

University of Prince Edward Island	Policy No. admprogn10001	Revision No. 1
Policy Title: Procurement Policy		Page 1 of 2
Creation Date: January 13, 2010	Version Date: January 30, 2020	Review Date: January 30, 2025
Policy Approval Authority: Board of Governors	Designated Executive Officer(s): Vice President Administration & Finance	WWW Access: Yes

1. Purpose

- 1.1. The purpose of this policy is to ensure the University of Prince Edward Island maintains the highest professional standards in the management of the resources entrusted to it. The University must ensure that goods, services, and construction are acquired in manner that obtains optimum value, uses a fair and open process, and meets legal and ethical obligations.

2. Scope

- 2.1. This Policy applies to the purchase of all goods, services, and construction, regardless of the funding source, made on behalf of the University of Prince Edward Island, including all capital expenditures and goods for resale.

3. Responsibilities

- 3.1. This Policy is authorized by the Board of Governors.
- 3.2. The development and maintenance of this Policy is the responsibility of the Vice-President, Administration & Finance.
- 3.3. The Comptroller is responsible for authorizing any procedures and guidelines necessary to carry out this Policy.
- 3.4. The Manager of Procurement Services, under the direction of the Comptroller, is responsible for the implementation and operational matters related to this Policy, including the development and maintenance of procedures and guidelines.
- 3.5. Procurement Services, under the direction of the Manager of Procurement Services, is responsible for ensuring that this Policy's principles are understood, applied and measured.
- 3.6. Administrative Heads are responsible for ensuring that employees under their authority comply with this policy and any procedures and guidelines approved in accordance with this Policy.

4. Definitions

- 4.1. A complete list of definitions is available in the Procurement Procedures.

5. Policy

- 5.1. All purchases of goods, services and construction must be acquired in accordance with the Procurement Principles and using the process prescribed in the Procurement Procedures.

Procurement Principles

- 5.2. The acquisition of goods, services and construction for the University will be conducted in accordance with the following principles:
- 5.2.1. Obtain optimum value at the lowest overall cost based upon full life cycle costing in the fulfillment of specified needs with appropriate levels of quality and service;
 - 5.2.2. Use fair and open process when calling for, receiving, and evaluating bids;
 - 5.2.3. Meet its legal and ethical obligations in the acquisition of goods, services and construction by purchase or lease; and
 - 5.2.4. Meet its obligations set out in the applicable trade agreements.

Non-Compliance

- 5.3. University employees who willfully, repeatedly circumvent or materially fail to comply with the Procurement Policy, including its procedures and guidelines, may have their ability to purchase suspended or revoked, and may face disciplinary action, including termination of employment, and may also be held personally liable for damages caused to the University.

6. Review

- 6.1. This policy is to be reviewed every five (5) years or as circumstances dictate.

7. Definitions

- 7.1. A complete list of definitions is available in the Procedures document.

8. Related Policies

- 8.1. [Spending Authority Policy](#)
- 8.2. [Signing Authority Policy](#)
- 8.3. [Conflict of Interest Policy](#)