



## Purchasing Process Guidelines

Policy #	9001A
Current Publication Date:	January 2021
Previous Publication Date(s):	April 2010, March 2005, January 2011, May 2014
Office of Accountability:	Finance Department  Administrative Responsibility: Director, Finance, Vice-President, Finance & Administration
Approver(s):	Audit, Finance & Risk

Committee of the Board of Governors on the recommendation of the Director, Finance and Vice-President, Finance & Administration

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## 1. Glossary

**Best Value** The best combination of price, quality, specification compliance, terms, conditions, experience and supplier's reputation, as they apply to a particular purchase.

**Bid A** suppliers' financial response to a call for request for proposal (RFP), request for quotation (RFQ) or public tender.

**Competitive Procurement Procedures** for developing procurement contract through a proposal or bidding process, the objective being to obtain fair, impartial, competitive bids.

**Freedom of Information and Protection of Privacy Act (FIPPA)** Federal legislation stipulating a right of access to records held by public bodies and regulates how public bodies manage personal information.

**Price Quotation** A comparison of price and other purchase criteria completed prior to the purchase of any goods or services totaling over \$5000 up to \$25,000.

**Procurement** A supply contract, a services contract, or a construction contract.

**Public Call for Tender** A publicly posted invitation to suppliers to submit a tender or proposal for the acquisition of goods and/or services.

**Purchase Order/Purchase Contract (P.O. / P.C.)** A document issued to an external supplier by the Finance Office to confirm specifications, purchase, and delivery terms for a good or service.

**Purchase Requisition (P.R.)** A document completed by an OCAD U employee, with appropriate sign-offs, which is sent to the Finance Office to request the issuance of a (P.O./P.C).

**Request for Expression of Interest (RFEI)** A document used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications.

**Request for Information (RFI)** A document issued to potential suppliers to gather general supplier, service or product information. Suppliers are provided with a general problem or requirement and are requested to provide information or advice to better define the problem or requirement.

**Request for Proposal (RFP)** A document used for purchases that are not conducive to a price-per-unit quote. Suppliers are asked to prepare and submit a proposal that may include, but is not limited to, such details as pricing, design and specifications and implementation plans. It is a process that uses predefined evaluation criteria in which price is not the only factor.

**Request for Quotation (RFQ)** A document used to request pricing for specific goods or services from suppliers.

**Request for Supplier Qualification (RFSQ)** A document used to gather information on supplier capabilities and qualifications with the intention of creating a list of pre-qualified suppliers.

**Request for Tender (RFT)** A document used to request supplier responses to specific goods or service requirements based on stated requirements. Price and delivery are usually the determining factors for award.

**Selection Criteria** The attributes of the best value quotation (i.e. price, quality, specification compliance, terms, conditions, experience, and reputation) that apply to a specific call for tender.

**Service Contract** A written agreement for the supply/performance of a service that may also include goods required to perform the service, but in which the service portion constitutes the majority of the cost.

**Single Source** A non-competitive procurement process used for the acquisition of goods or services from a specific supplier even though more than one supplier is capable of delivering the same goods or services.

**Sole Source** A single outlet for retaining a good or service where there is only one source capable of providing the goods or services.

**Supplier** A company or individual that provides goods and/or services.

**Supply Contract** An agreement for the purchase, lease or rental of goods and may include freight, installation and maintenance.

**Vendor of Record (VOR)** A procurement arrangement that authorizes OCAD U to select from one or more pre-qualified vendor(s) for a defined period on terms and conditions, including pricing, as set out in the particular VOR agreement.

## 2. Introduction

As OCAD U receives government funding, OCAD U is required to adhere to several trade agreements and is required to comply with procurement related commitments as described in the applicable legislation as follows.

### 2.1 [Broader Public Sector Accountability Act \(“BPS”\)](#)

OCAD U is subject to the Ontario Broader Public Sector (“BPS”) Procurement Directive in effect since April 2011 as part of the Broader Public Sector Accountability Act of 2010.

### 2.2 [Canadian Free Trade Agreement \(“CFTA”\)](#)

The Agreement on Internal Trade (“AIT”), in place since 1995, has been replaced by the new Canadian Free Trade Agreement. This inter-provincial (domestic) trade agreement is now in force and, as with the AIT, OCAD U must conduct its procurements in compliance with the CFTA. OCAD U is also bound by the Ontario-Quebec Trade and Cooperation Agreement, which is a bi-lateral agreement between these two (2) provinces. It has recently been revised to align with the CFTA.

### 2.3 [Ontario-Quebec Trade and Cooperation Agreement \(“OQTCA”\)](#)

OCAD U is also bound by the Ontario-Quebec Trade and Cooperation Agreement, which is a bi-lateral agreement between these two (2) provinces. It has recently been revised to align with the CFTA.

### 2.4 [Canada-European Union Comprehensive Economic and Trade Agreement \(“CETA”\)](#)

OCAD U is subject to the new Canada-European Union Comprehensive Economic and Trade Agreement which came into force on September 21, 2017.

## 3. Purchasing Process Guidelines

### 3.1 **Competitive Procurement**

Receiving maximum value is a fundamental objective when procuring goods and services (including consulting and construction). Value can be measured in terms of quality and process outcomes achieved through supplier competition that results in:

- Quality at optimal pricing
- Reliable service and performance expectations
- Consistent and efficient processes

Obtaining supplier quotations or formal proposals is required to allow suppliers in the marketplace a fair and transparent opportunity to supply the University with the goods and services needed for business purposes. At OCAD U competitive procurement for goods and services is a shared responsibility based on type, dollar threshold, documentation, and authority as shown below.

## 4. How to Purchase Goods and Services – [Quick Reference Guide](#)

### 4.1 Method of Purchase Requirements & Approval Authority Schedule

As outlined below, the dollar value of a purchase determines the payment/procurement method and approval authority levels.

To reduce the administrative effort when purchasing standard goods or services, contracts have been negotiated with OCAD U University Approved Suppliers. To place an order, contact Procurement.

### 4.2 Ontario Broader Public Service Directives ([BPS](#))

(Dollar values are exclusive of taxes, freight, and delivery costs)

4.3 Approval Authority Schedule (AAS)						
PROCUREMENT METHOD	GOODS	SERVICES	CONSTRUCTION	PROCUREMENT AUTHORITY	PURCHASE APPROVAL REQUIRED	TENDER POSTING PERIOD
Purchasing Card (Pcard)	\$0 - \$5000	\$0 - \$5000	\$0 - \$5000	Local unit / Department	Procurement, Unit Head / Designate	Not applicable
Purchasing Card (Pcard)	\$0 - \$9,999 (equipment repairs / refurbishment)	\$0 - \$9,999 (equipment repairs / refurbishment)	\$0 - \$9,999 (equipment repairs / refurbishment)	Local unit / Department	Procurement, Unit Head / Designate	Not applicable
2 written competitive quotes	\$5,000 - \$24,999	\$5,000 - \$24,999	\$5,000 - \$24,999	Local unit / Department	Procurement, Unit Head / Designate, Finance	Minimum of 15 calendar days
3 written competitive quotes or RFQ	\$25,000 - \$99,999	\$25,000 - \$99,999	\$25,000 - \$99,999	Local unit / Department	Procurement, Director Finance or VP Finance & Administration	Minimum of 15 calendar days
Open Tender call / RFX	\$100,000	\$100,000	\$100,000	Procurement Services	President and VP, Finance & Administration or Director of Finance \$100,000 - \$249,999	Minimum of 15 calendar days
Open Tender call / RFX	\$100,000	\$100,000	\$100,000	Procurement Services	Board of Governors \$250,000 or more <b>(\$100,000 if not part of pre-approved Budget)</b>	Minimum of 15 calendar days

