSoft must be successful:
 - A valid PO with appropriate approvals
 - All line items on the PO (goods and services) must be received in PeopleSoft
 - Supplier invoice received that matches the PO (dollar amounts, qty)

Once three-way matching is successful the payment is issued to the supplier via their preferred payment method listed in 4.3.

4.3 Authorized Payment Methods for a Supplier using a Purchase Order

The University authorizes three payment methods to a supplier using a purchase order:

- *Visa Payables Automation (VPA) *preferred
- Electronic Fund Transfer (EFT) CDN suppliers, and ACH for USA suppliers
- Wire or bank transfer for non CDN/USA suppliers

Visa Payables Automation (VPA)

VPA is the University **preferred** payment method to business suppliers which utilizes a virtual Visa Card similar to an e-Transfer with payments made to the supplier 7 days after invoice approval.

EFT (Electronic Funds Transfer - CDN) or ACH for US suppliers

An electronic method of payment where banking information is entered into the business supplier or non-employee record in PS with University payment terms are defaulted to net 30 days from the date of the invoice.

Wire or Bank transfer (only available for non CDN/US suppliers) to be used for international addresses being paid.

For further information on payment methods to suppliers, please visit [Suppliers to UCalgary](#):

4.4 Access to PeopleSoft eProcurement

The University of Calgary has a centralized procurement process in place to handle the purchase requests for all departments. Purchase requests or 'requisitions' are submitted electronically through the PeopleSoft (PS) eProcurement system.

To access the eProcurement system, you must have the PO Requisition Initiator role. To obtain this access, your reports to manager must enter a PeopleSoft Access Request (PSAR). A job aid for managers is available through UService by emailing finance@ucalgary.ca. To obtain the PO Requisition Initiator role, an employee must take the mandatory training and successfully complete a test with a passing grade of 80%. The employee will be contacted to take the training once a PSAR is entered.

To access PeopleSoft you must log into the [MyUofC](#) portal.

For a full listing of all training materials and navigation basics, please visit:

[Finance Admin Training and Development](#)

<https://ucalgary.ca/hr/training-development/how-learning-resources/finance-admin-tasks>

5. Procure to Pay Process

5.1 Requisitions

Requestors can identify their requirements by completing a purchase requisition in PeopleSoft.

Requisitions are **required** for the following:

- Capital Expenditures;
- Furniture;*
- Direct Connect purchases;
- Live animals;
- Consulting Services;
- Contractual Services (which requires an executed agreement processed through Procurement Services);
- Vehicle Leases;
- Purchases that may incur customs or duty clearance charges;
- Fridges/Freezers**;
- Radioactive and/or Hazardous Materials**;
- Laser, x-ray equipment and drones**;
- Biosafety Cabinets;
- Software/licenses/renewals; and
- Purchase of goods and/or services when PCard purchases are not available or restricted from PCards.
- When goods and/or services over \$5,000 including tax **have already been obtained and physically received** and the supplier does not accept a PCard.

***Furniture purchases** require pre-approval via submission through Facilities Archibus System prior to requisition. No pre-approval is required for furniture that is being purchased through a Capital Project using a BAS#.

****Fridges/Freezers, Radioactive and/or Hazardous Materials, Laser and x-ray equipment** must be approved in PeopleSoft by the Environment, Health and Safety (EHS) department. Please ensure that you are selecting the following categories when entering a requisition in PeopleSoft that will ensure the requisition routes to EHS for approval:

CATEGORY_CD	DESCRIPTION
EQUIPHAZXRAY	Hazmat Xray Machines Equipment
EQUIPHAZMAT	Fridge and Freezer
EQUIPFUMEHOOD	Fume hoods
RADIOACTIVE	Radioactive Materials
EQUIPGASPOW	Gasoline Powered Equipment
BIOSAFETYCABINETS	Bio Safety Cabinets
EQUIPHAZLASER	Hazmat Laser Equipment
EXPLOSIVES	Explosives and Flares

Examples:

To order Fridges/Freezers, please ensure that you are selecting the following category in PeopleSoft when entering a requisition which ensures the purchase routes to EHS for approval:

Look Up Category ✕

[Help](#)

Note: You may either Search or Browse to look up the appropriate category for your special request.

