
Procurement

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Background

BCIT intends to conduct procurement with the highest standards of fairness, transparency, fiscal responsibility, and environmental sustainability.

The Institute employs competitive and collaborative procurement to obtain goods and services of superior quality at the best value while adhering strictly to ethical practices, applicable trade agreements, regulatory requirements, and internal policies.

All procurement decisions are made with accountability to the communities and parties we serve and reflect BCIT's commitments to social responsibility, human rights, and Indigenous reconciliation. Moreover, procurement is a key component in the responsible management of public resources for the long-term benefit of the Institute and society.

In respect of the above commitments, this policy is guided by BCIT's [IDEAS framework](#).

Purpose

The purpose of this policy is to ensure open, transparent, and fair procurement, complying with all applicable laws and regulations to promote accountability and trust. It also aims to maximize the efficient use of public funds by fostering fair competition among suppliers while acquiring high-quality goods and services offering the best long-term value to the Institute.

Application

This Policy applies to all BCIT officers, employees, and members of the Board of Governors.

Scope

This policy applies to procurement of required goods, equipment, services (including construction), whether by purchase, rental, lease, commission, or fee, except for the following expenditures or contracts:

- contracts for the sale, purchase, lease, or licensing of land or buildings;
- employee remuneration and benefits managed through Human Resources;
- purchases intended for resale (e.g., Bookstore);
- participation in any commercial arrangements where BCIT is not acquiring any goods or services such as affinity programs, sponsorships, and memberships.

Related Documents and Legislation

Federal Legislation

Fighting Against Forced Labour and Child Labour in Supply Chains Act

Provincial Legislation

College and Institute Act

Freedom of Information and Protection of Privacy Act [FIPPA]

Accessible British Columbia Act

BCIT Policies

Policy 1010 Economic, Social and Environmental Sustainability

Policy 1500 Code of Conduct

Policy 2502 Signing Authority

Policy 3501 Acceptable Use of Information Technology

Policy 3502 Cyber Security

Policy 6701 Records Management

Policy 7540 Retailing of Course Materials

Policy 6700 Freedom of Information and Protection of Privacy

BCIT Reference

BCIT Supplier Code of Conduct

Procurement Procedures and Protocol Manual

Trade Agreements

Canadian Free Trade Agreement (2017) [CFTA]

Canada-European Union Comprehensive Economic and Trade Agreement (CETA), 2016

New West Partnership Trade Agreement (NWPTA), 2022

Definitions

The following definitions apply to this policy:

Best Value means the optimal combination of total cost of ownership, quality, and performance that delivers the highest long-term benefit, considering economic, environmental, social, and Indigenous reconciliation factors as determined by evaluation criteria specific to each procurement.

Diverse Supplier means a business at least 51% owned, managed, and/or controlled by members of equity-deserving groups.

Environmental Stewardship means prioritizing goods and services that minimize ecological impact, support BCIT's climate action goals, and advance circular economy principles through their design, production, use, and disposal.

Equity-Deserving Groups means communities that have experienced significant historical and current collective barriers to full participation in society. This can include women and gender diverse persons, Indigenous people, peoples with disabilities, racialized people, and those from the 2S/LGBTQIA+ community.

Ethical Compliance means the requirement for suppliers to adhere to ethical business practices and fair labour standards throughout their operations and supply chains, consistent with applicable legislation.

Indigenous-owned Business means a business that is at least 51% owned, managed and/or controlled by Indigenous Rightsholders (First Nations, Inuit or Métis) and ordinarily reside in Canada.

Indigenous Reconciliation means promoting economic reconciliation by increasing partnerships with, and removing barriers for, verified Indigenous-owned businesses in alignment with BCIT's Indigenous Vision and the Truth and Reconciliation Commission's Call to Action 92.

Life Cycle Cost means an assessment of not only the initial purchase price but also all associated costs over an asset's life, including maintenance, operation, transition, disposal, and environmental impacts.

Social Value Supplier includes Diverse Suppliers, social enterprises, non-profits, and other suppliers with prominent certifications, such as B-corp. These suppliers support socio-economic outcomes for local communities, equity-deserving groups, and other target populations.

Social Responsibility means fostering equity, diversity, inclusion, and community wellbeing through procurement decisions that support local economies, fair labour practices, social enterprises, and opportunities for equity-deserving groups.

Supplier Code of Conduct means a document outlining the minimum standards BCIT requires of its suppliers in the areas of ethical business practices, fair and safe labour conditions, environmental stewardship, and respect for human rights throughout their operations and supply chains.

Sustainable Procurement means the integration of environmental, social, ethical, and Indigenous reconciliation considerations into procurement.