#### 4.4 Canadian Free Trade Agreement ([CFTA](#)) and

#### 4.5 Trade and Cooperation Agreement between Ontario and Quebec ([OQTCA](#))

PROCUREMENT METHOD	GOODS	SERVICES	CONSTRUCTION	PROCUREMENT AUTHORITY	PURCHASE APPROVAL REQUIRED	TENDER POSTING PERIOD
Open Tender call / RFX	\$100,000	\$100,000	\$100,000	Procurement Services	President and VP, Finance & Administration or Director of Finance \$100,000 - \$249,999	Minimum of 15 calendar days
Open Tender call / RFX	\$100,000	\$100,000	\$100,000	Procurement Services	Board of Governors \$250,000 or more (\$100,000 if not part of pre-approved Budget)	Minimum of 15 calendar days

#### 4.6 Canada-European Union Comprehensive Economic and Trade Agreement ([CETA](#))

PROCUREMENT METHOD	GOODS	SERVICES	CONSTRUCTION	PROCUREMENT AUTHORITY	PURCHASE APPROVAL REQUIRED	TENDER POSTING PERIOD
Open Tender call / RFX	\$366,200	\$365,700	\$9,100,000	Procurement Services	President and VP, Finance & Administration or Director of Finance \$100,000 - \$249,999	40 calendar days or reduced to 25 days according to prescribed conditions
Open Tender call / RFX	\$366,200	\$365,700	\$9,100,000	Procurement Services	Board of Governors \$250,000 or more (\$100,000 if not part of pre-approved Budget)	40 calendar days or reduced to 25 days according to prescribed conditions

- i. CFTA Value will be adjusted every 2 years taking inflation into account.
- ii. CETA dollar thresholds have been converted into Canadian Dollars from expressed international currency and valid until December 31, 2019. CETA thresholds may change as of January 1, 2020.
- iii. Open Tender Calls; refers to all acquisitions to be available to ALL suppliers in the market.
- iv. To comply with the BPS Procurement Directive, construction will be publicly tendered at the \$100,000 dollar threshold.
- v. Tender Posting Period; 40 days can be reduced by 5 days for each of the following: 5 days if bids are posted electronically; 5 days if bids are received electronically, 5 days if tender document is posted at same time as the procurement notice.
- vi. Consulting services must be competitively sourced regardless of dollar value.

#### 4.7 Purchases up to \$5,000 or (\$9,999 for equipment repairs/refurbishment)

All purchases up to \$5,000 should be procured with OCAD U's Purchasing Card (P-Card) when possible, or Purchase Order (excluding consulting services) pre-ceded by a completed and authorized Purchase Requisition (PR).

#### 4.8 [P-Card Program](#)

The P-Card program establishes a more efficient, cost effective method of acquiring and paying for small dollar purchases. The program is designed to reduce the use of purchase orders for lower value purchases, invoices and approvals, cheques issued, and to eliminate the need for personal funds reimbursements.

*Refer to section 19 [PURCHASING CARDS \(P-Card\)](#) of this document.*



#### 4.9 **Goods or Construction and Non-Consulting services with a total cumulative spend between \$5,000 and up to \$24,999**

All purchases of goods, construction, or non-consulting ('professional') services valued at greater than \$5,000 and up to \$24,999 may involve specific requirements for delivery, warranties, or specific terms and conditions requiring negotiation. A minimum of two written quotes are **mandatory** and the quote results must be forwarded to Procurement for record keeping and contract management.

Upon vendor selection, a Purchase Order (P.O.) contract is issued by Procurement Services, pre-ceded by a completed and authorized Purchase Requisition (P.R.).

#### 4.10 **Goods or Construction and Non-Consulting services with a total cumulative spend between \$25,000 and up to \$99,999**

All purchases of goods or non-consulting ('professional') services valued at \$25,000 and up to \$99,999 are considered high value and require a **mandatory** procurement process based on a minimum of three (3) written invitational competitive bids.

Supplier quotations can be obtained by direct email or telephone. Procurement services may be engaged to assist in a structured competitive bid process unless it is an allowable exception to this policy or single/sole source supplier claim is submitted for approval. This process will ensure the University obtains the best possible value within the context of legal and purchasing directives, and that it is demonstrating an open, fair, and transparent business policy.

- All bids must include at minimum; price, description of goods, part numbers and/or services, delivery FOB to OCAD U University, quantity, and terms of payment; Net 30 days.
- Bids must be scanned and forwarded by email to Procurement referencing the Purchase Requisition (P.R.) number.
- Goods and or service work cannot be delivered or commence until Procurement has issued a confirmation Purchase Order to the successful supplier.

#### 4.11 **Goods or Construction and Non-Consulting services greater than \$100,000 and up to \$249,999**

##### **Open competitive bids are mandatory**

To be compliant, all purchases valued at \$100,000 and up to \$249,999 with internal and external regulatory frameworks, must be publicly tendered in a competitive bid process. This process will ensure the University obtains the best possible value within the context of legal and purchasing directives, demonstrating an open, fair, and transparent business policy.

Refer to Section 14. ['Formal Bid Process'](#) for details in conducting a formal public bid process.

#### 4.12 **[Professional Services, Non-Consulting](#)**

Those services provided by individuals or firms possessing the necessary professional licenses, certifications, or training to undertake work within their specialization to contribute to the normal operation (in their regulated capacity) or contribution to defined and approved projects.

**Some examples include licensed professionals such as Professional Engineers, Medical Doctors, Architects, as well as specializations from IT professionals, etc.**

All Professional Services, Non-Consulting must be competitively bid following the [Appendix A Approval Authority Schedule](#)

#### 4.13 [Consulting Services from \\$0 up to \\$249,999](#)

Competition must be obtained for consulting services regardless of value. To ensure compliance and perform the correct acquisition process contact Procurement Services.

A Consultant is a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

A Contractor is a person or entity retained under a fee-for-service arrangement that is not an employment agreement, to perform specific tasks under a clients' direction for a limited period. To engage a Contractor, follow the Approval Authority Schedule for purchases of Goods and Services.

**ALL CONSULTING SERVICES MUST BE PRE-APPROVED BY THE PRESIDENT FROM \$0-\$249,999 AND BOARD OF GOVERNORS APPROVAL GREATER THAN \$250,000**

## 5. How to Purchase IT Equipment & Accessories

OCAD IT Services maintains a fleet of computers and laptops for staff and faculty use Users needing a computer are asked to email [ITHelp@OCAD U.ca](mailto:ITHelp@OCAD U.ca) to inquire.

### 5.1 OCAD U Web Store for Employees

OCAD U is currently partnered with CDW.ca where a purchasing portal is hosted for OCAD U Staff & Faculty: [www.cdw.ca/ocad](http://www.cdw.ca/ocad)

Users wishing to purchase IT equipment first need to create an account on the website; please follow the instruction at the top of the CDW/OCAD U webstore. A Pcard is required, and it is advised that Managers coordinate this purchasing on behalf of their department to limit the number of accounts and orders that need to be managed. Only equipment listed on the [landing page](#) is recommended and approved. Those who have different requirements are asked to check in with the IT Help Desk by emailing [ITHelp@OCAD U.ca](mailto:ITHelp@OCAD U.ca).

### 5.2 OCAD U IT Services Recommended & Supported Hardware

IT Services maintains a list of recommended accessories and peripherals on the [IT Services Support Site](#). Most of the equipment listed there is available through the CDW/OCAD U portal described above, however, some equipment and peripherals are not available through the portal and may be purchased through other vendors. This is up to the users discretion and office budget.

**DO NOT PURCHASE COMPUTERS, MONITORS AND PRINTERS WITHOUT CONSULTING IT SERVICES**

### 5.3 IT Accessories

Headsets, microphones, webcams, mice, keyboards, and other personal accessories may be considered as office equipment and users may align their preferences and budget accordingly. IT Services may be challenged to provide support for every peripheral and accessory out there so it is best to check with the Help Desk before committing to a purchase: [ITHelp@OCAD.U.ca](mailto:ITHelp@OCAD.U.ca)

## 6. Budget

It is the responsibility of all OCAD U requisitioners to ensure that adequate funds are available within their department budget prior to commencing the purchasing process.

