



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## FINANCIAL POLICY

### **2.0 FINANCIAL** **2.09 PURCHASES OF GOODS**

#### **Purpose**

The purpose is to outline the key requirements for purchasing goods.

#### **Application**

This policy applies to all staff and all purchases in the office of the Saskatchewan Information and Privacy Commissioner (IPC).

#### **Background**

The IPC is not bound by *The Purchasing Act, 2004*.

The Agreement on Internal Trade (AIT) [http://www.ait-aci.ca/index\\_en.htm](http://www.ait-aci.ca/index_en.htm) excludes the IPC.

The New West Partnership Trade Agreement (NWPTA) <http://www.newwestpartnershiptrade.ca/> given its wide-sweeping scope (applies to ministries, health sector, municipal sector and education sector) does not apply to the IPC.

It has always been the practice of the IPC to follow the spirit of *The Purchasing Act* and to use the Request for Purchase (RFP) process for capital acquisitions.

#### ***Government Standing Offers (GSO's)***

A GSO is an agreement between the government and a supplier established through a tender process. The government uses standing offer agreements when it anticipates a need for products or services on an ongoing basis. Under a GSO, a supplier agrees to supply, on request, specific goods or services at set prices or under agreed conditions. GSO terms can vary depending on the commodity and need. Most offers are for a year, but the periods range from several months up to several years.

The IPC may acquire goods directly from a vendor based on these standing offer agreements <https://sasktenders.ca/content/public/Search.aspx>. If a lower price is found through a vendor that is not listed on a GSO, the IPC may purchase from that vendor. Please refer to the IPC Guide to Procurement for further details.

### **Sole Source Purchases**

A sole source purchase is an award for the supply of a good that can only be purchased from one supplier due to its specialized or unique characteristics.

- Reasons for sole source purchases:
  - To ensure compatibility with existing products, to recognize exclusive rights such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
  - There is an absence of competition for technical reasons, the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
  - The procurement of goods or services, the supply of which is controlled by a supplier that is a statutory monopoly.
  - Emergency purchases.
  - Other – i.e. time constraints; to fulfill the business of IPC.
  
- Favoring vendors because of the goods and services received is not fair business practice as it does not promote competition within the Province of Saskatchewan and is therefore not eligible for a sole source purchase. Please refer to the IPC Guide to Procurement for further details. Please refer to the IPC Guide to Procurement for further details.
  
- **Purchase Thresholds**
  - In all cases, the Director of Operations can assist in obtaining quotes or in the procurement of goods.
  - Please refer to the IPC Guide to Procurement for further details
  - The current IPC purchasing thresholds are as follows:

<b>Threshold (before tax; per order)</b>	<b>IPC Policy</b>	<b>Procedure</b>
<b>\$0 - \$2499</b>	Use best purchasing practices. <b>No quotes required, but recommended.</b>	Complete Purchase Pre-Authorization Form (if required). For total purchases of \$1000 or over, an IPC Purchase Order (PO) will be issued by the Director of Operations if not paid by a PCard.
<b>\$2500 - \$4999</b>	3 verbal quotes <b>obtained by the Early Resolution Officers.</b>	Purchase Pre-Authorization Form must be completed. An IPC Purchase Order (PO) will be issued by the Director of

		Operations if not paid by a PCard.
<b>\$5000 - \$9999</b>	<b>3 written quotes, obtained by the Early Resolution Officers.</b>	Purchase Pre-Authorization Form must be completed, authorized and forwarded to the Director of Operations.
<b>\$10000 and over</b>	Tender or Request for Proposal (RFP)	Purchase Pre-Authorization Form completed, authorized and forwarded to the Director of Operations. The Director of Operations will advise on best purchasing method and assist with purchase process through SaskTenders. See RFP policy. <b>***Total purchases over \$10,000 must be signed by Commissioner.</b>

**The office is not to reduce or divide the single procurement of goods into multiple procurements in order to avoid the thresholds.**

The Commissioner is responsible for determining who in the office can purchase items under delegations. A signed record of the IPC’s current delegated signing authority is maintained by the Director of Operations.

When employees use purchase cards to acquire supplies, IPC Financial Policy 2.08 Purchase Cards must be followed.

The Director of Operations is responsible for the administering of this policy including adequately documenting all purchasing decisions.

The IPC employee must:

- adequately document their purchasing decisions;
- ensure items and quantities ordered are received and invoices are in agreement with the relevant supporting purchase documents.

The IPC employee delegated signing authority is the overriding authority for purchases of goods.

Updates to the signing authority must be immediately communicated by the supervisor via email to the Director of Operations.

Employees must ensure they follow the LAS’ Print Procurement Policy as administered by the Director of Operations.

## **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

## **Influencing Sources**

*The Financial Administration Act, 1993*

The Financial Administration Manual

Procurement Guide, Saskatchewan Ministry of Central Services, April 1, 2012

Legislative Assembly Service Guide to Procurement

IPC Guide to Procurement

IPC Policy 2.08 Purchase Cards