▼ **Search Categories**

Search By Description fridge Find

Categories Personalize | Find | View All | | First ⏪ **1 of 1** ⏩ Last

Description	Category	Find in Tree
1 Fridge and Freezer (18920/60045)	EQUIPHAZMAT	

▶ **Browse Category Tree**

Return

To order Radioactive Materials, please ensure that you are selecting the following category in PeopleSoft when entering a requisition which ensures the purchase routes to EHS for approval:

Look Up Category ✕

[Help](#)

Note: You may either Search or Browse to look up the appropriate category for your special request.

▼ **Search Categories**

Search By Description radioactive Find

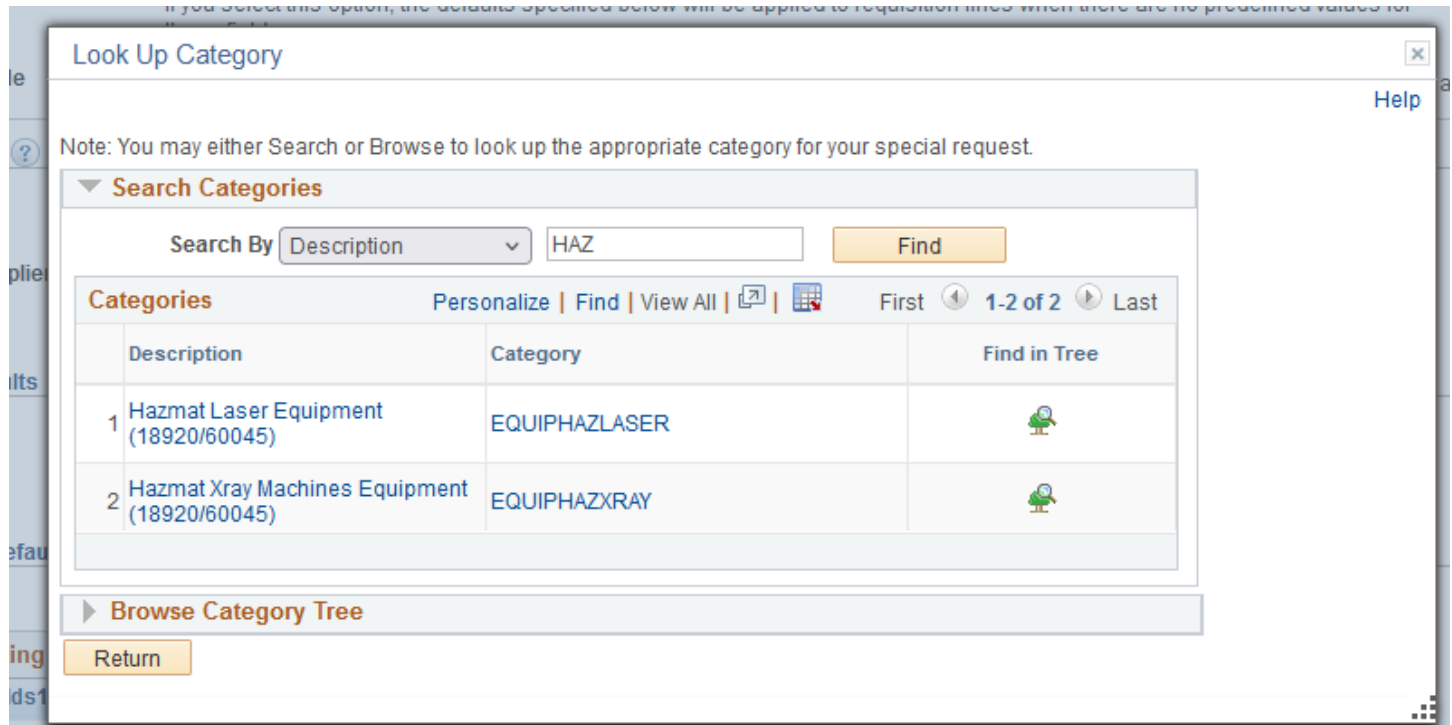
Categories Personalize | Find | View All | | First ⏪ **1 of 1** ⏩ Last

Description	Category	Find in Tree
1 Radioactive Materials (60020)	RADIOACTIVE	

▶ **Browse Category Tree**

Return

To order Laser and x-ray equipment and/or Hazardous Materials, please ensure that you are selecting the following category in PeopleSoft when entering a requisition which ensures the purchase routes to EHS for approval:



- Lasers -use Hazmat Laser Equipment
- Xray machines – use Hazmat Xray equipment.

