



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: PROCUREMENT

Procedure No.	FA-318-PR	Division	Finance and Administration
Supersedes	n/a	Board Policy Ref.	GP-F-404
Related Policy	FA-318 CS-304 PO-006	Effective Date:	May 6, 2025 (R2)

PROCEDURE

1.0 Definitions

Budget Owner	PeopleSoft term to identify the employee who has assigned financial budget and authority to approve its use for purchase by staff.
Competitive Process	Provides opportunities for interested parties to compete for trade business with the College of the North Atlantic via limited call/request for quote, open call, or request for proposals.
Emergency Purchase Order	An emergency or a situation of urgency exists, and the acquisition of the commodity cannot reasonably be made in time by a limited call/request for quote or an open call for bids. However, if time permits it is recommended the public body obtain quotations, if possible.
End-User	The person who uses the purchased product.
Estimate	An informal idea of price based on limited information. Estimates CANNOT be used as a legal standpoint for price.

Open Order	An order to buy product or service that remains in effect until it is executed or until it expires.
Request for Estimate	Request made to a supplier for the estimated cost of a product.
Limited Call/Request for Quote	A formal invitation to a supplier(s) to submit a quote based on specifications provided in electronic form.
Request for Proposal	An open invitation to suppliers to submit solutions to provided specifications that will be weighed against scoring criteria.
Requester	PeopleSoft term to identify the employee creating requisitions.
Standing Offer	Agreement with a supplier that enables a public body to order directly from a supplier(s) over a specific period of time at prescribed pricing and terms and conditions.
Subject Matter Expert	A person who is an authority on equipment, or in a particular area, or topic.
Sustainable Procurement	Procurement that uses existing purchasing power to positively influence social, environmental, or economic goals that help shape inclusive, vibrant, and healthy communities.
Open Call	Form of open, public competitive process.
Threshold	For the purpose of the Procurement Procedure, threshold refers to set limits.

2.0 Ethics

2.1 College of the North Atlantic (CNA) will observe the highest ethical standards in its procurement function as per section 1.7 of Government of Newfoundland and Labrador's (Government) Public Procurement Policy:

- **Honesty/Integrity:** Maintain a high standard of integrity in all business relationships. Honesty, care, and due diligence shall be integral to all procurement activities. Public officials shall, in the discharge of their duties, act in a professional manner and make

decisions with the best interests of the organization in mind without consideration of personal gain.

- **Equality:** Provide fair and equitable treatment to all suppliers. All suppliers shall be provided with the same information and public officials shall not impose any personal bias or prejudices in their decisions. All actions taken will be impartial and based on the merits of the matter. Purchasing documents shall not contain any unnecessary bias in specifications, terms, and conditions or evaluation criteria.
- **Professionalism:** Foster the highest standards of professional conduct. Respect shall be demonstrated to each other. Individuals shall not engage in any activity that may create a conflict of interest, such as accepting gifts or favors, providing preferential treatment or publicly endorsing suppliers or products. Public officials shall maintain strict confidentiality in their procurement activities and should continuously work to improve their procurement knowledge and skills to promote leading edge procurement practices.
- **Accountability/Transparency:** Ensure procurement activities are open, transparent, and accountable. Purchasing activities shall be conducted in a fair, consistent, and transparent manner with a view to obtaining the best value for public money. Public sector resources shall be used in a responsible, efficient, and effective manner. Public officials shall act in such a manner that will bear the closest of public scrutiny.
- **Compliance/Conformity:** Comply with all applicable laws, regulations, trade agreements, policies, and procedures and not engage in any activity to circumvent the clear intention of the law. All activities should respect the principles of ethical business practices. All duties and responsibilities shall be performed in an independent manner without any undue pressure or interference.

3.0 Purchasing of Goods and Services

- 3.1 Due to the nature of the CNA budget distribution, it is the responsibility of each staff person to ensure that the Procurement Policy and Procedure are followed at all times.
- 3.2 CNA's Procurement staff are the only ones who have authority to issue official purchase orders (PO), limited calls/request for quotes (RFQ), request for proposals (RFP), and/or calls for open call on behalf of CNA.

