



UNIVERSITY OF TORONTO

Procurement Policy

The Ontario broader public sector (BPS) Procurement Directive was issued by Management Board of Cabinet, effective April 1, 2011. This Directive applies to all designated broader public sector organizations as provided for under section 12 of the Broader Public Sector Accountability Act, 2010. The purpose of the Directive is “to ensure that publicly funded goods and services, including construction, consulting services, and information technology, are acquired by BPS organizations through a process that is open, fair and transparent; to outline responsibilities of BPS organizations throughout each stage of the procurement process; and to ensure that procurement processes are managed consistently throughout the BPS”.

As required under this legislation and under the Directive, the University formally adopts this Directive effective April 1, 2011, as amended from time to time, and incorporates it (Appendix 1) into this policy which replaces the previous University of Toronto Purchasing Policy dated October 10, 1995, and amended June 4, 2007.

This policy governs the acquisition of goods and services and construction and renovation work with University funds from all sources, including the operating, research, capital and ancillary funds and all other funds held in trust, at its disposal. In addition to applicable procurement legislation and regulation, as recognized by the Directive, the University is also bound by requirements of funding agencies, to the extent that those requirements comply with applicable procurement legislation and regulation.

Organizations must formally adopt the Supply Chain Code of Ethics in accordance with their governance processes, and the Approval Authority Schedule must be approved by the board of directors of the Organization or its equivalent.

Code of Ethics

In accordance with the BPS Procurement Directive, effective April 1, 2011, and as amended from time to time, the University of Toronto formally adopts the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics, as follows:

Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable BPS supply chain.

I. Personal integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

II. Accountability and Transparency

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

III. Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels and to share leading practices.

Approval Thresholds

In accordance with the requirements of the BPS Procurement Directive, effective April 1, 2011, as amended from time to time, the University formally adopts the following approval thresholds.

University of Toronto Approval Authority Schedule (AAS) in compliance with Ontario Ministry of Finance BPS Procurement Directive, effective April 1, 2011			
Goods, Non-Consulting Services, Construction and Renovations			
Total Procurement Value before taxes	Means of Procurement	Approval Required	
\$0 to 4,999.99	Ushop, certified invoice, procurement card, petty cash only up to \$100.	Budget owner or designate	
\$5,000.00 to \$24,999.99	Ushop or purchase order with 2 written/verbal quotes	Budget owner or designate	
\$25,000.00 to \$99,999.99	Ushop or purchase order with 3 written quotes	Budget owner or designate	
\$100,000.00 and above	Open competitive process.	Budget owner or designate	
Consulting Services			
Total Procurement Value before taxes	Means of Procurement	Approval Required - Competitive Process	Approval Required - Non-Competitive Process
\$0 to 4,999.99	Invitational competitive process	Budget owner or designate	President
\$5,000.00 to \$24,999.99	Invitational competitive process	Budget owner or designate	President
\$25,000.00 to \$99,999.99	Invitational competitive process	Budget owner or designate	President
\$100,000.00 and above	Open competitive process.	Budget owner or designate	Business Board

Ongoing operation of this policy is delegated to the University of Toronto administration, which has procurement services, processes and procedures in place that are modified from time to time to comply with applicable procurement legislation and regulation and with good business practice.

Sheila Brown
Chief Financial Officer
March 25, 2011

Appendix 1

Broader Public Sector Procurement Directive

Issued by

Management Board of Cabinet

Effective April 1, 2011