

Signatures: _____
SATCC Commission Board Chair

SATCC Commission Board Vice Chair

Board Finance F6
Category and Procurement Policy
Policy Name:

Approved: June 22, 2022

Supersedes: NEW

Next June 2025
scheduled
review:

Policy The SATCC will follow the general procurement legislation and policies of the Government of Saskatchewan except where there is an operational requirement that requires the SATCC to vary from them. All procurement activities must adhere to all trade agreements the Government of Saskatchewan is subject to (e.g. New West Partnership, Canadian Free Trade Agreement, United States-Mexico-Canada Agreement, etc.).

Procedures The attached table provides a summary description of the policy and procedures.

Background *The Apprenticeship and Trade Certification Act, 2019* provides the SATCC with the authority to contract for the purposes of providing and administering training for the skilled trades in Saskatchewan with some limitations. Further, the SATCC is not strictly subject to The Purchasing Act, 2004 and The Purchasing Regulations, 2004. However, the SATCC is using these, as well as Section 4500 of the Financial Administration Manual (FAM) and the Ministry of Sask. Builds and Procurement's Procurement Quick Reference Guide, as guidelines for its own procurement policy and procedures. This policy incorporates information from all of these sources.

Procurement Type	Policy
<p>1. Purchases of Goods</p>	<p>The procurement of goods will occur in 1 of 4 ways:</p> <ol style="list-style-type: none"> 1. Standing Offers. The SATCC can use Standing Offers for recurring purchases of goods. The SATCC can use standing offers available through the Government of Saskatchewan and/or obtain its own through a tendering process. 2. General Purchases < \$10K. For goods valued < \$5K, written quotes are encouraged but not required. For goods valued between \$5K and \$10K, 3 written quotes are required. In the event the required number of written quotes cannot be obtained, written documentation is required to explain why these were not obtained/available. 3. General Purchases > \$10K. For goods valued > \$10K, a competitive tendering process must be used. The SATCC may use the sasktenders.ca website to conduct the tendering process. 4. Emergency Purchases. The exception to the above is when emergency purchases are required. Emergencies purchases are defined as goods required due to an act of nature, are needed immediately or is necessary for public safety/health. Purchases must be authorized by the CEO (or delegates) and there is no limit to emergency purchases.
<p>2. Purchases of Services</p>	<p>The procurement of services will occur in 1 of 4 ways:</p> <ol style="list-style-type: none"> 1. Vendor of Record. The SATCC can hire a Vendor of Record for recurring purchases of services. The SATCC can use vendors available through the Government of Saskatchewan and/or obtain its own through a tendering process. 2. Services Purchases < \$25K. For services valued < \$25K, written quotes are encouraged but not required. 3. \$25K < Services Purchases < \$75K. For services in this range, three written quotes are required. In the event the required number of written quotes cannot be obtained, written documentation is required to explain why these were not obtained/available. 4. Services Purchases > \$75K. For services valued > \$75K, a competitive tendering process must be used. The SATCC may use the sasktenders.ca website to conduct the tendering process.

<p>3. Procurement of Technical Training</p>	<p>Procurement of technical training is not considered a 'general service' under this policy.</p> <p>Technical training providers for a specific trade are sourced by the SATCC through a competitive Request for Proposal (RFP) tendering process. Once chosen, the SATCC will contract with a technical training provider in 1 of 2 general ways:</p> <ol style="list-style-type: none"> 1. Training Protocol Agreement (TPA). A TPA is a contract outlining the roles and responsibilities of each party, payment terms, etc. A TPA is intended for annual training contracts estimated to be \$500K or generally in most year. TPAs are generally intended to be 5-year contracts which can be renewed; or a 2. General Training Agreement (GTA). These are agreements the SATCC uses with training providers that it purchases less than \$500K in training annually. While providing a similar function to a TPA, the GTAs are simpler and are completed on a per-class basis. <p>The amount of technical training purchased in a training year is determined through the annual budget process for the SATCC and is subject to ministerial approval. Further, in-year adjustments to the amount of technical training finally purchased are made based on actual demand for training (i.e. the ability of the SATCC to fill the seats). The SATCC reserves the right to cancel any/all technical training with a training provider within the terms of the agreements noted above.</p> <p>For renewals of training providers, the SATCC may use a competitive tendering process to select training providers or may simply negotiate an extension with the existing training provider if management wishes to do so. TPAs will be for up to a maximum of 5 years while GTAs will be annual contracts.</p> <p>TPAs are to be renegotiated with a training provider 1-2 years in advance of it expiring.</p>
<p>4. Information Technology</p>	<p>For most of its basic information technology needs (e.g. computer hardware, computer software, network storage, security, etc.), the SATCC will procure these services from the Ministry of Central Services Information Technology Division (ITD).</p>

	<p>For services not provided by ITD, but required for the business needs of the organization, the SATCC may procure IT services outside of ITD. The SATCC will use a competitive tendering process to select vendors. The SATCC may avail itself of Government of Saskatchewan resources to complete the tendering process.</p> <p>Contracts in this area will be to a maximum of five years. Note: exceptions are allowed if there is a practical business reason to have a longer contract (e.g. the useful system life is 10 years then a 10-year contract would be useful).</p> <p>Generally, contract extensions are not allowed without conducting a new competitive tendering process and/or a market assessment. Exemptions to this policy are available in the following circumstances:</p> <ul style="list-style-type: none"> • The IT service(s) is an “enterprise” service already used by the Government of Saskatchewan; • The IT service(s) has been procured through a competitive tendering process through the Government of Saskatchewan; and/or • There are limited replacement options or service providers of a specialized IT service(s) where a competitive tendering process is unlikely to have many bidders. <p>Management will determine if a competitive tendering process is required based on the unique circumstances of the particular IT service. The thresholds in 2. Services will generally apply to the procurement of an IT service(s) unless the above exemptions are invoked.</p>
<p>5. Communications and Primary Research</p>	<p>The SATCC will continue to use the general processes/procedures that Executive Council uses to procure communications and primary research services. See FAM 4525 for more detailed description of these processes.</p> <p>The SATCC will use a competitive tendering process to select vendors of record for communication and primary research services unless for a specific piece of work. Contracts in this area will be to a maximum of five years. Contract extensions beyond five years are not allowed without conducting a new</p>

	<p>competitive bid process. This work will be completed in the year prior to the contract expiring.</p>
<p>6. Property (Real Estate)</p>	<p><i>The Apprenticeship and Trade Certification Act, 2019</i> requires the SATCC will follow the above rules for the acquisition of property considered necessary for the operation of the Commission. However, the purchase/lease must be approved by the Commission Board and the minister before the property can be acquired through purchase or lease.</p> <p>For a lease renewal, a new lease or a property purchase, management will provide a recommendation for the Commission Board's and minister's consideration based on a market evaluation or through a competitive tendering process. The maximum length of lease is 10 years (unless otherwise approved by the minister). This work will be completed in the year prior to the lease renewal or prior to a purchase.</p>

