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GENERAL

Purchasing processes will comply with the requirements of Nova Scotia procurement legislation and trade agreements.

PURCHASING THRESHOLDS

Low Value

- Competitive quotes are not required for purchases with a pre-tax value of less than \$10,000 (including all costs), but are preferable. A written quote is required.

Moderate Value

- Competitive quotes are required for purchases with a pre-tax value between \$10,000 and \$24,999 (including all costs).
- Competitive quotes, working with Procurement Services, are required for purchases with a pre-tax value between \$25,000 and \$105,699.

High Value

A competitive bidding process managed by Procurement Services is required for high value requirements. Purchases with a value of the following thresholds are considered high value purchases:

- **Goods & Services** with a value of \$105,700+ (pre-tax)
- **Construction** with a value of \$264,200+ (pre-tax)

Procurement Services may utilize supply and service contracts established by other public sector entities when those agreements have;

- been established through a competitive process and
- contain wording to allow terms to be extended to other public sector entities.

Where no formal contractual arrangement exists, the anticipated value of the goods, services or construction will determine the procurement process.

UNIVERSITY & CONSOLIDATED AGREEMENTS

The University has access to consolidated agreements, put in place through a competitive process initiated by organizations such as; Interuniversity Services Inc. (ISI), Government of Canada (GOC) and the Province of Nova Scotia (PNS). These agreements are for use by the University community. A list of the current University and ISI Supply Agreements can be accessed on [SMUport](#). Please contact Procurement Services for information on other Consolidated Agreements that may be available through GOC and PNS, or other public sector entities.

QUOTES

When requesting quotes for transactions below \$25,000 and not covered under a University or Consolidated Agreement, departments are reminded to address the following points as they apply to the order, and to include all quotes and backup documentation with the Purchase Requisition:

- List price, standard educational discount pricing and additional discount (if applicable)
- Unit pricing & extended pricing (quantity x unit price)
- Website for quoted products, if available
- Delivery lead time (in days/weeks)
- Shipping information (Delivery terms (who pays the freight), mode of transportation, freight costs (including insurance and handling charges, customs fees, etc.)
- Warranty coverage (on-site or off)
- Installation cost
- Payment terms
- If payment by Pcard, indicate if there is an additional charge to pay by PCard.

COMPETITIVE QUOTES

Where the value of the transaction is estimated to be between \$10,000 and \$24,999 and is not covered through a University or Consolidated Agreement the purchase must be made on a competitive basis where pricing and terms from more than one source are obtained and reviewed. (See [4-1007 Procurement – Ethical Practices](#)). In cases where the user department is conducting the review, all documentation must be forwarded with the Purchase Requisition.

Where the value of the transaction is estimated to be between \$25,000 and \$105,699 and is not covered through a Consolidated or University Agreement, the user department will be required to work with Procurement Services for assistance in issuing a Request for Quotes (RFQ).

PUBLIC PROCESS

A competitive bidding process, managed by Procurement Services, is required for High Value purchases.

Legislation mandates the use of a public process for high value purchases, which means that the opportunity must be posted publicly on the Nova Scotia Public Tenders web portal. Departments must contact Procurement Services before commencing the process. Procurement Services will then either coordinate the process or provide guidance, as appropriate.

Departments should contact Procurement Services as soon as possible, to initiate the planning and drafting of the document, which may take 1-2 or more months to complete, depending on the complexity of the requirement. A minimum of 25 calendar days is required for public posting and additional time is required for evaluation of responses, contract negotiation and award.

REQUESTS FOR PROPOSALS

Requests for Proposals (RFP) are used to solicit submissions when general requirements are stated and the University wishes to rely on or benefit from the expertise and experience of the proponents. In this process, proponents are asked to outline their resources, approaches, technologies and costs in a formal proposal. The process requires established criteria, and they typically include considerations other than cost (such as effectiveness and value). Negotiations with suppliers may be required to finalize any aspect of the requirements.

CONTRACT AWARD

Following evaluation, contract award should be to the highest overall scored proponent, based on the established criteria.

CONFIDENTIALITY

All employees should endeavour to protect the confidentiality of pricing and other competitive information. Any requests to reveal competitive information, including those of a public process, must be referred to the Procurement Services. (see [Ethical Practices Policy \(Policy 4-1007\)](#)).

LIMITED TENDER JUSTIFICATION

As legislated by the Province of Nova Scotia, Procurement Services endeavours to provide a competitive process according to the thresholds outlined in this policy. Before proceeding with a Limited Tender purchase, please refer to [Limited Tender Justification Policy \(Policy 4-1026\)](#).