Guiding Principles

The following informs how this policy is interpreted or applied. BCIT will conduct all procurement under the following guiding principles:

Fairness and Transparency: procurement activities shall be conducted in a fair, open, and transparent manner promoting equitable access and treatment of all qualified suppliers as required by relevant legislation and Trade Agreements. Procurement thresholds, posting requirements, and dispute resolution processes will be managed in accordance with these agreements and their most current guidelines.

Best Value: procurement decisions shall be based on achieving the best overall value, considering cost, quality, delivery, service, innovation, lifecycle costs, and associated sustainability impacts.

Ethical Standards: all individuals involved in procurement must conduct themselves with integrity and avoid conflicts of interest, real or perceived.

Integrating Sustainability: the following elements of the IDEAS Framework and Environmental Policy shall be integrated into procurement decisions as relevant to the procurement category:

- Environmental Stewardship: considering goods and services that minimize ecological impact, advance circularity, and support BCIT's climate action and ecological goals.
- Social Responsibility: fostering equity, diversity, inclusion, and community wellbeing by supporting local and social value suppliers, and opportunities for equity-deserving groups.

- Indigenous Reconciliation: promoting economic reconciliation by asking suppliers about their reconciliation actions and increasing partnerships with, and removing barriers for, verified Indigenous-owned businesses.
- Ethical Compliance: requiring suppliers to adhere to ethical business practices and fair labour standards throughout their operations and supply chains.

Policy Statements

1. Procurement Methods

The BCIT [Procurement Procedure and Protocols Manual](#) provides detailed requirements, procedures, and responsibilities for conducting the Institute's procurement operations.

2. Ethical conduct and conflicts of interest

a) Employees

BCIT employees involved in BCIT procurement must act consistently with Policy 1500, Code of Conduct. All employees must maintain confidentiality for all procurement activities and contracts. All individuals involved in BCIT's procurement must declare any perceived, possible, or actual conflict of interest as defined in this policy. Employees are prohibited from participating in procurement evaluations under the following circumstances:

- The employee holds a financial interest in a potential supplier including shareholding.
- The employee is a direct relative of a supplier, resides in the same household as a supplier, or is married to a direct relative of a supplier. Direct relatives include spouses, parents, grandparents, grandchildren, siblings, or children.

In any of these circumstances the employee must promptly report the conflict of interest and submit a declaration to their supervisor.

b) Suppliers

Suppliers must act with integrity and conduct business in a manner consistent with the principles and objectives of this policy and are required to comply with the BCIT Supplier Code of Conduct. All suppliers in a procurement process or providing deliverables to BCIT must declare any perceived, possible, or actual conflicts of interest.

BCIT may refuse or terminate any supplier associated with or known to have engaged in fraud, illegal, or unethical bidding practices; having an actual or potential conflict of interest; violating the standards outlined in the Supplier Code of Conduct; or failing to perform duties or scope of work under contract.

Duties and Responsibilities

Board of Governors: has oversight and responsibility to ensure a fair and transparent procurement process in accordance with applicable legislation and trade agreements, aligned with the Institute's sustainability commitments.

CFO and VP Administration (or delegate): is responsible for establishing and maintaining a fair and transparent procurement process.

Schools or Departments:

- Initiate procurement in accordance with this policy and engage with the Procurement Department as required.
- The initiating school or department must adhere to Policy 2502 Signing Authority and its Procedures.

Procurement Department:

- Oversees procurement activities and manages centralized supplier selection through to contract execution.
- Provides guidance and ensures compliance with this policy and all relevant trade agreements.
- Collaborates with Sustainability Subject Matter Experts, Schools, and Departments to identify and address environmental and social risks and opportunities during procurement.

Sustainability Subject Matter Experts:

- Including Institute Sustainability; Respect, Diversity, & Inclusion Department; and Indigenous Initiatives and Partnerships, are responsible for collaborating with the Procurement Department to provide expertise on sustainability criteria and alignment with BCIT sustainability goals.

Special Situations

None

Associated Procedures

None

Associated Forms

None

Appendix

None

Approval History

		<u>Approval Date</u>	<u>Status</u>
Created:	Policy 2003 version 1	1987 Oct 01	Replaced
Revised:	Policy 2003 version 2	2003 Jun 19	Replaced
Revised:	Policy 2003 version 3	2019 May 28	In Force
Revised:	Policy 2003 [draft] version 4	2026 Mmm dd	[pending approval]

Scheduled Review Date

[2026 Mmm dd - TBD upon approval]; however, the policy’s executive sponsor may initiate review at any time.

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