A requisition is **NOT** to be used for the following type of transactions:

- Payment of salaries to individuals;
- Requests for travel advances;
- Payments of freight;
- Banking related charges;
- Biobar purchases;
- Expense claims / reimbursement;
- Taxes;
- Stipends; and
- Honorariums (CAD\$ or USD\$)

Based on the complexity of the procurement initiative, a variety of procurement methodologies may be deployed to respond to the department’s purchase request including competitive bidding, strategic sourcing, [single or sole sourcing](#) (section 9.2)

5.1.1 Types of eProcurement Requisitions

Direct Connect

The Direct Connect web order option is a service that has been set up between the University of Calgary and select suppliers to allow more efficient purchasing of repetitive, high-volume items. It is available through the PS eProcurement System.

Direct Connect enables the user to link to a supplier's website, browse and search an online catalogue with University negotiated prices, and to select items to add back into the eProcurement requisition.

The completed requisition is processed through the eProcurement approval workflow. Once the service or items have been approved, a Purchase Order is generated and dispatched automatically to the Supplier.

PeopleSoft receiving of Direct Connect purchases is completed by Distribution Services. However, those items arriving without an identifying PO or perishable items **must** be received by the requestor or a match exception will occur, and payment will not be processed.

To order an item that is not available from a Direct Connect Supplier's online catalogue a "Special Request" purchase requisition can be entered in the PS eProcurement system. Use supplier ID # 000073026.

Invoices to pay Direct Connect purchases are automatically uploaded into PeopleSoft.

Special Request

This is used as the general procurement requisition for goods and services. The requestor must enter and choose a supplier ID when entering a requisition.

Amount Only Requisition

This is used when there will be multiple payments against a PO line. An amount only PO has one amount entered on the PO and multiple invoices can be received against the total amount. To create an Amount Only requisition, ensure the quantity is set to zero, the unit of measure is "DOL".

*Upon submission ensure to click the "Amt Only" field. If this field is missed the requisition will route as a regular Special Request:

Amount Only PO

Special Requests ?
Enter information about the non-catalog item you would like to order.

Item Details

*Item Description

*Price

*Quantity

*Currency

*Unit of Measure

*Category

Due Date



Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Amnt Only	Details	Comments
1	Amount only PO April 1 2022		CULLIGAN OF CANADA ULC	1.0000	Dollars	10000.0000	10000.00	<input type="checkbox"/> Amnt Only		Add

Once any of the requisitions listed above are approved by the appropriate budget owners, the approved requisition is routed to Procurement Services in order to follow appropriate [procurement processes](#). Once fully approved, the Purchase Order will be dispatched to the Supplier.

5.1.2 Reviewing and Approving Requisitions

The University PS eProcurement System follows the Delegation of Authority approval process that details the organizational accountability for those empowered to make decisions on behalf of the University. Upon completion of the purchase requisition, the requisition will automatically be routed to an appropriate approver based on the chartfields. All requisitions must be fully approved by the department budget owner before they route to Supply Chain Management (SCM) and may require:

- For requisitions allocated to research funding, regardless of quantity and cost, they will be reviewed and approved by compliance before they are processed by SCM;
- For certain commodity approvals such as live animals, hazardous or radioactive materials will follow existing commodity approval routing;
- Approval of requisitions is the responsibility of the Dept ID Budget Owner or Project Owner. Items \$25,000 and over will be automatically routed to Supply Chain Management to follow the sourcing guidelines and competitive price solicitation;
- Purchase operational requisitions less than \$250 for fund 10 accounts (operating accounts) do not require approvals from the Dept ID Budget Owner.

5.1.3 Edit Requisitions

A requisition can be changed by the requestor in the PeopleSoft eProcurement system. The requisition will need to complete the approval process again if the dollar amount, unit of measure, quantity of goods or services increases.

6. Purchase Orders

6.1 Change Requests

Change Requests are only available during the current fiscal period, April 1 to March 31. This means a change request cannot be processed to a PO created in a previous fiscal period.

