

Purchasing Procedures — Quick Reference Guide

Notes:

- The method of procurement is based on the total amount Humber spends on any commodity in a given year, not on an order-by-order basis (i.e. T-shirts and other apparel for Humber is over \$100,000 per year, therefore apparel requires a publicly advertised tender).
- Figures are exclusive of applicable taxes, in lawful currency of Canada.
- If goods have been received directly from Vendor without going through Receiving, you must contact Receiving to advise the item(s) has been received.

Scenario #1

Dollar Range Up to \$3,500 (Authorized Employees can purchase their own requirements)

- Authorized employees can purchase their own requirements, without intervention by Purchasing, up to a maximum of \$3,500 (please note that the purchase of a single item valued at \$3,500 or more is considered a capital purchase and must be ordered by Purchasing with a Purchase Order).
- Staff are recommended to check pricing prior to selecting the Vendor by either calling Vendors for pricing and availability or Internet research. Once you have selected the Vendor, you can place your order and process payment by the use of your P-Card, or payment by Accounts Payable with a cheque request form.
- If unsure of where to obtain the goods or services required, please contact Purchasing for assistance.

Scenario #2

Dollar Range \$3,501 Up to \$25,000 (Informal RFQ through Purchasing Department) (minimum 3 quotes where possible)

- Purchasing staff (or designate) will prepare and issue an informal quotation to a minimum of three qualified Vendors. The client can indicate which Vendors they would like invited to participate in the bid process, if known. The client should prepare
 - The requisition (including account(s) to be charged)
 - The specifications of the goods or services desired
 - Delivery requirement, brand name, model number, catalogue page number, etc.
- Once Purchasing is in receipt of all competitive bids, they will notify the client by way of a recommendation for award for approval.
- Upon approval, Purchasing will issue a Purchase Order to the successful Vendor.

Scenario #3**Dollar Range \$25,001 up to \$100,000 (Formal RFQ/RFP through Purchasing Department) (3-5 qualified Vendors)**

- Purchasing will prepare and issue a formal quotation to 3-5 qualified Vendors. The client can indicate which Vendors they would like invited to participate in the bid process, if known.
- The client should prepare
 - The requisition (including account(s) to be charged)
 - The specifications of the goods or services desired
 - Delivery requirement, brand name, model number, catalogue page number, etc.
- Once Purchasing is in receipt of all competitive bids, they will notify the client by way of a recommendation for award for approval.
- Upon approval, Purchasing will issue a Purchase Order to the successful Vendor.

Scenario #4**Dollar Range Over \$100,000 (Formal Advertised RFT/RFP)**

- Purchasing will prepare and issue a formal tender and post on MERX (a nationally advertised bid web site).
- The client can indicate which Vendors they would like notified of the opportunity to participate in the bid process.
- The client should prepare
 - The requisition (requisition (including account(s) to be charged)
 - The specifications of the goods or services desired
 - Delivery requirement, brand name, model number, catalogue page number, etc.
- Once the bids have closed, Purchasing will prepare an electronic spreadsheet analysis of the bids and, in consultation with the client, draft the procurement award report.
- Approval is required from the designate of the client group, the Manager of Purchasing and the Vice President, Finance and Administration, or designate.
- Upon approval, Purchasing will issue a Purchase Order to the successful Vendor.

Emergency and/or Sole Source

- In the case of an emergency or sole source, please fill out the “Direct Negotiation for Sole Source Purchase Questionnaire” as found on the Humber web site at <http://www.humber.ca/Purchasing/forms.htm>.
- Complete the form, affix applicable signature(s) and submit to Purchasing with your requisition for processing.
- Upon completion of the required approval(s), Purchasing will issue the Purchase Order to the Vendor.