- A Purchase Order (P.O.) is a legal contract and is generated for every approved Purchase Requisition (P.R.) of goods or services. The Finance Office is the only authorized channel for issuing or cancelling a Purchase Order (P.O.)
- Prior to issuing a Purchase Requisition (P.R.), the requisitioner or user department should complete a comparison of suppliers taking into consideration such things as price, quality, specification compliance, date of delivery, payment terms and conditions, experience, and reputation of a supplier where applicable.

## 7. Health & Safety

- Suppliers and/or contractors must comply with Occupational Health and Safety Act regulations.
- All sub-contractors must have received health and safety training appropriate to their trade or service prior to arriving on-site and must be able to provide proof upon request.
- Suppliers must ensure shipments of “controlled” products are appropriately packaged, labeled, and include (Material) Safety Data Sheets (MSDS) at the time of delivery, in accordance with the Workplace Hazardous Materials Information System (WHMIS 2015) requirements
- All contractors must be able to immediately produce (Material) Safety Data Sheets (MSDS) for all “controlled” products brought on campus, upon request.

## 8. Code of Ethics

In accordance with the BPS [Procurement](#) Directive, effective April 1, 2011, and as amended from time to time, OCAD U University formally adopts the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics.

OCAD U University aspires to high ethical, legal, environmental, managerial, and professional standards in the management of the resources entrusted to it. Within this context, the University shall procure goods and services in an open, fair, and transparent manner and in a competitive environment, so that all transactions yield the optimal benefit to the University in the circumstances.

### 8.1 Guidelines

- All employees of the University who, as part of their duties, are involved in the process of acquiring goods or services shall perform their duties to the following standards: Foster fair, ethical and legal business practices.
- Ensure all procurement activities are conducted according to University policies, provincial and federal laws, and respect the principles of ethical business practices
- Support collaborative procurement, and the adoption and sharing of leading procurement practices
- Conduct business with all current and prospective suppliers in good faith
- Grant all competing suppliers fair and equal consideration
- Strive to obtain the maximum value for each expenditure
- Require honesty and accurate representation of goods and services from all suppliers. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement where disputes occur.

- Encourage suppliers to consider sustainability and social responsibility in their product or service offering.

## 9. Role of Senior Procurement Officer

### Accountability and Transparency

- Oversee the purchasing of goods and services by facilitating the most efficient and streamlined purchasing process possible for meeting the needs of OCAD U's various departments, while simultaneously promoting fair and transparent competition for all interested suppliers.
- Ensuring that OCAD U's purchasing practices are conducted according to acceptable business practices and in compliance with all relevant government regulations.
- The Senior Procurement Officer may, on occasion, choose to delegate some or all operational responsibilities to other OCAD U departments/individuals, while retaining functional authority.

### Customer Service Function – Internal (OCAD U) and External (Supplier) Relationships

- The Senior Procurement Officer develops blanket agreements, preferred supplier agreements and other tools through which savings and efficiencies are realized. If possible, makes available the details of such agreements to the OCAD U community via campus-wide communications. As well, a listing of pre-negotiated contracts/agreements is made available through the OCAD U SharePoint.
- The Senior Procurement Officer resources, knowledge and expertise should be used in the conduct of official OCAD U business only.
- For the benefit of the requisitioner and OCAD U, all purchase returns and allowances are negotiated by the Senior Procurement Officer due to familiarity with the original terms and conditions.
- The Senior Procurement Officer requires revised approval from the original requisitioner (and supervisory signoffs, where applicable) for any Purchase Order (P.O.) where the final purchase price is 10% or \$50 higher, whichever is greater than an approved Purchase Requisition (P.R.); or if there are any significant amendments to the terms and conditions shown on the original (P.R.).
- The Senior Procurement Officer is responsible for sourcing and maintaining effective, efficient, and reliable supplier relationships.
- OCAD U encourages fair, open, and transparent competition for suppliers. To facilitate this objective, especially for purchases estimated at \$25,000 or more, the Senior Procurement Officer (or designate) serves as the conduit for all official correspondence and discussion between OCAD U and suppliers (except when specifically governed under other policies).
- When specialized goods or services are sought, the Senior Procurement Officer may rely on the requisitioning area to provide technical expertise, assist in researching the proposed purchase, and/or participate in supplier negotiations or evaluations.
- The Senior Procurement Officer may on occasion consult a department other than the requisitioning area for technical expertise and advice regarding purchases for the University.
- The Senior Procurement Officer (or designate) maintains a formal method through which suppliers may register complaints regarding OCAD U business procedures and is responsible for coordinating a timely response to any such complaints.

## 10. Conflict of Interest Guidelines

A conflict of interest exists when there is a divergence between an employee's personal interests and their professional obligations to the University as an employee.

Employees or agents acting on behalf of the University in dealings with a supplier must review and abide by OCAD U's Conflict of Interest Guidelines as described below:

- No University Employee or Governor shall take any role in the decision-making process or take any steps

whatsoever to influence the University's decision to acquire goods or services from any corporation or other business entity in which the Employee or Governor is an employee, a partner or has controlling financial interest.

- OCAD U shall not purchase goods and services from a business or other entity that is owned by a member of the University's Board of Governors, or from any corporation or other business entity in which a Governor is an employee, a partner or has controlling financial interest.
- OCAD U shall not purchase goods and services from a business or other entity that is owned by an Employee of the University, or from any corporation or other business entity in which an Employee is an employee, a partner or has controlling financial interest. Notwithstanding the foregoing, in rare circumstances, if and when appropriate and in the best interests of the University, upon full disclosure of a conflict or the perception of a conflict pursuant to any procedures set out therefore, the Vice-President, Finance & Administration may consider whether any such conflict exists and, if so, whether it may be waived or otherwise resolved, and may thereafter and on such terms as are deemed appropriate, approve a proposed purchase of goods or services from a University Employee or Governor, or from a corporation or other business entity in which an Employee or Governor is an employee, a partner or has a controlling financial interest.
- Nothing in the foregoing is intended to preclude the University's purchase of goods or services from a corporation or other business entity in which the spouse or other relative of a University Employee or Governor is an employee, partner or has a controlling financial interest, provided the University Employee or Governor has no direct or indirect association with the corporation or other business entity, and played no role in, or in any way influenced, the University's decision-making process.

#### 10.1 Conflict of Interest & Non-Disclosure Agreement

- Any person involved in the evaluation of a bid submission will be required as per the [BPS Supply Chain Code of Ethics](#) to sign a non-disclosure agreement (NDA) and conflict-of-interest disclosure (COI) in Bonfire, for each project in which the person will participate, in advance of submissions being reviewed.
- Should a conflict of interest exist that may impinge or may reasonably be deemed by others to impinge on the individual's impartiality, that individual should immediately contact Procurement to discuss and review the conflict, or perceived conflict. After further review, if an actual conflict of interest exists, the evaluation member must withdraw immediately from the process and relinquish related duties to a designate.

### 11. Gifts and Gratuities General Guidelines

No University employee or agent shall accept gifts, benefits or favours from individuals, firms, or corporations with which the University does or may do business, except as token courtesies, on behalf of the University and for the University's benefit. To ensure transparency and fairness and to avoid conflict of interest, gifts, benefits or favours, except token courtesies, shall be declared to the employee's immediate supervisor who will use his/her judgment in this regard.

The manager or department head will then decide whether the acceptance of the gift or hospitality places, or appears to place, the employee under any obligation. In making the determination, a variety of factors shall be considered, including but not limited to:

- Whether the gift or hospitality is provided before or after the employee makes a decision concerning, or provides a service to, the party who is offering the gift.
- The value of the gift or hospitality is greater than \$250.00.
- The frequency of the offers to or acceptance of token gifts or hospitality by the employee concerned.
- Whether the offering or receipt of a gift or hospitality is a matter of cultural or diplomatic protocol.

### 11.1 Declining Gifts or Hospitality

- If an employee is offered or receives a gift which falls outside of these guidelines, it should be declined or returned in a tactful manner.
- If the nature or value of an offered gift or hospitality is such to raise concern as to the good faith of the party offering it, the employee shall advise the department manager or department head and the Director of Finance.
- Consult the Finance Office for clarification or validation, where required.

