

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 039-RSJ-H
Policy Title Purchasing Goods and Services		Date 01 December 2014	
Supersedes New policy	Cross Reference	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 PURPOSE AND GOALS DESCRIPTION

The purpose of this policy is to ensure that all procurement of goods and/or services are handled in an ethical, professional manner and adhere to the principles of non-discrimination, access by qualified suppliers, fair acquisition processes and transparency of policy and procedure.

2.0 DEFINITIONS

Single Source – More than one supplier or distributor for a product exists in the market, however, only one of those suppliers or distributors is able to meet specific requirements.

Sole Source – Only one supplier is capable of meeting end user requirements and specifications; no other supplier or distributor in the market.

Competitive Process: refers to Request for Information (RFI), Request for Proposal (RFP), Request for Expression of Interest (RFEI), Request for Supplier Qualification (RFSQ) and Request for Quote (RFQ).

3.0 POLICY

3.1 Procurement up to \$5,000

Any one item, or an accumulation of items, not exceeding \$5,000 in value may be purchased based on the researcher's knowledge of, and experience with the supplier, or based on the researcher's knowledge of last purchased price or verbal quotations. A hospital procurement card can be used to make a single purchase of up to \$5,000.

3.2 Procurement over \$5,000 and up to \$100,000

Any invoice of one item or an accumulation of items over \$5,000 but not exceeding \$100,000 in value may be purchased on the basis of written competitive quotations from no fewer than three (3) suppliers.

Researchers are to obtain the quotations, with the support of the St. Joseph's Healthcare Hamilton (SJHH) Purchasing department if required. The completed Research Requisition to Purchasing, along with all original quotations should be forwarded to Research Administration for approval and forwarding to Purchasing.

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

3.3 Procurement over \$100,000

Any one item or an accumulation of items, exceeding \$100,000 in value must be approved by Research Administration and purchased through a formal competitive bid process managed by the SJHH Purchasing Department.

3.4 Single or Sole Source Procurement

There are circumstances when regardless of the value of the good or service, competitive quotes are not appropriate. When this is the case, the SJHH Non-Competitive Approval Form must be completed and attached to the Research Requisition to Purchasing Department Form submitted to Purchasing.

3.5 New

In cases where the distributor/supplier is a new vendor to SJHH, it is necessary to complete a Vendor Approval Process Form which is to be forwarded to the Purchasing Department. There are no exceptions to this policy; as a result researchers should allocate appropriate time for completion and approval of these forms. Once completed these forms are retained and do not require resubmission on subsequent use.

4.0 FORMS

The forms referenced above, and listed below, can be found on the MYSTJOE's intranet.

- Research Requisition to Purchasing Department
- SJHH Non-Competitive Approval Form
- Vendor Approval Process Form