



Name: Procurement – Purchasing Thresholds  
Policy Number: 4-1027  
Approving Authority: Director, Financial Services  
Approved: 1 August 1994  
Responsible Office: Financial Services  
Responsibility: Manager, Procurement Services  
Revision Date(s): 2022 February; 2020 May  
Supersedes: Procurement – Competitive Quotes/Tenders Policy 4-1013  
Next Required Review: February 2025

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## 1. PURPOSE

1.1. This Policy ensures that University purchasing processes will comply with the requirements of Nova Scotia procurement legislation and trade agreements.

## 2. JURISDICTION/SCOPE

### 3.1. Low Value

- Competitive quotes are not required for purchases with a pre-tax value of less than \$10,000 (including all costs) but are preferable. A written quote is required.

### 3.2. Moderate Value

- Competitive quotes are required for purchases with a pre-tax value between \$10,000 and \$24,999 (inclusive) with the following exceptions:
  - Construction with a value of \$302,900+ (pre-tax)



## 7. PUBLIC PROCESS

- 7.1. A competitive bidding process, managed by Procurement Services, is required for High Value purchases.
- 7.2. Legislation mandates the use of a public process for high value purchases, which means that the opportunity must be posted publicly on the Nova Scotia Public Tenders web portal. Departments must contact Procurement Services before commencing the process. Procurement Services will then either coordinate the process or provide guidance, as appropriate.
- 7.3. Departments should contact Procurement Services as soon as possible, to initiate the planning and drafting of the document, which may take 1-2 or more months to complete, depending on the complexity of the requirement. A minimum of 25 calendar days is required for public posting and additional time is required for evaluation of responses, contract negotiation and award.

## 8. REQUESTS FOR PROPOSALS

- 8.1. Requests for Proposals (RFP) are used to solicit submissions when general requirements are stated, and the University wishes to rely on or benefit from the expertise and experience of the proponents. In this process, proponents are asked to outline their resources, approaches, technologies, and costs in a formal proposal. The process requires established criteria, and they typically include considerations other than cost (such as effectiveness and value). Negotiations with suppliers may be required to finalize any aspect of the requirements.

## 9. CONTRACT AWARD

- 9.1. Following the award of a contract, the University will enter into a contract with the supplier. The contract will be a fixed price contract, and will include a warranty period of 12 months. The contract will be a fixed price contract, and will include a warranty period of 12 months. The contract will be a fixed price contract, and will include a warranty period of 12 months.