

Purchasing: Options, Obligations, and Support

New Faculty Orientation 2018
University of Toronto Scarborough

Sheila Baker, Procurement Officer, Financial Services, UTSC

Why Procurement is Here?

- ▶ To help you spend your money
- ▶ Explain to you the options and obligations you need to be aware of before you spend it!
- ▶ Methods for purchasing goods and services at UTSC.
- ▶ Offer support.

University of Toronto Procurement Policy

- ▶ The policy governs the acquisition of goods and services and construction with University funds from all sources including the operating, research, capital and ancillary funds.
- ▶ Policy is aligned with the Provincial Broader Public Sector (BPS) Procurement Directive to ensure procurement process is open, fair and transparent.
- ▶ Also aligned with various trade agreements - The Canadian Free Trade Agreement (CFTA), The Canadian-European Union Comprehensive Economic and Trade Agreement (CETA) and the Ontario-Quebec Trade and Cooperation Agreement (OQTCA)
- ▶ University is bound by requirements of funding agencies (such as CFI, NSERC, SSHRC)
- ▶ Obligation to comply to the Accessibility for Ontarians with Disabilities Act (AODA)

University of Toronto Procurement Policy can be found at:

<http://www.procurement.utoronto.ca/about-procurement/policy>

Research Grants

- ▶ Principal Investigators at the University of Toronto receive grants from several agencies in support of their work. In many cases these agencies provide stipulations or controls on the use of the funds provided. These constraints must be considered when purchasing related goods and services.
- ▶ Purchases must comply with University of Toronto Procurement Policy when spending these funds.

AODA Compliance

- ▶ University has an obligation to comply to the Accessibility for Ontarians with Disabilities Act (AODA)
- ▶ Government of Ontario has developed mandatory accessibility standards that identifies, removes, and prevents barriers for people with disabilities.
- ▶ Under the AODA we are required to incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities.
- ▶ This means considering accessibility, where possible, along with other criteria like the quality and cost of the items as well as incorporating accessible design and features where possible.

For More information visit:

<http://www.procurement.utoronto.ca/about-procurement/policy/aoda/procurement-and-the-aoda>

The AODA Integrated standard outlines the law around procurement can be found at

<https://www.ontario.ca/laws/regulation/r11191#BK5>

Purchasing Goods or Non-Consulting Services

- ▶ To reduce administrative effort when purchasing standard goods and services contracts have been negotiated with University of Toronto Approved Suppliers.
- ▶ Streamlines the procurement process.
- ▶ Approved suppliers have competitive pricing and discounts, some waive shipping fees, enhanced warranty and customer service levels.
- ▶ Approved Suppliers covers a wide range of commodities from cell phones, computers, office supplies, lab supplies, compressed gases, furniture, hotels, etc.
- ▶ Full list of Approved Supplies is available on Procurement Services Website, along with contact information and how to order from them as there are different methods as some are on uSOURCE.

Approved Suppliers can be found at:

<http://www.procurement.utoronto.ca/programs-and-services/approved-suppliers>

Can't find what you are looking for with Approved Supplier, then the following dollar thresholds apply:

Under \$5,000

- ▶ Purchases in this category include any good or service from a single supplier
- ▶ Only one quote required and you can place the order directly with the supplier and request an invoice. A Departmental Purchase Order can be referenced if required by supplier.

\$5,000 to \$24,999

Informal Procurement

- ▶ Purchases in this category typically involve straightforward acquisitions of goods or services
- ▶ A minimum of two written (recommended) or verbal quotations (documented) are required
- ▶ Purchase order is issued by Procurement.