- 3.3 An approved Peoplesoft Financial Services requisition is required prior to the purchase of any CNA goods or services.
- 3.4 The purchasing process shall be a separate and distinct function from CNA's receiving and payable activities.

4.0 Standing Offer Agreements

- 4.1 A Standing offer agreement (SOA) is (1) where Government's Public Procurement Agency invites CNA to participate in an open call administered by their department or (2) where CNA has identified a need and administers the procurement itself.
 - 4.1.1 As a signed participant to the procurement with Government, CNA is committed to the SOA until it expires.
 - 4.1.2 A list of all current SOAs is available on SharePoint.

5.0 Open Orders

- 5.1 The purpose of an open order is to ensure that funds are committed for a fiscal year. Open orders are used primarily for the purchase of supplies that are frequently ordered and extremely laborious to receive by single item.
 - 5.1.1 All open orders will follow the Procurement procedures outlined here.
 - 5.1.2 Each open order will require a competitive process.
 - 5.1.3 Only those items specified on the open order will be purchased, except in cases where minor items of like or similar nature are required on an urgent basis but were not quoted on the open order.
 - 5.1.4 CNA goods and services will only be purchased in the amount specified on the open order.

6.0 Emergency Purchases

- 6.1 Emergency POs are available via PeopleSoft Financial Services under the following strict conditions:
 - 6.1.1 A hazardous situation is deemed to exist, affecting human life or safety.

- 6.1.2 There is an interruption to an essential service such as electricity or water.
- 6.1.3 CNA property needs to be secured against imminent danger or hazard.
- 6.2 Poor planning or end of the fiscal year spending does not constitute an emergency or situation of urgency and such practices should be discouraged.
- 6.3 All emergency purchases will follow the procedures as outlined in section 7.3 of Government's Public Procurement Policy.

7.0 Requisitions

- 7.1 All CNA purchases require an approved PeopleSoft Financial Services requisition, unless otherwise specified in the Petty Cash Policy (CS-317).

- 7.2 Requisitions Process

- 7.2.1 The process of creating a PO starts with the preparation of a requisition for goods and/or services in PeopleSoft Financial Services.

- 7.2.2 A requisition is entered by the requester requiring the goods and/or services.

- 7.3 Description

The requisition must contain all requirements or specifications to meet the needs of the end-user. These requirements are used for evaluation purposes and ensures the bid is compliant.

- 7.4 Suppliers

Suppliers may be chosen from the PeopleSoft Financial Services supplier listing. If the supplier is not currently listed, then the supplier's name, address, and email must be added in the line comments so the buyer can add this information to the supplier listing to invite for responses.

- 7.5 Cost

Estimated costs can be used for entering the requisition, this is necessary for the supervisor, budget owner, and OBA to approve.

Official quotes will only be obtained by Procurement staff.

8.0 Buyer Responsibility

- 8.1 Buyers are prompted to address procurement activity via approved PeopleSoft Financial Services requisitions in their worklist.
- 8.2 Buyers will maintain the Supplier Quote Group in PeopleSoft Financial Services.
- 8.3 Buyers must maintain a high standard of customer service when dealing with internal and external customers.
- 8.4 Buyers arrange the date and method of delivery for all orders.
- 8.5 Buyers must comply with all Government's Public Procurement Policy thresholds and apply competitive process as required.

9.0 Approved Requisition Amount vs Lowest Limited Call/Request for Quote

- 9.1 When the lowest compliant bid on the limited call/RFQ is less than the approved requisition amount, the buyer can process the PO as no additional approvals are required.
- 9.2 When the lowest compliant bid on the limited call/RFQ is more than the approved requisition amount but does not exceed 10% or \$500.00 of the approved requisition amount, the buyer can process the PO.
- 9.3 When the lowest compliant bid on the limited call/RFQ is more than the amounts (10% or \$500.00) outlined in 9.2, the following process applies:
 - 9.3.1 An email is sent to the budget owner, OBA, and any special approvals for budget requesting approval for the additional funds.
 - 9.3.2 Once approval is received the approval email is attached to the PO in PeopleSoft Financial Services.
 - 9.3.3 The PO can then be processed and sent to the supplier.