6.2 Receiving

All procured items should be shipped to the University at 2500 University Drive NW, with Distributions Services coordinating and processing the received goods. For any item(s) received in the warehouse and procured through a purchase order, the Distribution Services team will verify the shipment's contents against the packing slip and then update each PO line item in PeopleSoft as received. For additional detailed information pertaining to Distribution Services, please refer to the [Distribution Services Handbook](#).

For amount-only PO's or items shipped with no packing slip, it is the responsibility of the initiator of the order to update PeopleSoft accordingly.

6.2.1 Return to supplier

The requestor is to contact the supplier for goods that need to be returned and obtain a Return Goods Authorization (RGA) number. This ensures the shipment will be processed quickly by the supplier. Next, submit an [Off Campus Shipping form](#) located on the UofC portal under My Work. Once submitted, the Distribution Services team will coordinate pick-up and shipping.

6.2.2 Invoicing

Suppliers are expected to comply with the University of Calgary's invoicing procedures. The information contained on the invoice must match the information on the purchase order precisely, (i.e., description of items, unit of measure, unit price etc.).

One invoice is to contain information from only one purchase order. Any discrepancies will result in a match exception and a delay of payment. All discrepancies must be settled before the invoice is paid by Accounts Payable. All invoices via requisition must indicate a purchase order number and must be emailed to invoices@ucalgary.ca for accurate and efficient processing.

For more information, visit Accounts Payable's [Invoice Payments](#) webpage.

6.2.3 PO Payment

Once the line item is 'Received' in the PS eProcurement System, the quantity and dollar amounts on the Purchase Order, Receipt and Invoice are matched allowing Accounts Payable to process payment to the supplier.

For more information on Purchase Order's (PO's) lifecycle including Payment details, click on the link below: <https://ucalgary.ca/hr/training-development/how-learning-resources/finance-admin-tasks>

**Purchasing,
Requisition, ePro,
Payment Processing,
Rogers Cell Phone,
Vouchers**

- + General
- + Payment Processing
- + Rogers Communications Requisitions
- + eProcurement (ePro)
- + Requisitions
- + Voucher Information

Need assistance with requisitions? Contact UService for assistance: finance@ucalgary.ca 403-210-9300

6.2.4 Purchase Requisition, Purchase Order and Invoice Variances

It is important to ensure that adequate financial controls exist in our procurement processes to demonstrate responsible stewardship of public funds and to ensure the requirements of various funding agencies are met.

It is equally important to ensure that the procurement process is efficient for all who are involved and allows the University to order goods and services as expeditiously as possible.

While some system controls do exist in the procurement process, the system cannot accommodate all requirements. As such, it is necessary to implement business processes for managing price discrepancies between purchase requisitions, purchase orders and invoices. These processes must be transparent, documented and applied consistently across all funds.

Purchase Requisition Line-Item Value	Business Process for the P/O
\$0 to \$250 (68% of all line items)	SCM to process changes up to \$50 per line item
\$251 to \$1,000 (19% of all line items)	SCM to process changes up to \$100 per line item
>\$1,000 (13% of all line items)	SCM to process changes that are the lesser of 10% or \$10,000
Exceptions / Further Clarification:	All changes that exceed the thresholds noted above must be adjusted on the purchase requisition with appropriate approvals

Any edits to the PO amount, unit of measure, or quantities will result in [a change request](#).

6.2.5 Procurement Services Approval Thresholds

Purchase requisitions that become purchase orders are commitments made on behalf of the University to an external party. All purchase orders and contracts are commitments that must be approved and signed by Supply Chain Management (SCM). Both SCM and the VP Finance approvals are required for commitments up to \$19,999.99 million. An additional approval is required by the President for commitments \$20 million and greater. However, once goods and/or services are received, the initiating Faculty/Business Unit is responsible for managing expenses against the purchase order and ensuring the PO is closed once completed. Please contact procure@ucalgary.ca to initiate closing your PO.

PO Approvals in PeopleSoft

Junior Procurement Specialist	PO's \$0 - \$9,999.99
Procurement Specialist	PO's \$10,000 - \$49,999.99
Senior Procurement Specialist	PO's \$50,000 - \$249,999.99
Procurement Manager	PO's \$50,000 - \$249,999.99
Associate Director, SCM	PO's \$250,000 - \$499,999.99
Director, SCM	PO's \$500,000 - \$999,999.99
AVP Finance	PO's \$1,000,000 - \$4,999,999
VP Finance	PO's \$5,000,000.00 - \$19,999,999.99
President	PO's \$20,000,000.00 and above

7. Procurement of Services

The procurement of ongoing Services requires a contract between the Contractor and the Governors.