## 12. Supplier Obligations

In accordance with public policy and provincial requirements, calls for competitive procurement must be made through an electronic tendering system that is equally accessible to all Canadian vendors. To meet the objective of transparency and openness for all opportunities, OCAD U posts all bidding opportunities under \$100,000 on Bonfire, or by invitation, in accordance to the Authority Approval Schedule in section 2, and all bidding opportunities over \$100,000 must be posted on MERX by the Senior Procurement Officer.

Suppliers interested in viewing and responding to competitive bids are required to review postings on Bonfire or MERX. OCAD U is not obligated to accept proposals that have not been accessed through these portals. All competitive bids over \$100,000 will be posted for a minimum of fifteen (15) calendar days under [BPS](#), [OQCTA](#), [CFTA](#) or (40) calendar days, or reduced to 25 days according to prescribed conditions under [CETA](#)

## 13. Invoicing and Payment

Standard payment terms are Net 30 days after receipt of invoice unless otherwise negotiated or agreed upon. Payment will be issued upon verification of receipt of goods and/or services by the requisitioner, or when evidence of receipt has been provided.

For goods or services requiring prepayment, a previously approved invoice must be forwarded to [invoice@OCAD.U.ca](mailto:invoice@OCAD.U.ca) by the supplier in advance of payment being remitted. Prepayment must be approved by Procurement services. Early payment discount terms are considered and should be requested with all new supplier accounts. For Construction invoicing refer to [Section 23.1](#)

## 14. Accessibility (AODA)

OCAD U University is committed to ensuring accessibility for students, faculty, staff, and members of the general public and to complying with the *Accessibility for Ontarians with Disabilities Act (AODA)*, [Ontario Building Code, 2012](#), [ORBG 332/12](#) and [191/14 Barrier-Free Requirements \(2015\)](#) and the Human Rights Code, R.S.O. 1990, c. H.19 To that end:

The following text will appear on each purchase requisition; ***“By filling out this form, the user affirms that to the best of their knowledge, the goods and services procured here meet the applicable accessibility standards as required by the OCAD U 9001 Procurement Policy”***. If the Department is uncertain about how to specify purchases to meet accessibility criteria, contact the Procurement Officer for guidance.

**NOTE THAT ACCESSIBILITY IMPLICATIONS MUST BE REPORTED TO THE AUDIT, RISK, AND FINANCE COMMITTEE AND TO THE BOARD OF GOVERNORS WHEN AN AWARD IS BROUGHT FORWARD FOR APPROVAL.**

One or more of the following accessibility criteria may apply depending on the nature of the product/service being purchased:

- If the purchase involves contractors who will interact with OCAD U University students, faculty, staff or members of the general public on OCAD U's behalf, then all of the contractors must declare having completed training on the *AODA Accessibility Standards for Customer Service* as part of the bid response in OCAD's electronic evaluation system (currently Bonfire) as a self-assessed Yes/No declaration as a Pass/Fail criteria
- If the purchase involves new construction or redevelopments of buildings or public spaces, then adherence to the OCAD University Facility Accessibility Design Standards, the Ontario Building Code and the AODA Design of Public Spaces Standards is required.
- If the purchase involves web-based software (e.g. websites, web-based applications, web services, etc.) then consideration of the *AODA Information and Communication Standards* must be incorporated and documented. In particular, Web-based materials must conform with *WCAG 2.0 Level AA*.  
<https://www.w3.org/TR/WCAG20/>
- If the purchase involves self-service kiosks (i.e. "an interactive electronic terminal, including point-of-sale device, intended for public use that allows users to access one or more services or products or both", then kiosk accessibility criteria listed in the Council of Ontario Universities (COU) Accessible Procurement Guide must be incorporated.
- If the purchase involves educational or training resources or materials (e.g., websites, web-based applications, web services, etc.) then consideration of the *AODA Information and Communication Standards* must be documented. In particular, Web-based materials must conform with *WCAG 2.0 Level AA*. <https://www.w3.org/TR/WCAG20/>
- If the purchase involves non-web-based goods and services to be used for the provision of information and/or communication to OCAD University students, faculty, staff or members of the general public (e.g., desktop software, printed material, etc.), then consideration of the *AODA Information and Communication Standards* must be incorporated.
- If the purchase involves other types of goods/services (e.g., office furniture, etc.) then consideration of the criteria listed in the Council of Ontario Universities (COU) Accessible Procurement Guide must be incorporated.
- If the department judges' accessibility features to be "not practicable" for the purchase or if multiple options are available for a purchase and the user department selects the less accessible option, then explanations must be provided in Appendix E.
- Suppliers/contractors must describe and certify how the product/service meets and/or does not meet the accessibility criteria identified by the department.
- Suppliers/contractors must be prepared to demonstrate the accessibility of the product/service or, if the product/service has not been fully developed (e.g., a website, custom software, etc.), then a similar product/service must be demonstrated.
- Suppliers must ensure appropriate employees have completed the following government computer based self-passed training courses prior to the start of any work; AODA ( Accessible Customer Service training).
- If the purchase involves a product or service that may change over time (e.g., due to staff changes, software updates, etc.), then the supplier/contractor must ensure that the accessibility of the product or service does not decline. If, during the warranty period of the product/service, the accessibility of the product or service is found to have declined below the originally certified level, then the decline must be corrected at the expense of the supplier/contractor.
- It is expected that all electronic documents sent from the University to the supplier/contractor and vice versa will meet the requirements of the *AODA Information and Communication Standards*.

- Related Documents: [Appendix I: Documentation of Incorporation of Accessibility Form – Not-Practicable](#)

## 15. Facility Accessibility Design Standards ([FADS](#))

Designing and constructing to this standard shall be included as a mandatory requirement in all OCAD U University request for proposals, tender documents, and construction contracts.

## 16. Sustainable Procurement



Figure 1: [United Nations Sustainable Development Goals](#)

All competitive bids conducted by OCAD U are required to consider sustainability as a weighted criterion as part of the evaluation process. Points awarded will be determined on an individual basis, as is relevant to the goods / services being purchased. Criteria can include product attributes, supplier diversity, and supplier practices such as: Support for Fair Trade, Support for local economy, Support for social enterprises, Advances human rights, Employee health & safety, Improves wages and working conditions, Biodiversity maintenance, Greenhouse gas emissions reductions, Pollution and toxin reduction, Reduction in resource depletion, and Waste prevention and reduction.

- A. To support OCAD U's Sustainability Policy through more responsible procurement, OCAD U can
  - Select **suppliers** that demonstrate high standards and align with OCAD U values, as written in the OCAD U [Vision and Mission](#) and [Academic Plan \(2017-2022\)](#);
- B. Ask questions that address the company's operations in terms of social, environmental, and economic impact.

Examples:

- Please detail any company policies and practices related to labour practices across your supply chain; human rights and diversity; energy use and waste reduction; creation of toxins and unusable by-products; and resource depletion and biodiversity.
  - Does your company have a Supplier Code of Conduct that addresses: child labour, forced labour, health & safety; discrimination and harassment; discipline; working hours; compensation; corruption; and bribery? If yes, please provide.
  - Does your company incorporate anti-racism and equity in its employment practices? If yes, please provide documentation such as policy, partnerships.
  - Does your company conduct a workforce survey to understand its demographic makeup (gender, race, age, job level)? If yes, please explain how the data collected works towards any company goals set.
- C. Select products with an understanding of their supply chain impacts.

Ask questions that address the steps taken to design, manufacture, and bring you an item. From materials sourcing and certifications used, labour standards applied, packaging, transportation, product durability and reparability, and all the way to disposal.

Examples:

- What certifications are applied to address international labour standards and ethical treatment of workers worldwide; ecologically acceptable manufacturing practices; and energy efficiency?



- View OCAD U's [Procurement Wiki](#) to learn more about certifications in each product category.