10.0 Thresholds

- 10.1 CNA recognizes thresholds as per Government's Public Procurement Policy. See Public Procurement Policy Thresholds.
- 10.2 The *Public Procurement Act* excludes "professional services" from the definition of services. Professional services mean the following:

- 10.2.1 Legal services; and
- 10.2.2 Financial services relating to the provision of credit and instruments of monetary policy.
- 10.3 All thresholds are based on the Canadian dollar value inclusive of all premiums, fees, commissions, and interest, as well as delivery costs; and exclusive of harmonized sales tax.
- 10.4 Requisitions for similar goods to be purchased from the same budget must be entered on the same requisition.
- 10.5 If a single procurement includes a combination of goods and services, the Procurement staff shall determine the estimated value, based on the total price for the time frame of the contract, for each component and use the estimate for the largest component to determine the applicable threshold as per section 10.1.
- 10.6 References made to the *Public Procurement Act* may be found at: <https://assembly.nl.ca/Legislation/sr/statutes/p41-001.htm#1>.
- 10.7 References made to the *Public Procurement Regulations* may be found at: <https://www.assembly.nl.ca/Legislation/sr/regulations/rc180013.htm>.

11.0 Requisition Assessment

- 11.1 The Procurement staff is prompted to procure goods or services when an approved PeopleSoft Financial Services requisitions show in their worklist.
- 11.2 The buyer reviews the requisition to determine additional required approval, threshold, and method of competitive process.
- 11.3 Low Threshold Requisitions (as identified in section 10.1)
 - 11.3.1 The buyer invites one written quote from a supplier.
 - 11.3.2 The supplier is selected by the buyer through review of the quote group. The buyer will assess fair and reasonable price.
 - 11.3.3 As per section 6.1.4 of Government's Public Procurement Policy, fair and reasonable price is determined through the following:
 - Obtaining two direct quotations and comparing the prices to determine whether competitive market forces have ensured that the prices are fair and reasonable – note that

if this method is being used, the lowest quotation bidder must be accepted;

- Obtaining one direct quotation and substantiating that it is fair and reasonable through reference to trade catalogues, price lists, or a recent acquisition price for similar goods and services;
- Obtaining one direct quotation and substantiating that it is fair and reasonable through the utilization of a rotational system, which consists of at least two suppliers, and which is monitored to ensure that prices are competitive and fair and reasonable;
- Obtaining one direct quotation and substantiating that it is fair and reasonable from an operations perspective where the goods or services are urgently required and a delay in delivery would negatively impact the operations of a department;
- Obtaining one direct quotation and determining that the price is fair and reasonable as a result of a limited supplier base in the area (consideration would be given to additional direct and administrative costs associated with acquiring the goods or services in another area); or
- Obtaining one quotation via shelf pricing or advertised price for a low dollar value, or purchasing card, acquisition and a direct quotation is not generally provided and, in this instance, business should be rotated to ensure that prices are competitive and fair and reasonable.

11.4 Medium Threshold Requisitions (as identified in section 10.1)

11.4.1 A limited call/RFQ complete with close date and time, specifications, and quantity, is issued by the buyer to a selection of suppliers to obtain three quotes.

11.4.2 The standard period for a limited call/RFQ is three business days. It may be less depending on the nature of the product or service and response time of suppliers.

11.4.3 At close time quotes are evaluated for compliance.

11.4.4 Limited calls/RFQs are maintained in PeopleSoft Financial Services.

- 11.4.5 Lowest compliant limited call/RFQ is awarded.
- 11.4.6 Award leads to issue of PO.
- 11.4.7 Awards are made public at: <https://www.cna.nl.ca/business-and-industry/tenders.aspx>.
- 11.4.8 File record is reviewed for completeness from audit perspective.
- 11.4.9 File record is maintained electronically.
- 11.5 High Threshold Requisitions (as identified in section 10.1)
- 11.5.1 Buyer II determines if they are authorized to issue the PO.
- 11.5.2 Buyer II may administer under following conditions:
- Item(s) is covered by an active SOA
 - Item(s) is sole/brand source
- 11.5.3 If requisition does not meet these criteria Buyer II forwards to Procurement Officer III for review.
- 11.6 Other Considerations for Assessment
- 11.6.1 As per Government's Public Procurement Policy, there are purchases up to the Limited Call for Bids threshold (excluding taxes) where it is not feasible or practicable to obtain quotations due to the following circumstances:
- 11.6.1.1 Commodity is available from a public body.
- 11.6.1.2 Acquisition of a commodity is for the purpose of resale or for incorporation into a product for resale.
- 11.6.1.3 An emergency or situation of urgency exists and an open call for bids cannot reasonably be made in time (obtain more than one quote where the situation allows).
- 11.6.1.4 Only available source (sole/brand source), in the following circumstances:

- Compatibility with existing products, to recognize exclusive rights or to maintain specialized products that must be maintained by the manufacturer or representative;
- An absence of competition for technical reasons, no alternative or substitute exists;
- Supply is controlled by a statutory monopoly;
- Purchase of goods on a commodity market;
- Work on or about a leased property that can only be performed by the lessor without giving rise to a significant risk for the public body;
- Work to be performed under a warranty or guarantee;
- Winner of a design contest;
- A prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
- Purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
- Original works of art; or
- Subscriptions to newspapers, magazines, or other periodicals.

12.0 Open Call

12.1 Procurement Officer III reviews information as noted in section 11.5.3 and has determined that an open call is required.

12.2 Procurement Officer III prepares an open call document upon receipt of specifications provided by the subject matter expert.

- 12.3 Procurement Officer III posts open calls on <http://www.merx.com>.
- 12.4 Open calls are posted for a minimum of 10 business days but may be less depending on circumstances as assessed by the Procurement Officer III.
- 12.5 See section 15.0 for process for on all bid openings.
- 12.6 Bids are evaluated for lowest compliant bid.
- 12.7 Successful bidder is notified, and PO is issued.
- 12.8 When the PO is issued without open call, an Exception Report is required and submitted to Government's Public Procurement Agency.

13.0 Open Call - Request for Proposals

- 13.1 Procurement Officer III reviews information as noted in section 11.5.3 and determines that an RFP is required.
- 13.2 Procurement Officer III prepares an RFP document upon receipt of specifications and evaluation criteria provided by the subject matter expert.
- 13.3 RFPs may be posted for up to 60 business days depending on the nature and complexity of the purchase required.
- 13.4 See section 15.0 for process for on all bid openings.
- 13.5 Evaluation committee determines best solution via evaluation criteria outlined in the RFP.
- 13.6 Successful bidder is notified and the PO is issued.

14.0 Unauthorized Purchases

- 14.1 Unauthorized purchases, also called Confirmation Only, are not permitted as per this Procedure and the *Public Procurement Act*. These purchases involve an end-user negotiating with and obtaining goods or services without prior written approval of the supervisor, budget owner, or OBA.
- 14.2 Suppliers may have their payments delayed when there is no PO for the invoice they have provided.

- 14.3 The end-user is required to enter a requisition for the payment of the invoice with the invoice attached. Within PeopleSoft, a Confirmation Only form is required to be completed with the requisition identification number entered.
- 14.4 The Confirmation Only form is approved by the end-user's supervisor and the Procurement and Bookstore Manager.
- 14.5 The buyer confirms that the invoice and the PO match, and the Confirmation Only form identification number is stated on the PO.
- 14.6 The buyer sends the supplier a letter reminding them of CNA's Procurement Policy that a valid PO is required before any good or services are shipped, or services rendered on account to CNA.
- 14.7 The buyer submits the invoice to Accounts Payable for payment and no receiving required as goods or services already received.

15.0 Bid Openings

- 15.1 Prior to opening, all bids and related documents are securely maintained online by MERX.
- 15.2 Bid responses are opened at 3:00 p.m. (Newfoundland Standard Time) on the open call close date.
- 15.3 Public openings will be live streamed on Microsoft Teams. The live link for open call openings is available at: <https://www.cna.nl.ca/business-and-industry/tenders.aspx>.
- 15.4 Open calls and RFPs are opened in the presence of at least two Procurement representatives.
- 15.5 The information released at the opening consists of the bidder's name and bid price, however, only the bidder's name will be disclosed for RFP openings.
- 15.6 Requests for additional information are handled in accordance with the [*Access to Information and Protection of Privacy Act, 2015*](#).
- 15.7 Bid prices released at the opening are for reference purposes only. Bid submissions will be fully evaluated to determine the lowest compliant bidder.
- 15.8 Open call awards are made public at: <https://www.merx.com/govnl>.