A Contractor is not an employee but rather an individual or business that provides services and is paid by accounts payable.

If you are planning to engage a contractor to perform work that falls within the scope of the AUPE bargaining unit, the University has a duty to consult with the AUPE. Follow the steps below if you are contemplating the use of a contractor.

Contracting Out Work

If you are engaging an individual or a company, the following process must be followed:

1. Contact your HR Partner.

If you are considering hiring an individual or a company to perform work at the University as a contractor, you must first consult with your Faculty/Unit assigned HR Partner.

The HR Partner will determine whether the individual providing the services should be classified as an employee or as an independent contractor.

2. Assess Scope.

The HR Partner will assist you to determine whether the work to be performed by the contractor falls within the scope of the AUPE bargaining unit. If it does, then the University has a duty to consult with the AUPE before entering into the contract.

The University is required to consult with AUPE in respect of new contracts and also where we are expanding the scope of an existing contract or renegotiating, renewing or re-tendering a contract where the University has the option to consider having AUPE members perform the work.

3. Participate in Consultation.

If the duty to consult is triggered, a member of the Employee and Labour Relations team will assist you through the process.

As a first step, an Article 50 Consultation letter will be prepared outlining the proposed use of the contractor and inviting the union to meet and consult.

4. Contact Procurement Services to initiate a contract if you receive the approval email to proceed with a contract.

The next step is the contact Procurement Services, procure@ucalgary.ca, to work with a Procurement Specialist to initiate the contract. The Procurement thresholds listed in Appendix 11.1 will govern the procurement process of these services.

Please see the Human Resources webpage for any updates and further details:

<https://www.ucalgary.ca/hr/work-compensation/labour-relations/contracting-out-work>

8. Construction and Renovation Purchases

The Facilities department is responsible for creating, maintaining and renewing the buildings and spaces that enable the research, teaching and administrative activities of the University of Calgary.

Facilities will work with departments/faculties in planning the renovation project and will coordinate all purchase requirements with Capital Construction Procurement. This will include the tendering of materials/equipment required for the project and the hiring of trades and/or general contractors, ensuring adherence to University of Calgary EHS requirements. To initiate your work request you can:

- Submit the request using Archibus Work Request System. The work request system can also be accessed through the MY U of C portal > Around campus > Get help > Report a facility issue; or
- Contact Facilities at fmdcustomercare@ucalgary.ca

9. Bidding Process

To comply with the [New West Partnership Trade Agreement \(NWPTA\)](#), the University shall procure goods and services based on the table outlined in Section 11.1 Appendix A: 'Competitive Bid Thresholds and Associated Procurement Methodologies'. For procuring products and services with value greater than \$25,000, contact SCM to discuss the acquisition methods.

9.1 Aggregate Value

The defining values are based on the aggregate value of the purchase, not individual sub-items:

Example #1 - a service that is procured for 2 years at \$15,000 per annum will follow the path for \$25,000 to \$74,999 purchases.

Example #2 - a purchase of 3 different items or 3 identical units summing \geq \$75,000 follows the path for \geq \$75,000 purchases.

Example #3 - a software license purchase for 4 years at \$20,000 per annum will follow the path for \geq \$75,000 purchases.

Departments cannot split purchases to follow a less stringent path. To obtain the best pricing and/or discounts, items should be purchased based on the total aggregate volume.

9.2 Sole Source

When goods and services can be procured from only one supplier, a Sole Source Justification may be used in place of other methods outlined in Section 8.1 Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies. The Sole Source Justification form is located in the [MyUofC](#) portal:

<https://iac01.ucalgary.ca/SupplyChainManagement/SCMForms/SoleSourceJustification.aspx>

A Sole Source is defined as only one known supplier is capable of meeting the end users' requirements and specifications.

Sole source purchase methodology may be exercised under the following situations:

- To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no other alternative or substitute exists;
- For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
- For the purchases of goods on a commodity market;
- The procurement of original work of art;
- Or as per NWPTA exemptions.

