



## FN70 – Procurement and Purchasing

These records relate to procuring and purchasing goods and services for the University.

### Content & Scope

*Policy 17 – Quotations and Tenders* ensures that procurement activities are conducted in a fair, impartial and transparent manner, which results in optimal outcomes for the University and complies with applicable legal provisions, the Procurement Code of Ethics (see Policy 17, Appendix A), and the terms and conditions of grantors and government agencies.

The records include procurement justifications/business cases; purchase requisitions; supplier consultations and requests for information; copies of advertisements, request for proposals (RFPs), requests for quotes (RFQs), requests for tenders (RFTs), vendor submissions, proposals, quotes, and bids, bid tabulation records, proposal evaluation records, vendor debriefing records; copies of award letters, notices, and announcements; records related to protests, disputes or complaints regarding the procurement process; documents justifying single, sole-sourced, or procurement through a Vendor of Record arrangement, and related correspondence.

### Related Records

- For contracts for goods and services, see *AD70 – Contracts & Agreements*.
- For records related to payment for goods and services, see *FN12 – Accounts Payable*.

### Responsible Unit

Procurement & Contract Services

### Information Steward

Vice President, Administration & Finance

### Information Confidentiality Classification

- Public: copies of records intended for public release (e.g., RFPs, RFQs, & RFTs).
- Confidential: all other records.

### Retention

7 years.

### Disposition

Secure Destruction.

### Authority

- Policy 17 – Quotations and Tenders
- Ontario Broader Public Sector Procurement Directive (2011)

**Retention Rationale**

The retention period is based on the Broader Public Sector Procurement Directive Mandatory Requirement #23: "For reporting and auditing purposes, all procurement documentation, as well as any other pertinent information must be retained in a recoverable form for a period of seven years."

**Approval Date(s)**

14 April 2010