### 16.1 Apply a Total Cost of Ownership approach

Hidden costs can accrue beyond the upfront cost of an item. Be sure to consider installation costs, ongoing operational costs, maintenance and repair costs, and end-of-life costs of disposal. More sustainable purchases can cost less over the lifetime of the item.

OCAD U is committed to initiating and maintaining environmentally responsible and sustainable procurement practices to minimize our institution's environmental impact. The criteria below should be reviewed and considered prior to the start of any procurement activity for the University.

### 16.2 Sustainability Criteria

#### A. Absolutely necessary

Is this purchase absolutely necessary to our operations? Can we do without it?

#### B. Shipping

Select **regular shipping** rather than expedited shipping. Standard shipping encourages higher delivery efficiency by allowing multiple items to be consolidated into one fully-loaded vehicle. Whereas expedited shipping comes with an environmental cost of up to 35 times the greenhouse gas emissions.

This environmental cost is discussed in a University of California Climate Lab video: <https://youtu.be/5HOijUtExiM>  
Also discussed in this CBC article: <https://www.cbc.ca/news/technology/online-shopping-carbon-footprint-1.4914942>

#### C. Durable

Is it built to last? Does it need lots of maintenance? What is the overall cost of ownership?

#### D. Energy and fuel-efficient

Does the product(s) help us to save money on energy or fuel?

#### E. Local source

Can this product be purchased from a reliable local source? Does it require less fuel or energy to bring it to our facility?

#### F. Responsible source

Does the manufacturer (or distributor) provide proof of responsible environmental and social practices? Does the manufacturer pay workers standard wages and benefits? Does the manufacturer emphasize employee health and safety?

G. Reusable

Can the product be used several times for the same or multiple purposes? Can we borrow it, rent, or get it used?

H. Low or no environmental impact

Is the source material easily renewable? Is there any negative impact on the environment in the harvest, production, transportation, use or disposal? Is it recyclable?

I. Right size

Can it be smaller, lighter, or made with less material?

J. Right Quantity

Consolidate orders to weekly or monthly where possible. Should a bulk purchase be considered to minimize the frequency of shipments?

K. Third party certified

Ensure products are certified to strict environmental standards set by independent and reputable third parties.

L. Vendor of Record (VOR)

Check OCAD U's preferred vendor list to find suppliers that align with OCAD U's institutional values, including sustainability. Consider vendors that have documented sustainable practices as part of their core business strategy.

## **17. Formal Bid Process**

### **17.1 Purpose**

The purpose of this section is to Provide OCAD U staff and faculty with a framework for seeking competitive pricing in compliance with the Canadian Free Trade Agreement (CFTA), a pan-Canada (domestic) trade agreement effective July 1, 2017. The University is also a covered entity under the Ontario-Quebec Trade and Cooperation Agreement (OQTCA) effective November 2007, a bi-lateral trade agreement between Ontario and Quebec. In addition, the University is a covered entity under the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) which came into force on September 21, 2017. A manner that meets current legislation requirements in accordance with The Ontario Broader Public Sector (BPS) Procurement Directive resolutions as issued by Management Board of Cabinet to promote free and open competition for all interested suppliers.

### **17.2 Request for Proposal (RFP)**

A Request for Proposal (RFP) is a document used to request vendors to propose solutions for the delivery of complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor. The RFP process brings structure to the procurement decision and is meant to allow the risks and benefits to be clearly identified at the beginning of the process. All notices of RFP opportunities are posted on an electronic tendering system known as MERX for a minimum of (15) calendar days under the directives of the BPS, OQCTA or CFTA, or (40) calendar days under CETA (which can be reduced to 25 days according to prescribed conditions). Proponents and the evaluation team then utilize Bonfire to review and score proposals.

### **17.3 Request for Quotation (RFQ)**

A Request for Quotation (RFQ) is a document used where the specifications are clearly defined, including delivery and performance requirements, terms, and conditions. Work is awarded based, predominantly, or solely, on price and delivery requirements.

### **17.4 Request for Information (RFI) / Request for Expression of Interest (RFEI)**

A Request for Information may be issued as a research mechanism to determine the characteristics of the ideal goods or services sought for purchase by the University. A response to an RFI from a supplier will not result in a pre-qualification.

Responses to a Request for Expression of Interest may be issued to gauge interest in the supplier community for a potential opportunity or to gather information on supplier capabilities/qualifications. As with an RFI, responses to an RFEI will not pre-qualify potential suppliers.

### **17.5 Request for Supplier Qualification (RFSQ) – Vendor of Record (VOR)**

A request for supplier qualification may be issued to develop a listing of pre-qualified suppliers in advance of an expected requirement. This eliminates the need for departments to individually research potential suppliers and limits the number of bid documents required. Procurement compiles and maintains a list of predetermined qualified suppliers and their pricing, terms, and conditions, etc. The typical result of this procedure is a Vendor of Record (VOR).

Note: OCAD U is not obligated to call on a supplier as a result of pre-qualification to supply said goods or services and can resort to following the competitive bid process as per the Authority Approval Schedule.

Due to the new trade agreements, the Supplier Prequalification process, and Vendor of Record (VOR) arrangements  
OCAD University Purchasing Process Guidelines 2020

have been clarified with additional requirements which include, term limits with conditions.

**A Vendor of Record roster must be re-opened annually if the list is valid for more than three (3) years. We must refresh the tender notice annually to invite suppliers to apply for inclusion on the list, (essentially running an annual procurement process).**

**VOR Second Stage Selection;** The second stage selection consists of inviting vendors from the pre-qualified roster to submit bids for the intended purchase. The second stage invitational competitive process will follow the following thresholds whereby the number of VOR's contacted to provide quotes will be based on the dollar value of the procurement, see the table below. The VOR ceiling price is \$100,000.00 before taxes. Any one time procurement valued over this amount will be required to go to open competitive process.

Procurement Value (not including taxes, all values CAD \$)	Minimum Number of Suppliers to be invited to the Second Stage Selection
\$0 up to but not including \$24,999	2
\$25,000 up to but not including \$99,999	3
\$100,000 and up to \$365,000	Issue a Second stage selection to <u>all</u> suppliers from a Qualified Supplier List (QSL) / Pre-Qualified vendor
\$100,000 and up to \$365,000	Open Competitive Tender if no Qualified Supplier List (QSL) exists
\$365,000 and up	Open competitive as per CETA threshold for a closed three-year Request for Supplier Qualification (RFSQ)

### 17.6 Overview of the RFX Process

RFX captures all references to Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ), and Request for Supplier Qualification (RFSQ) and all other formal bid process by any other name.

#### A. Identify your procurement need

Based on the dollar value, length of contract, complexity and need for public visibility, The Senior Procurement Officer will work with you to determine the appropriate procurement process to initiate (e.g., RFP, RFQ, RFI, RFSQ, etc.). Please contact Procurement at least 3 months prior to the date in which you will need the good or service – the timelines involved in drafting and releasing a competitive procurement can be lengthy depending on the nature of the purchase and the number of stakeholders involved.

#### B. Planning Stage

During the planning stage, the Senior Procurement Officer will work with the department to define the scope of the procurement, the specifications, and begin assembling an evaluation team. It is important to involve the appropriate stakeholders during this stage to ensure a smoother process and post-purchase implementation or delivery (i.e., Have the appropriate departments been consulted, such as IT, ODESI, IDRC or Facilities) Procurement will provide templates to aid in developing the procurement scope and documents.

#### C. Bid Document Drafting

Procurement will draft the appropriate documents for review and will circulate the drafts to any stakeholders identified during the planning stage. Further discussion will be had regarding the requirements and evaluation criteria, including posting timelines and the expectations of those involved.

#### D. Posting and Black-Out Period

Once the final document has been publicly posted on MERX, the university enters a black-out period during which all communications from any potential vendor or vendor planning to submit a proposal will be prohibited. During the black-out period. Only the Senior Procurement Officer will be able to communicate with potential vendors, including those that may submit questions during the proposal process. Any communications or site visits must be coordinated through Procurement.

