C3001 – PROCUREMENT

TECHNICAL SPEND AUTHORITY

1. Context

Technical Spend Authority (TSA) are departments with specialized expertise in the procurement of certain types of goods and services for the College.

2. Technical Spend Authorities

2.1. TSA must be consulted prior to procurement activities if any of the following situations apply:

   i. Procurement of goods including furniture, fixtures, leasehold improvements, computer and computer-related equipment, audio visual equipment, telephone equipment, software, health and safety, or academic reference material held by Library Services.

   ii. Procurement of goods and services that interact with or have a significant impact on the College's physical or technical infrastructure including, but not limited to, items affecting the heat load, energy consumption, electrical requirements, cybersecurity, or network infrastructure of the College.

   iii. Procurement of items that will represent the College to external parties or use the College logo or design.

2.2. TSA may be also consulted if goods or services being procured require long-term costs relating to additional support requirements, technical integration, or maintenance requirements.

2.3. The Director, Financial Services will confer TSA to College departments as required.

2.4. A list of TSAs and designated employee contacts will be maintained by Financial Services.

2.5. Goods and services that are not compatible with the College's infrastructure will receive minimal support from the Technical Spend Authorities.

Technical Authority Area	Items that require technical approval	Excluded	Contact Person/Authorizing individual	Rationale
Information Technology	• Computers and peripheral equipment • Cloud computing services and solutions • Audio Visual equipment • Telecommunication equipment • Telephone equipment • Software licenses	USB sticks, Printer Cartridges	Associate Director, IT Operations Associate Director, Cybersecurity	To ensure compatibility with existing and anticipated future infrastructure.

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Technical Authority Area	Items that require technical approval	Excluded	Contact Person/Authorizing individual	Rationale
	• Enterprise systems and architecture • Cloud computing services or solutions (e.g. SaaS, PaaS)		Associate Director, IT Development Associate Director, Cybersecurity	To ensure maintenance issues or future upgrades are considered.
Facilities	Fixtures and equipment that meet one of the following:	Electrical equipment under 60W	Associate Director, Facilities Supervisor, Facilities Architectural Technologist Manager, Safety, Security and Emergency Management	Items that affect the draw of electrical power or impact the heat load will have ripple effect on the building heat elsewhere.
	• affect the heat load • significantly affect energy consumption of the College			To reduce the potential for electrical fire caused by excessive loads.
	• impact maintenance of the College infrastructure • may require additional electrical service or affect HVAC requirement • Furniture • Leasehold/Capital improvements			To reduce potential for increased maintenance costs by ensuring total cost of ownership is considered.
Library	Purchase of academic material such as books, journals, videos, or databases, whether physical or electronic, that will be made available on a distributed basis.	None	Director, Library and Learning Commons	Often the Library can obtain preferred pricing on these items and make them available to all students and faculty at the same time.
Strategic Communications and Marketing	Items including print that will represent the College to external parties or bear the College logo or design	None	Manager, Brand and Digital Experience	The College logo or design should be consistent to maintain brand recognition.
Health and Safety	Items related to personal protective equipment (PPE) purchases	None	Manager, Safety, Security and Emergency Management	Ensure minimum standard quality of PPE

Technical Authority Area	Items that require technical approval	Excluded	Contact Person/Authorizing individual	Rationale
				provided

2.6.   For purchase of equipment requiring approval from Facilities, the "Equipment Pre-Purchase Form" must be completed and attached to the requisition.