

## **POLICY: Procurement**

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### **1. POLICY OBJECTIVES**

The objective of the Industry Training Authority procurement is to acquire goods and services in a transparent manner that enhances access, competition and fairness and results in best value in compliance with all applicable legislative, regulatory and trade agreement obligations and consistent with the Government Letter of Expectation.

It shall be the procurement policy of the Industry Training Authority to obtain all goods and services at the lowest cost to the Industry Training Authority that meet or exceed the client groups' specifications for performance, quality and availability at the time of procurement. Competitive submissions are to be solicited where appropriate, based on the value and specifics of the requirement, and agreements, contracts and/or purchase orders are to be awarded in accordance with best public procurement practices.

### **2. PURPOSE**

The purpose of the procurement policy is to provide guidance on the procurement of goods and services, except for:

- The procurement of travel services.
- The procurement of hospitality services.
- Salaries, wages and benefits for employees
- Partnering Agreements.

### **3. PRINCIPLES OF THE PROCUREMENT POLICY**

The principles of the Procurement Policy shall be: Value-for-Money, Transparency, Integrity, Competitive Supply, Effectiveness, Efficiency, Fair-dealing, Responsiveness, Informed decision-making, Consistency, Legality, Integration and Accountability.

### **4. MAIN PROCUREMENT PRINCIPLES**

#### **4.1. Definition of "Procurement"**

The term "Procurement" refers to the process by which goods and services are acquired from third parties. This is a lifecycle process that covers from the initial purchase concept through to the end of the life of the purchased asset or service.

#### **4.2. Public Procurement Objectives**

In procuring goods and services, all Budget Managers are accountable for achieving the objectives of the public procurement policy: value-for-money, transparency and trade liberalization.

## **5. PROCUREMENT PROCESS**

The ITA's Procurement Process sets out how the principles of this Policy will be delivered within the ITA's operational procurement activity.

## **6. ROLES AND RESPONSIBILITIES**

All ITA staff is responsible for ensuring that procurement activity within their business areas is carried out in accordance with government Procurement and Financial Regulations. The Procurement team will engage with all ITA staff to fully establish their needs and deliver effective procurement solutions, working with them at an early stage to streamline processes and improve quality and cost in the goods and services to be procured.

## **7. SUPPLIER RELATIONSHIPS**

All Suppliers will be dealt with equally, with integrity, fairness, and courtesy and in a professional manner. Relationships with suppliers should be constructive, but built on a competitive approach that will lead to cost savings, better quality and value-for-money.

## **8. POLICY STATEMENT**

Industry Training Authority procurement and contracting shall be conducted in a manner that will:

- a. stand the test of public scrutiny in matters of prudence and probity, facilitate access, encourage competition, and reflect fairness in the spending of public funds;
- b. ensure the support of Industry Training Authority's organizational mandate and the pre-eminence of operational requirements;
- c. comply with the provincial and federal government's obligations under the *Agreement on Internal Trade (AIT)*, *The Trade, Investment and Labour Mobility Agreement (TILMA)*, *New West Partnership Trade Agreement (NWPTA)*, *North American Free Trade Agreement (NAFTA)* and the *World Trade Organization - Agreement on Government Procurement (WTO-AGP)*<sup>i</sup>;
- d. procurement commitments shall not exceed the Industry Training Authority's fiscal capability.

## **9. APPLICATION**

This policy applies to all departments of the Industry Training Authority. The following transactions are not covered in the policy:

- a. revenue-producing contracts (rentals, leases of ITA property) and the like;
- b. contracts related to the acquisition of land (which are covered by separate statutes and regulations);
- c. the transfer of goods, services or real property between departments, Crown Corporations and/or Agencies of the BC Government, other provinces and/or municipalities;
- d. government transfers, grants and contributions;
- e. partnering agreements; and
- f. Interchange-Canada agreements.

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<sup>i</sup> NAFTA and WTO-AGP apply to ITA Procurement only when ITA engages American and/or international suppliers for business initiatives funded partially or in whole by Federal Government of Canada or any of its departments and/or agencies.