16.0 Supplier Debriefing

- 16.1 Unsuccessful suppliers have 10 business days, after the award has been posted, to request a meeting with the Procurement Officer III to review their bid and provide feedback.
- 16.2 CNA designated staff will debrief the unsuccessful supplier within 10 business days after the request is received.
- 16.3 In a debriefing, CNA may disclose the bid price of the lowest compliant bidder but will not disclose information regarding other suppliers or their bids.
- 16.4 Debriefings will be held by phone or video conferencing.
- 16.5 An official record of the debriefing detailing the names of all participants, time and date of the debriefing, and details of discussion, will be kept by CNA as per section 22 of Government's Public Procurement Policy.

17.0 Supplier Complaints

- 17.1 Suppliers can make a written complaint to CNA by emailing tenders@cna.nl.ca within 15 business days of the supplier debriefing.
- 17.2 The complaint must include the following information as per section 23 of Government's Public Procurement Policy:
 - 17.2.1 Supplier's name and business contact information;
 - 17.2.2 Reference information respecting the open call for bids (e.g., bid number); and
 - 17.2.3 A description of the supplier's complaint.
- 17.3 CNA will review the complaint and respond within 15 business days. A copy of the response will be provided to Government's Chief Procurement Officer.

18.0 Sustainable Procurement

CNA will observe Government's Sustainable Procurement Strategy to consider and incorporate sustainability measures in the procurement of commodities where practicable and where they comply with trade agreement obligations.

19.0 General Information

Where conflict may be perceived to exist between this Procedure and the *Public Procurement Act* and the *Public Procurement Regulations*, the Act and Regulations shall prevail.

Approval History	
Approved by President	July 6, 2011
Revision 1	November 4, 2016
Revision 2	May 6, 2025

Appendix 1 Requisition Requirements

For detailed instructions on how to enter a requisition in PeopleSoft Financial Services, please refer to documents housed on CNA's Intranet Portal.

Overview

A request for purchase begins with a preliminary plan to determine the budget required as well as the generic specifications for the product or service required. Requesters/subject matter experts will research their product or service and determine a reasonable budget to build the requisition and enter it to the approval workflow to their supervisor/budget owner. This should **not** be in the form of a quote from a supplier.

Specifications must be adequate and sufficient such that bidders/suppliers can easily identify what they are being invited to bid on. To assist in this development, requesters/end-users/subject matter experts should include as much information as possible. Such specifications can include, where applicable, items listed below:

ITEM DESCRIPTION

1. One **Item** or **Service** per line (required for receiving purposes).
2. **Unit of Measure (UOM)**: Select the appropriate UOM. EA (each) is not always applicable and should not be the default UOM selected.
3. **Product** should include:
 - a. What the item is in its most generic form (i.e., desk, chair, etc.);
 - b. Dimensions, weight, material, content, and/or size;
 - c. Compatibilities;
 - d. Colour;
 - e. Logo and logo position, if required; and
 - f. Other identifying features where applicable.
4. **Service** should include:
 - a. Who;
 - b. What;
 - c. Deliverables;
 - d. Where/schedule;
 - e. When/place (whichever apply); and
 - f. Scope of work (attached).
5. **Item Description** must not include:
 - a. Brand names; or
 - b. Brand specific trademarks or part numbers.

6. There should be no **messages** or **instructions** to the buyer or anyone in the approval workflow. Header comments may be used for this purpose.

Additionally, the requisition must include:

GL CODE

Choose the appropriate code as per CNA's Chart of Accounts. If unsure, contact the Organizational Budget Analysts responsible for the required campus.

BUYER

Buyer information defaults for predetermined assignment. If a different buyer is required, please refer to the *Change a Buyer* guidelines found on CNA's Employee Portal.

SUPPLIER

A supplier may be selected or left blank. The Request for Quote process determines who the supplier will be.

LINE COMMENTS

Use this field for additional specifications that will not fit in the Item Description field; may also be used to provide the purpose of the product or service (e.g., for program delivery or other requirements).