#### E. Evaluation Period

Once the submission date has passed, Procurement will review the bid documents for compliance and then release the appropriate sections of the proposal to the evaluation team, following the schedule outlined in the RFP. During this period, evaluation team members must review and score each proposal independently, ensuring a fair treatment of all proposals. Once the evaluations are complete, the highest-ranking submission, based on the public evaluation criteria, is selected to enter into negotiations. Note: the steps in this stage depend on the type of procurement process and the number of successful vendors previously identified in the posting document.

#### F. Agreement

When negotiations are complete, a mutually acceptable formal agreement is signed by all applicable and authorized signing authorities. Once the agreement becomes effective, a purchase order is issued to acquire the required goods and/or services.

#### G. Award Notification

All participants are notified that the successful vendor(s) has been selected, and a formal Award Notice is issued. The award is posted on MERX for contracts valued from \$100,000 plus.

#### H. Vendor Debriefing

Any vendor that submitted a proposal exceeding \$100,000 may request a formal debriefing, led by the Senior Procurement Officer.

### 17.7 Construction Formal Bid Process

The Construction Formal Bid Process must follow similar steps as all RFX as defined in section 10.5.

#### **Changes to Scope of Work**

Changes to the project scope of work must be submitted in writing by OCAD U Project Manager to the Vice-President, Finance & Administration for approval and a Change Purchase Order must be issued with the approval as back up. No changes to the original scope of work will be acknowledged and paid for unless a Change Purchase Order is provided.

#### **Inspection and Approval**

The OCAD U Project Manager must follow the Standard Operating Procedure (Section 23) for the Procurement and Invoice Processing Construction Act found in section 19.

## **18. Limited Tendering and Non Application Procurement**

The procurement of goods, services, construction, and renovation work at OCAD U (whether by purchase, lease, or rental) is governed by the University Procurement Policy which includes the [BPS Code of Ethics](#) and Approval Authority Schedule. The Policy applies to all funding sources including operating, research, capital, ancillary and funds held in trust.

Procurement activities must reflect the University's commitment to open, transparent, and non-discriminatory access to all suppliers as required by the [Canadian Free Trade Agreement \(CFTA\)](#), the [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#), the Trade and Cooperation Agreement between [Ontario and Quebec \(OQTC\)](#), as well as to achieve and demonstrate value for money as required by the [Ontario Broader Public Sector \(BPS\) Procurement Directive](#).

### **18.1 Procurement Policy Exemptions**

There may be circumstances where neither invitational nor open competitive procurement can be used as the procurement method. A Procurement Policy Exemption may be permitted provided it meets the criteria in a Limited Tendering Exception (including Sole Source or Single Source) or Non-Application Provision of the CFTA, CETA, OQTC or other regulations applicable to OCAD U as introduced from time to time. These provisions are defined and listed on the Exception or Non-Application tables (Table 1 and Table 2 respectively), and the applicability of the selected Exception(s) or Provision(s) must be justified with sufficient level of detail.

When a Limited Tendering Exception or Non-Application Provision is requested, the rationale for its use must be provided for review and consideration for approval by Procurement prior to the purchase of goods or services.

Effective January 1, 2017, the University is required to annually collect and report on the number and aggregate value of contracts for goods, services, and construction to the province beginning in 2018.

The University is also required to publicly post the name of the successful bidder and the total value of the award.

A requisitioner should avoid pre-selecting a make or model of equipment that would exclude all but one supplier, unless the purchase of an alternative make, or model would invalidate an existing warranty.

### **18.2 Public Disclosure Requirements**

Trade Agreements require that if a Limited Tendering exception is used, the conditions and circumstances that justified its use be published and reported as follows:

1. Contract award and value will be published on the University website within 72 days of contract signing; and
2. Contract awards and values will be reported to the Province of Ontario on an annual basis. This report will be prepared by Procurement on behalf of the University

### **18.3 Steps to follow**

1. Complete [Appendix D Limited Tendering Form](#) all sections that apply.
2. Prepare and a Purchase Requisition (P.R.) in Colleague and enter the P.R. number section 2.
3. Ensure all documentation is approved by an appropriate one-over-one approver as per the Approval Authority Schedule.
  - President, Vice-President, Dean or Director; for consulting services up to a value of \$249,999.

- Board of Governors \$250,000 or more.
4. Send the complete package (Appendix D Limited Tendering Form and Briefing Notes) to Procurement.

#### 18.4 Procurement Policy Exemptions Definitions

##### A. Limited Tendering

Means a procurement method whereby the procuring entity contacts a supplier or suppliers of its choice, provided that it does not use this provision for the purpose of avoiding competition among suppliers or in a manner that discriminates against suppliers of any other Party or protects its own suppliers. A procuring entity may use limited tendering under any of the circumstances described in TABLE 1.

##### B. Sole Source

Non-competitive process used to acquire goods or services from a specific supplier because there are no other suppliers available or capable of providing the required goods or services.

##### C. Single Source

Non-competitive process used to acquire goods or services from a specific supplier, even though there may be more than one supplier capable of delivering the same goods or services.

##### D. Non-Application Provision

Non-Application Provisions are provisions that exempt a given procurement from the application of the government procurement chapter obligations of the applicable agreement (CFTA, CETA or OQTC) as described in TABLE 2.

### 19. Cooperative and Group Buying Initiatives

As a Broader Public Sector (BPS) organization, OCAD U has the opportunity to participate in many of the Ministry of Government Services (MGS) contracts which have been issued as result of a competitive bid.

- OCAD U participates with the Ontario Education Collaborative Marketplace (OECM) VOR agreements. Procurement can advise you on the categories that are available and that OCAD U is participating in.
- Contracts are required to participate with either of the above organizations. Procurement will assist in the preparation of contract reviews on any collaborative agreement of interest to the user group/department.
- There are a number of preferred vendor contracts established through Canadian Association of Universities Business Officers (CAUBO). These contracts, which include information on pricing and rates for hotels, couriers, customs, etc., may be found on the [CAUBO web site](#). A contract is not required to participate in the CAUBO list of selected vendors.

### 20. Supplier De-briefing and Bid Protest Procedures

Suppliers who have submitted a response to an RFP or RFQ, valued at \$100,000 or greater, are entitled to schedule a debriefing session to discuss the content and evaluation of their submission following the contract award. Any suppliers who wish to request a debriefing session must schedule an appointment with the Senior Procurement Officer within 60 calendar days of written notification of their entitlement. A written confirmation of appointment will be provided by the Procurement Officer.

The debriefing team will consist of the Senior Procurement Officer and at least one other evaluation team member. Once established, the debriefing team members will remain constant until all requested sessions have been completed. Separate sessions will be held for each supplier.

Debriefing sessions will consist of:

- An overview of the evaluation process as described in the original procurement document.
- A review of the supplier's evaluation matrix and/or ranking.
- Suggestions for improved submissions; and
- Feedback and questions from the supplier regarding their evaluation or the procurement document.

The content of other bidders' submissions will not be disclosed during the debriefing session as it may contain confidential third-party organization proprietary information subject to the mandatory third-party exemption under the FIPPA.

OCAD U will follow a timely, effective, transparent, and non-discriminatory administrative or judicial review procedure as prescribed by CFTA or CETA in the event of a vendor challenge arising in the context of a covered procurement.

## **21. PURCHASING CARDS (P-Card)**

### **21.1 Purpose of Purchasing Program**

When employees are responsible for making purchases or payments on behalf of the University, the University issues Purchasing Cards (P-Cards) to the employees (i.e., cardholders) to pay for the goods and services. Each transaction is captured by the supplier Point-of-Sale (POS) system and transmitted through the card network. The cycle date is from the 1st of the month to the end of the month.

- It is programmed to streamline the purchase of low-value goods and services up to the monthly limit of \$5000 per transaction.
- Enable cardholders to purchase goods and services up to \$5000 without a Purchase Requisition ("PR") or Purchase Order/Purchase Contract ("PO"/ "PC").
- Reduce the time and paperwork associated with purchases up to \$5000 in value.
- Unlike traditional credit cards, the OCAD U purchasing card has specific restrictions on its use.
- Purchasing cards cannot be used to purchase capital assets such as Furniture and Technology greater than \$1,000.