Prior to engagement with suppliers, contact procure@ucalgary.ca for requirements for sole-source purchases

9.3 Conflict of Interest

A “Conflict of Interest” exists when, in the course of carrying out their University responsibilities, an individual takes any action where they know or ought to know that the action may result in an actual or perceived Private Benefit to them or to a Related Person or Related Entity.

Whether it be the purchase of an item of equipment; an expense claim; the appointment of employees; or prior to securing a contractor that will be engaged in financially beneficial activities. **Individuals must disclose Conflicts of Interest prior to engagement.**

For more information on COI please visit the [Human Resources](#) website.

10. Travel, Accommodations & Vehicle Rentals

Supply Chain manages the overarching travel agreements and contracts for the University. This includes partnering with Maritime Travel, our preferred supplier for booking all UCalgary business, conference and research travel for individuals and groups. All employee travel is highly recommended to be procured with the University’s Travel & Expense credit card, and through Maritime Travel which allows for preferred corporate rates and benefits for air, accommodations and automobile rentals. Maritime provides a sightline of travel to mitigate risk for the University community. For more information, visit the [UCalgary Travel Program](#) webpage

For group travel or bookings that may require a contract with the venue, Supply Chain must be engaged early in the process to ensure compliance with procurement guidelines and to manage the supplier relationship.

10.1 Vehicle Rentals

10.1.1 Local Vehicle Rental

For local vehicle rental requirements, departments/faculties are to access Enterprise Mobility Rentals’ on- line booking reservation, a site specific to the University and the University’s contracted vehicle rental supplier. Reservations can be booked using a T&E Card. Click the link for additional information on [Vehicle Rentals](#).

10.1.2 Out-of-Town Vehicle Rental

[Out of town vehicle rentals](#) can be arranged through Maritime Travel, or directly through Enterprise Mobility and reserved using a T&E Card.

10.1.3 Recreational Vehicle (RV) Rental

Prior to renting RV’s, please send the contract to procure@ucalgary.ca for contract vetting and signature.

11. Appendices

11.1 Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies

Competitive Bid Thresholds		
Commodity	Dollar Threshold	Procurement Methodology
<p>US Federal Government Requirement: For all purchases that are funded by the US Federal Government, two quotes are required for those purchases of goods and services between \$10k USD to \$25k USD. For purchases over the \$25k USD threshold, the University's standard procurement processes apply.</p>		
Supplies of Goods/Services	\$0 - \$5,000.00	<ul style="list-style-type: none"> No quote is required.
	\$5,000.01 - \$24,999.99	<ul style="list-style-type: none"> Minimum of one quote is required.
	\$25,000 - \$74,999.99	<ul style="list-style-type: none"> Minimum of three quotes or Sole Source form is required. Competitive bid can be issued to the marketplace, at the discretion of SCM. RFQ/RFP will be advertised on Alberta Purchasing Connection (APC) or by 'invitation' only.
	Over \$75,000	<ul style="list-style-type: none"> Competitive bid or an Advanced Contract Award Notification (ACAN) issued to the marketplace. RFQ/RFP/ACAN must be advertised on Alberta Purchasing Connection (APC). Sole Source form must be completed in order to initiate an ACAN.
Construction Services	\$0 - \$74,999.99	<ul style="list-style-type: none"> Project Manager utilizes the Preferred Supplier list for a minimum of one (1) quote required. At the discretion of SCM, purchase may be directly sourced with one of the University Certified General Contractors.
	\$75,000 - \$199,999.99	<ul style="list-style-type: none"> Project Manager utilizes the Preferred Supplier list for multiple quotes required. At the discretion of SCM, purchase may be directly sourced with one of the University Certified General Contractors.
	\$200,000 - \$4,999,999.99	<ul style="list-style-type: none"> General Contractor Services – RFP or Invitation to Tender issued to all University Prequalified General Contractors. Trade Contractor Services – RFP or invitation to Tender competitive bid document must be issued to the marketplace and advertised.

