



**VICTORIA UNIVERSITY**  
IN THE UNIVERSITY OF TORONTO

## Procurement Policy

**Approval Authority:** Victoria University Senior Administrative Managers

**Effective Date:** October 3, 2017

To request an official copy of this policy, contact:

Board of Regents  
73 Queen's Park Cres.  
Victoria University  
Toronto, ON M5S 1K7

Phone: 416-585-4507

Fax: 416-585-4580

E-Mail: [vicu.regents@utoronto.ca](mailto:vicu.regents@utoronto.ca)

Website: <http://www.vicu.utoronto.ca/about/board.htm>



# Procurement Policy

## *Policy*

Victoria University is committed to fair, transparent, and ethical practice in its procurement of goods and services, while ensuring that the University receives the best possible value for money through the procurement process. This document describes the requirements of this process as required by the Government of Ontario and as further defined by the university's specific policy and administrative requirements.

## *Scope of Policy*

This policy applies to the procurement of all goods and services purchased by the University for use in its academic, research, administrative, and other activities, regardless of the source of funding for those activities.

Where specific funding agencies impose requirements that are stricter than those of this policy, those requirements must be followed. Where funding agency requirements are less strict than those of this policy, this policy takes precedence.

## *Related Policies*

Victoria University has adopted the "Broader Public Service Procurement Directive" of the Government of Ontario, as released April 1, 2011 and with any subsequent amendments (referred to herein as the "BPS Directive")<sup>1</sup>. All mandatory requirements of the BPS Directive are to be considered part of this policy; certain sections are reproduced where they add clarity to the policy requirements. In the event of differences between this policy and the BPS Directive, the latter takes precedence.

## *Requirements*

The selected means of procurement and approval levels for supplier selection are determined by the total value and the nature of the goods or services being procured, as indicated in the following tables.

In all cases, the Budget owner may choose to apply a more stringent approach than required by this policy (e.g. use an open competitive process where an invitational process would be acceptable) where this is believed to be of value to the University.

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<sup>1</sup> <https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/EN/bps-procurementdirective>

## Procurement Policy



### *Goods, Non-Consulting Services, and Construction*

<b>Total Value</b>	<b>Means of Procurement</b>	<b>Approval Required – Competitive Process</b>	<b>Approval Required – Non-Competitive Process*</b>
\$0 to \$4,999.99	Certified invoice, procurement card, petty cash up to \$100	N/A	Budget owner or designate
\$5,000 to \$24,999.99	Purchase order with 2 verbal or written quotes	Budget owner or designate	One level higher than Budget owner
\$25,000 to \$99,999.99	Purchase order with 3 written quotes	Budget owner or designate	One level higher than Budget owner
\$100,000 to \$499,999.99	Open competitive process	Budget owner or designate	President
\$500,000 and above	Open competitive process	President	Board of Regents

### *Consulting Services*

<b>Total Value</b>	<b>Means of Procurement</b>	<b>Approval Required – Competitive Process</b>	<b>Approval Required – Non-Competitive Process*</b>
\$0 to \$99,999.99	Invitational competitive process	Budget owner or designate	President
\$100,000 to \$499,999.99	Open competitive process	Budget owner or designate	President
\$500,000 and above	Open competitive process	President	Board of Regents

\* Procurement must follow a competitive process as specified where the total value is \$100,000 or more, and for consulting services irrespective of value. Any exemptions made in such cases must be in accordance with applicable trade agreements. (BPS Directive, section 7.2.3)

Approval for an exemption from either securing quotes for purchases of goods or services between \$5,000 - \$99,999.99, or a competitive process for purchase of goods or services over \$100,000 must be requested in accordance with the Victoria University Sole Source Request Form (appendix A).

### **Definitions**

**Total Value:** The total expected cost of acquisition, transport / delivery, and other direct costs, before taxes.

**Consulting Services:** The provision of expertise or strategic advice that is presented for consideration and decision-making. (BPS Directive, section 9).

# Sole Source Request Form

## How to Use this Form:

The Victoria University Procurement Policy is structured to meet all Federal and Provincial laws that govern competitive bidding practices in Canada and to protect both the University and the individual purchaser from liability that could result from a challenge to a contract award. Procurement Policy states that purchases over \$25,000 require a minimum of three (3) written quotes and purchases over \$100,000 require a full open competitive procurement process.

If this is not possible, please complete this request form, and send to Procurement Services for review and recommendation at ray.desouza@utoronto.ca or by fax to 416-585-4580

### 1 Check appropriate condition(s):

- No alternative or substitute exists that meet specific or unique technical or research requirements
- To ensure compatibility, recognize exclusive rights or maintain specialized products
- No bids were received in response to an invitation
- An unforeseeable urgency exists
- The subject matter of the procurement is of a confidential or privileged nature
- To honour guarantees or warranties
- To procure a prototype
- To fulfill lease requirements
- The procurement is for construction materials where transportation costs and technical considerations impose geographical limits
- To make an award in a design contest
- To engage the following licensed professionals: accountants, architects, land surveyors, lawyers, notaries, engineers, medical doctors, dentists, nurses, pharmacists, and veterinarians
- To engage financial services or investment managers
- To purchase real property, subscriptions or original works of art
- Tendering would interfere with security, order or protection of human, animal, plant life or health
- The subject matter of the procurement is finance by an international cooperation organization

2 Provide comments explaining why you have selected the condition(s) above:

3 Provide Purchase Requisition #: \_\_\_\_\_

### 4 Obtain Signatures:

	Department	Faculty or Division
Budget Holder/President's Signature	Name (Please Print)	Date
President/Chair of the Board's Signature	Name (Please Print)	Date

5 \* NOTE: Values \$500,000 and above require authorization from the President and the Board of Regents  
**Send additional documentation** (i.e. copies of previous or current agreements)