### **21.2 Eligibility**

- The employee's Supervisor must complete and sign the P-Card Application Form authorizing a card for their staff member.
- Upon receipt of the card, the employee must review and sign an OCAD U University Visa Purchasing Card Employee Acknowledgement Form when picking up the card from the Finance Office Cashier desk and return the document to the Senior Procurement Officer, to be kept on file.

### **21.3 Cardholder Responsibilities**

- The purchasing card is the property of OCAD U University and is to be used only for University business purposes, in accordance with established OCAD U Purchasing Policies & Procedures.
- The University assumes responsibility for payment of eligible purchases made with the card; however, the



individual cardholder is responsible for the cards' safekeeping.

- Cards cannot be transferred to, assigned to, or used by anyone other than the designated cardholder.
- Although the card is issued in an individuals' name, it does not affect personal credit.
- Abuse of the card or failure to follow purchasing card procedures may result in revocation of the card and/or other consequences, including disciplinary action.
- The cardholder must return the card to their Supervisor or the Senior Procurement Officer in the event of termination of employment, card expiration, or revoked card privileges.
- Unauthorized use of the card can be considered misappropriation of funds. This could result in immediate and irrevocable forfeiture of the card and/or disciplinary action which may result in termination of employment.
- Maintain the card with appropriate security whenever and wherever the card is used. If the card is lost or stolen the cardholder must notify Scotiabank and the Card Coordinator immediately.
- Card holders must report all activities during the previous month's purchases and is responsible for resolving any discrepancies with suppliers/merchants.
- All charges will be billed to and paid directly by OCAD U and Scotiabank cannot accept payment from cardholders directly.
- All charges made against the Pcard must be recorded against the appropriate GL lines as specified by the unit budget holder. Cardholders can only charge purchases consistent with the type of materials and services authorized by unit budget holder.
- Purchasing cards cannot be used to purchase capital assets such as Furniture and Technology greater than \$1,000.

#### 21.4 **Supervisor/ Approver Responsibilities**

- Identify and approve specific employees as cardholders via formal written request by completing and signing a P-Card Application Form.
- Monitor the use of department/program purchasing cards.
- Ensure the charges comply with the University disbursement policies based on Travel and Expense Hospitality Policy.
- Verify adequate funds are available prior to commencement of the purchasing process.
- Notify the Purchasing Card Coordinator of any cards requiring deactivation due to sabbatical, long-term disability, leave of absence or any other reason.

#### 21.5 **Finance Office Responsibilities**

- Audit
- Monthly sample compliance audits
- Close out
- Deactivate account(s) and destroy physical cards on notification of a close out.
- Card administration
- Set up new accounts.
  - Maintain training material.
  - Field queries at pcard@OCADU.ca
- Compliance check
- P-Card suspension warning; 4 tiered stage, refer to No.10 of the P-Card Acknowledgement form

#### 21.6 **Reconciliation of P-Card Statement**

When employees make purchases with their P-Card, each transaction has to be accounted for with a receipt. Every cycle starts on the 1<sup>st</sup> day of the month and ends on the last day of the month.

- [Creating and Submitting Expense Reports CentreSuite User Guide](#)

#### **21.7 Failure to reconcile.**

Failure to reconcile expenses will result in the following notifications.

- a) Greater than 1 month but less than 2 months, notification by Senior accounting clerk to: Cardholder cc: cardholders Immediate Supervisor
- b) Greater than 2 months but less than 3 months, notification by Controller to: Cardholder cc: cardholders Immediate Supervisor.
- c) Greater than 3 months but less than 4 months, notification by Director of Finance to: Cardholder cc: Vice President.
- d) Greater than 4 months revocation of card.

#### **21.8 Card Revocation**

Policy violations which may result in the card being revoked include but are not limited to.

- Using the purchasing card for non-University-related business or personal transactions.
- Failing to return purchasing card upon termination or upon request by the employee's supervisor.
- Failing to submit expense reports on time.
- Failing to report lost or stolen cards to [pcad@OCADU.ca](mailto:pcad@OCADU.ca)
- Transferring assignment of the card to another individual.
- Repeatedly using the card for non-approved goods and services.

## 22. Purchase Order Standard Terms & Conditions

1. By acceptance of this purchase order through commencement of work or delivery of goods the Supplier is accepting the conditions of the Purchase Order as written.
2. This Purchase Order has been issued in accordance with OCAD U University's Procurement Policy.
3. The Supplier Guarantees that the articles and work supplied hereunder will be fit and sufficient for the purpose intended; that they will conform to the specifications, drawings or samples furnished or adopted by the Purchaser, and will be of good quality and free from defects in material and workmanship.
4. All goods are subject to the Supplier Guarantee as to accuracy, quality of material and quality of work. The Supplier shall permit the Purchaser to examine the goods at delivery, but taking delivery of such goods, or failure to make examination, shall not be construed as acceptance thereof.
5. OCAD U reserves the right to request insurance that meets the University's minimum standards. Required insurance may include comprehensive general liability, automobile liability, employer's liability, and workers compensation. Suppliers shall bear the full cost of insurance.
6. All electrical equipment must be CSA (Canadian Standards Association) approved and marked.
7. If the shipment exceeds 200 lbs. and/or 12 ft<sup>3</sup>, a shipping notice must be sent to the Purchaser prior to shipping. Storage charges if any shall be the responsibility of the Supplier.
8. All dies, tools, jigs, patterns, gauges, and artwork, paid for by OCAD U, are the property of OCAD U and are to be delivered to OCAD U upon request by the Purchaser.
9. Payments will be made in Canadian Funds, unless otherwise indicated on the purchase order. If an invoice is returned for correction, the time for taking the discount will not begin to run until the date of the receipt of the corrected invoice by the Accounts Payable Department.
10. All payments will be made by Electronic Funds Transfer (EFT), unless otherwise agreed upon by the Supplier and the Purchaser.
11. Payment terms are Net 30 days, unless more favourable terms are offered by the Supplier, and accepted by OCAD U.
12. No charges for extras will be allowed unless they have been ordered on this purchase order or by a change order issued by the Purchaser.
13. Shipments must be made according to shipping instruction and FOB point indicated on order. If none is stated it is assumed that it is FOB – OCAD U (Toronto, Ontario) prepaid and allowed. Collect shipments will not be accepted by OCAD U, unless specifically noted on the purchase order.
14. Vendors outside Canada shall provide Canada Customs invoices with completed, acceptable shipment documentation to OCAD U customs broker as noted on the Purchase Order. OCAD U also reserves the right to charge back excess brokerage charges due to incorrect shipment valuation on customs or freight documentation.
15. Material Safety Data Sheets (MSDS) and appropriate labels must accompany all hazardous products as defined

under the federal Hazardous Products legislation and provincial WHMIS legislation. (MSDS) must be provided, prior to, or with the receipt of goods, for any hazardous materials included with an order. If data sheets have not been received, goods will be shipped back to the Supplier at the Supplier's expense.

16. Goods must be transported by the Supplier or Supplier's agent in accordance with all relevant federal and provincial legislation covering the handling and transportation of hazardous and dangerous goods.
17. OCAD U reserves the right to reject and return, at the Supplier's expense, any good in excess of the quantity ordered.
18. The Supplier shall not, except with written consent from OCAD U given by an appropriate authority in advance, release information relating to this order for advertising, promotional or technical purposes or otherwise give it publicly in any fashion, nor shall OCAD U's name be used for, or in connection with, any advertising or promotional purpose by the Supplier, except with OCAD U's advance written permission.
19. Any terms and conditions of the Supplier order acknowledgement that conflicts with OCAD U's terms and conditions shall be waived.
20. Orders for goods should be shipped in their entirety. Partial shipments are not allowed unless specifically requested in writing by the Requisitioning Department listed on the Purchase Order, or Purchaser, or with the written permission of the Senior Purchasing Officer, in advance.
21. The Supplier shall be responsible for and shall save harmless and indemnify OCAD U from and against all loss, costs, damages, suits, claims and demands of every nature whatsoever arising out of or by reason of the performance or purported performance of the contract by the seller including, without limitation, those made or sustained in respect of property damage, personal injury (including death) and infringement of copy right, trademark, patent of invention, violation of provincial or federal regulation, or municipal ordinance.
22. In the event the Supplier shall become insolvent or makes a general assignment for the benefit of creditors, or files or has filed against it a petition in bankruptcy or for reorganization or pursues any other remedy under any law relating to the relief of debtors, or in the event a receiver be appointed of the Supplier's property or business, the Purchaser may, at its option cancel this order.
23. This order shall be governed by the laws of the Province of Ontario.

