

COMPETITIVE PURCHASING THRESHOLDS
B300-3FORM

Total Canadian Dollars (Excluding GST)

	Up to \$49,999	\$50,000 to \$74,999	\$75,000 and over
GOODS	Discretion	Informal	Competitive Bid
SERVICES	Discretion	Informal	Competitive Bid

	Up to \$99,999	\$100,000 to \$199,999	\$200,000 and over
CONSTRUCTION	Discretion	Informal	Competitive Bid

Discretion	Departments may select a vendor of their choice. It is expected that due diligence is performed, but documentation of formal quotes or estimates are not required to be kept or filed with the Purchase Requisition in Fusion.
Informal	Departments must perform and document their due diligence process and submit three written quotes with the Purchase Requisition in Fusion.
Competitive Bid	Departments must contact Purchasing for assistance in publicly tendering the opportunity. Legally, the College is required to post these opportunities on the Alberta Purchasing Connection (APC)/Coolnet through a Request for Proposal (RFP) or Request for Quote (RFQ). It is recommended that departments plan for a 3-month process from start to finish when competitive bids are required.

*OC thresholds were compared to Federal and Provincial Trade Agreements on November 11, 2023.

Overview of Thresholds

Olds College of Agriculture & Technology, “the College” is legally bound by provincial and federal trade agreements, in its procurement policies and practices including, but not limited to:

- New West Partnership Trade Agreement ([NWPTA](#)).
- Canadian Free Trade Agreement ([CFTA](#))

The College procurement thresholds, as listed in the above table, are based on the minimum requirements between both of these agreements. Procurement performed in methods outside of these guidelines expose the College to potential legal, financial and reputational risk.

If you believe that an additional method of procurement should be used for an opportunity other than an RFQ or RFP process, please contact Purchasing for assistance.

The trade agreements allow exceptions to public procurement offerings in some situations, refer to the [Competitive Purchasing Exception](#) and [Competitive Purchasing Procedure Exception Request](#) for guidance on when this is appropriate. To apply for a Competitive Purchasing Exception please use the [KISSFLOW form](#).

For clarity, the following definitions should be used in determining the type of procurement you are seeking.

“Goods” means a good that is produced, manufactured, grown or obtained in, used for a commercial purpose in, or distributed from, the entity.

“Services” means hiring of a company or individual, who will provide advice, support, professional services, or who will perform a task, such as routine maintenance on equipment.

“Construction” means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are **included in and incidental to the construction**, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement;”

If you have questions, please contact Purchasing at purchasing@oldscollege.ca