\$25,000 to \$99,999

Invitational Procurement

- ▶ Purchases in this category are considered high value, and require an invitational procurement process based on a minimum of three written quotations
- ▶ Purchase order is issued by Procurement

\$100,000+

Open Procurement

- ▶ To be compliant with internal and external regulatory frameworks, purchases in this category must be publicly tendered in a competitive bid process (e.g. Request for Quotation (RFQ) or Request for Proposal (RFP)), depending on the nature of procurement.
- ▶ Allow sufficient time for procurement process which may take up to 6 to 12 weeks (draft deliverables, post RFP, evaluate and contract award)
- ▶ Contact Susan Dyson, Procurement Manager at dyson@utsc.utoronto.ca

Purchase Orders

- ▶ Key point to remember is any purchase over \$5,000 requires competitive quotes based on thresholds mentioned above.



uSOURCE

- ▶ uSOURCE is the University of Toronto's online marketplace, a eProcurement platform that provides a user-friendly one-stop-shopping experience that will save time and money, offer more choice, and take the guess-work out of routine purchases.
- ▶ uSOURCE has suppliers covering a wide range of goods and services and providing competitive pricing and discounts.
- ▶ Assigned a user role, shopper, requisitioner and/or approver for system access, password protected with your UTORid
- ▶ To register for uSOURCE contact your Department Business Officer or Sheila Baker, Procurement Officer at sbaker@utsc.utoronto.ca

For more information visit uSOURCE website:

<http://www.procurement.utoronto.ca/programs-and-services/usource>

uSOURCE Suppliers:



Continued uSOURCE suppliers:



Mandel

MEDICALMART®



TENAQUIP



Purchasing Card

The University of Toronto Purchasing Card (PCard) provides a cost-efficient method of procuring and paying for low value goods and services which are not available through uSOURCE.

Some restrictions apply and cannot be used for purchases such as:

- ▶ Non-University use (i.e. personal or private use)
- ▶ Business Travel (use instead Amex)
 - ▶ Transportation expenses, accommodations, food and beverage, meals.
- ▶ Purchases in excess of \$5,000
- ▶ Laboratory and research animals
- ▶ Radioactive and hazardous material
- ▶ Etc. Full details on line.

Cardholder is responsible for records of all purchases:

- ▶ All original receipts are to be retained and reconciled on a monthly basis.
- ▶ To apply for purchasing card please contact your Department Business Officer.

Travel Card

- ▶ The University has a corporate travel card agreement with American Express. The travel card is available to full-time employees upon approval of the Principal, Dean, Academic Director or Department Head
- ▶ The Travel Card should only be used for U of T business purposes, and the Cardholder is liable for all payments to Amex Bank of Canada, including late payment charges.
- ▶ To apply for a card please see contact your Departmental Business Officer.

For more information on these credit cards visit:

- ▶ <http://www.utsc.utoronto.ca/financial/corporate-credit-cards>

Travel Policy

- ▶ Please consult the Travel Policy in the Guide To Financial Management (GTFM) for detailed information on the University of Toronto's travel policy and allowable expenses
- ▶ See Expense Reimbursement Guideline Checklist - distributed separately

For more information related to Travel Policy please contact:

Tracy Curran, Assistant Director, Financial Services
tcurran@utsc.utoronto.ca or 416-208-5109

Katrina Hacquoil-Trakosas, Accounting Supervisor, Financial Services
khacquoil@utsc.utoronto.ca or 416-287-7010

Guide to Financial Management (GTFM) can be found at:

- ▶ <http://finance.utoronto.ca/policies/gtfm/>

Customs

Shipping Goods From Another Country by Courier

- ▶ Kuehn + Nagel is the appointed Canadian Customs broker for the University of Toronto, and hold power of attorney for the clearing of all imports into Canada.
- ▶ Kuehn + Nagel clears all packages addressed to the University
- ▶ At time of clearing, K+N pays applicable taxes on behalf of the University and charges all billed directly to department through our Financial Information System (FIS)
- ▶ Brokerage service charge applies

For More Information on Customs visit:

<http://www.procurement.utoronto.ca/programs-and-services/customs>

For Procurement advice and support please contact us:

Enquiries regarding Purchase Orders, uSOURCE, Purchasing Cards:

Sheila Baker
Procurement Officer
sbaker@utsc.utoronto.ca or 416-208-2939

Enquiries regarding Purchasing Policy and Competitive Procurement:

Susan Dyson
Procurement Manager
dyson@utsc.utoronto.ca or 416-287-7015

Procurement offices are located in the Bladen Wing, 5th floor.

Our Website:

<http://www.utsc.utoronto.ca/financial/procurement>

Procurement Services Website:

<http://www.procurement.utoronto.ca>

Thank you!