	\$5,000,000 +	<ul style="list-style-type: none"> Based on construction methodology, an RFP or Invitation to Tender will be issued to the marketplace. Competitive bid document to be advertised on APC and/or Calgary Construction Association CoolNet electronic tendering website as per NWPTA guidelines.
--	---------------	---

Certified Consulting Services		
Acoustic, Architectural, Building Code, Building Envelope, Cost Consulting, Civil/Electrical/ Mechanical and Structural Engineering, Geotechnical and Project Management	\$0 - \$99,999.99	<ul style="list-style-type: none"> Consultant may be single sourced from University Certified Architect and Engineer Consultant Registry.
	\$100,000 - \$199,999.99	<ul style="list-style-type: none"> RFP issued to University Certified Architect and Engineer Consultant Registry.
	\$200,000 +	<ul style="list-style-type: none"> Competitive bid to be issued to the marketplace and advertised on APC.

The purchase dollar threshold is based on the total cost of the purchase transaction or consulting project. Purchases cannot be disseminated in order to avoid a competitive bid process.

The certification of Contractors and/or Consultants shall be through an open and transparent competitive bid process and comply with NWPTA and the University procurement policies and procedures. A list of Certified Contractors and/ or Consultants can be found in the [SCM Preferred Supplier](#) List.

Sole-sourced purchase requests shall comply with the University Sole Source policies and procedures and can only be approved by Supply Chain Management. Departments must provide written justification that clearly details the reason for not being able to adhere to or comply with the competitive bid requirement stated in the University policy or NWPTA.

11.2 Appendix B: Supply Chain Management Roles and Responsibilities

Procurement Stages	End-User	Supply Chain Management				Accounts Payable	Comments
		Procurement Services	Suppliers and or Master Data Compliance	Distribution Services (includes Customs and Traffic)	Corporate Card		
Needs Recognition	✓	✓	✗	✗	✗	✗	Consult Procurement Handbook (Section 4.2.2)
Quotation Request	✓	✓	✗	✗	✗	✗	See Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies
Open Competition (RFx)	✓	✓	✗	✗	✗	✗	See Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies
Set-up Supplier in PeopleSoft	✓	✗	✓	✗	✗	✗	See forms on SCM website under Suppliers to UCalgary
Create Requisition	✓	✗	✗	✗	✗	✗	Consult Procurement Handbook (Sections 4.2.1, 4.2.2, 4.2.2.1, 4.2.2.2, 4.2.3, 4.2.4, 4.2.9, 4.2.10)
Budget Owner Review	✓	✗	✗	✗	✗	✗	Consult Procurement Handbook (Sections 4.2.1, 4.2.2.2)
Contract Review & Negotiations	✓	✓	✗	✗	✗	✗	Consult Procurement Handbook (Sections 2.5, 3, 4.2.10, 6.2, 7, 8.1)
Signing Contracts	✗	✓	✗	✗	✗	✗	Consult Procurement Handbook (Section 4.2.10)
Receiving Goods	✓	✗	✗	✓	✗	✗	Consult Procurement Handbook (Section 4.2.5)
Return to a Supplier	✓	✓	✗	✓	✗	✓	Consult Procurement Handbook (Section 4.2.6)
Invoice Review & Payment	✓	✗	✓	✗	✗	✓	Consult Procurement Handbook (Sections 4.2.7, 4.2.8)
Invoice Issues	✓	✓	✗	✗	✗	✓	Consult Procurement Handbook (Sections 4.2.7, 4.2.8, 4.2.9)
Supplier Issues	✓	✓	✓	✓	✗	✓	Consult Procurement Handbook (4.2.6, 4.2.7)
Request a Corporate Card	✓	✗	✗	✗	✓	✗	https://www.ucalgary.ca/finance/purchasing-distribution/credit-cards
Request Increase Limit on Corporate Card	✓	✗	✗	✗	✓	✗	https://www.ucalgary.ca/finance/finance-forms
Transferring Biohazards	✓	✓	✗	✓	✗	✗	https://live-risk.ucalgary.ca/risk/sites/default/files/teams/13/btrecipientimporter.pdf
Customs and Duty Clearance Questions	✓	✗	✗	✓	✗	✗	Consult Procurement Handbook (Sections 4.2.2)
Booking Travel	✓	✗	✗	✗	✓	✗	Consult Procurement Handbook Section 7) or visit UCalgary Travel
Vehicle Rental	✓	✗	✗	✗	✓	✗	Consult Procurement Handbook (Section 7.1) or visit UCalgary Travel