## **23. Standard Operating Procedure for the Procurement and Invoice Processing Construction Act**

### **Purpose**

To ensure that contractors are paid in a fair and timely manner for work properly completed, OCAD U requires that the following procedures be followed for all work valued over \$9,999.

This Standard Operation Procedure (SOP) outlines the process, timing and responsibilities associated with processing invoices from contractors for work covered by the Construction Act, to ensure adherence to the prompt payment and adjudication provisions of the Act.

### **Introduction**

Amendments to the Construction Lien Act introduced mandatory prompt payment provisions in Ontario, whereby contractors must be paid by OCAD U within twenty-eight (28) days of receipt of a Proper Invoice from the contractor. Failure to pay the contractor within twenty-eight (28) days will result in the contractor assessing interest charges against OCAD U on the amount past due on the invoice.

The prompt payment provision of the Construction Act applies to contracts entered on or after October 1, 2019.

### **Key changes introduced in the Construction Act**

- OCAD U must pay its contractors within twenty-eight (28) days of receipt of their Proper Invoice.
- The contractor must pay their subcontractors within seven (7) days of being paid.
- The subcontractor must pay its subcontractors and suppliers within seven (7) days of being paid.
- Prompt payment is mandatory. OCAD U cannot contract out of the legislation.
- OCAD U will be required to pay the undisputed portion of all Proper Invoices submitted within twenty-eight (28) days and file a Notice of Non-Payment within fourteen (14) days of delivery of a Proper Invoice to the contractor for the disputed portion of the invoice.
- An adjudication process and procedure has also been introduced under the Construction Act to act as enforcement tool.

This procedure is focused on the payment for work contracted and performed under the CCDC form of agreement and assumes that a purchase order (P.O.) has been issued for the project. It is also expected that the (P.O.) will specify that the contract is subject to the provisions of the Construction Act and that the Architect / Payment Certifier or Contractor will forward invoices where specified on the (P.O.) and or contract.

#### **23.1 Procedure for processing of Proper Invoices (no partial payment)**

- Contractor submits by email, a draft invoice or schedule of values to OCAD U's project coordinator or project Architect / payment certifier for review and approval and the Accounts Payable/Receivable clerk. Draft invoice or schedule of values will be verified and approved.
- Contractor and Architect / Payment Certifier submits Proper Invoice to: [invoice@OCAD U.ca](mailto:invoice@OCAD U.ca) along with other related or applicable documents, such as the certificate of payment.
- The contractor's WSIB and Insurance certificates will be filed with Safety and Security.

## 23.2 Procedure for Disputed Invoices (partial payments)

In such cases when the Payment Certifier / Architect AND GC cannot agree on billing amount before the start of the next billing period then the GC shall submit invoice and the Certificate of Payment (COP) will indicate the disputed portion of the invoice.

1. OCAD U's project coordinator/managers notifies facilities Finance that a partial payment must be made on invoice received at [invoice@OCAD U.ca](mailto:invoice@OCAD U.ca).
2. Upon receipt of a disputed proper invoice, the project coordinator will advise Finance which portion of the invoice is to be processed for payment within twenty-eight (28) days. If Architect / payment certifier on project, then certificate of payment must be submitted with undisputed portion of the invoice to [invoice@OCAD U.ca](mailto:invoice@OCAD U.ca).
3. A notice of non-payment must be issued by the Project Manager / Finance Office to the contractor for the disputed portion of that invoice within fourteen (14) days.
4. Should the disputed portion of the invoice be resolved within twenty-eight (28) days of the date of the receipt of the invoice, the following steps may be taken:
  - Have the contractor reissue a new or revised or original invoice for the final agreed upon amount that was in dispute,
5. Invoice disputes that remain unresolved post 28 days may be escalated by either party to adjudication.

### Definitions

- SOP – Standard Operation Procedure.
- Days – Reference to days are in calendar days.
- Certificate of Payment – verification document provided by Architect, Engineer or Owner that the work being invoiced has been completed and is approved for payment.
- Proper Invoice - as defined in the Construction Act.

## 24. Appendix E: Documentation of Incorporation of Accessibility Form – Not-Practicable

To make OCAD U University more accessible to students, faculty, staff, and members of the general public with disabilities, and to comply with the Accessibility for Ontarians with Disabilities Act (AODA), the University has included accessibility procedures in its purchasing policies for goods, services, or facilities. For more information, see [section 11 Accessibility](#).

### When should this form be completed?

This form is required when procuring goods, services or facilities that do not meet accessibility standards and that have the potential to create accessibility barriers for persons with disabilities, including OCAD U students, employees and/or members of the general public.

Examples that often impact accessibility:

- construction/renovation of buildings or public spaces,
- public events,
- software and websites,
- self-serve kiosks,
- educational/training resources and materials,
- signage,
- furniture, fixtures, and equipment.

If the University determines that it is “not practicable” to incorporate accessibility design, criteria, and features into the purchase, it shall provide an explanation for the selection, the alternate plan for accessibility and list the individual(s) who have made the determination.

(Note: This explanation may be necessary in cases where accessible goods, services or facilities were either not available or were not compatible with currently installed products. This explanation must be provided to the public, upon request.)

If the item you have selected is not fully accessible,

- Identify whether there are similar products that are accessible and consider them as alternatives.
- If no accessible alternative is available document the reason for your selection and partner in the development of an alternative plan for access.

By affixing my signature hereto, I attest to the information recorded above:

\_\_\_\_\_  
Department (Name)

\_\_\_\_\_  
Department head Signature

## **25. Professional Associations**

Canadian Universities Reciprocal Insurance Exchange (CURIE)  
<https://curie.org/>

Ontario University Procurement Management Association (OUPMA)  
<https://oupma.blog.ryerson.ca/>

Canadian University Council of Chief Information Officers (CUCCIO)  
<https://www.cuccio.net/en/contact.html>

Canadian Association of University Business Officers (CAUBO)  
[http://www.caubo.ca/index\\_e.cfm](http://www.caubo.ca/index_e.cfm)

Ontario Association of Physical Plant Administrators (OAPPA)  
<https://oappa.ca/>

Association of Universities and Colleges of Canada (AUCC)  
<https://studying-in-canada.org/association-of-universities-and-colleges-of-canada/>

Council of Ontario Universities (COU)  
<https://cou.ca/>

### **Ministry of Finance**

Ministry of Government and Consumer Services, Supply Chain Ontario (MGCS SCO)  
<https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/bps-OBgroup>

Broader Public Sector Procurement Directive  
<https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/EN/bps-procurementdirective>

Ontario Educational Collaborative Marketplace (OECM)  
<https://oecm.ca/>

### **Public Tenders**

Merx Online Tender Resource  
<https://www.merx.com/>

Bonfire  
<https://gobonfire.com/>

### **Trade Agreements**

Canadian Free Trade Agreement (CFTA)  
<https://www.cfta-alec.ca/canadian-free-trade-agreement/>

Canada-European Union Comprehensive Economic and Trade Agreement (CETA)  
<https://www.international.gc.ca/trade-commerce/trade-agreements-accords-commerciaux/agr-acc/ceta-aecg/index.aspx?lang=eng>

The Ontario-Quebec Trade and Cooperation Agreement  
<https://www.ontario.ca/document/trade-and-cooperation-agreement-between-ontario-and-quebec-0>