Strategic Procurement

An Introduction to Policy, Competitive Procurement, Limited Tendering, and Customs

Information found within this guide:

✓ Strategic Procurement Policy SP-01, Trade Agreements, and the Ontario Broader Public Sector Procurement Directive

✓ Open/Public Competitive RFx Bid Process ($100k+)

✓ Procurement Thresholds for Goods & Services

✓ Invitational Procurement (<$100k)

✓ Limited Tendering

✓ Purchase Requisition Assistance - SP Req Box

✓ Supplier ID Setup/Change Request

✓ Customs and Traffic

✓ Useful Links to Forms and Documents
Strategic Procurement Policy SP-01, Trade Agreements and the Ontario Broader Public Sector Procurement Directive

Strategic Procurement Policy SP-01

The purpose of this Policy is to govern the acquisition of goods and services, including construction, renovation and consulting, at McMaster University using a process that is open, fair and transparent, and ensures that maximum value is achieved. This Policy is aligned to and compliant with the requirements of the Ontario Broader Public Sector (BPS) Procurement Directive, Canada Free Trade Agreement (CFTA), and Canada-European Union Comprehensive Economic and Trade Agreement (CETA). Furthermore, this Policy is designed to ensure that procurement at the University is performed in a manner that is ethical, efficient and consistent. This policy applies to procurements made by any contractual means, including: purchase, lease, and rental, with or without an option to buy. This also covers expenditures paid for with all types of University funds, regardless of the ultimate source of funding, including operating, research, ancillary, capital and trust.

Canada Free Trade Agreement (CFTA)

The Canada Free Trade Agreement has been in force since July 1, 2017. The objective of this agreement is to reduce and eliminate, to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada and to establish an open, efficient, and stable domestic market.

Canada-European Union Comprehensive Economic and Trade Agreement (CETA)

The Canada-European Union Comprehensive Economic and Trade Agreement (CETA) was entered into force on September 21, 2017 in order to eliminate or reduce Canada-EU trade barriers.

Ontario Broader Public Sector (BSP) Procurement Directive

The purpose of this 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

Open/Public Competitive RFx Bid Process ($100k+)

The Open/Public Competitive Request for “x” (e.g. Proposal or Quote) process typically takes 10-12 weeks, depending on the complexity of the project. Listed below are RFx-related terms you should be familiar with:

- **Notice of Procurement**: a notice posted in advance of one of the RFx methods listed below, advising of notice of intent to engage in an RFx process;
- **Request for Quote (RFQ)**: if you know your exact requirements, and ONLY need PRICING. e.g. you want a black chair two way adjustable, made of leather & steel casters;
- **Request for Proposal (RFP)**: if you want a SOLUTION, e.g. you want a chair that is comfortable, adjustable, ergonomically designed and suitable for the disabled;
- **Request for Supplier Qualification (RFSQ)**: is a method used where the buyer requires supplier pre-qualification information before proceeding with a tender for the goods or services. The RFSQ is followed by an invitational tender to pre-qualified suppliers only. This approach is typically used for, but not limited to, facility-related construction or renovation needs.
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<thead>
<tr>
<th>Goods and Non-Consulting Services</th>
<th>Purchase Method</th>
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<tbody>
<tr>
<td>$0 - $10,000</td>
<td>P-Card / Non-PO Voucher / PO with 1 written quote</td>
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<tr>
<td>$10,001 - $50,000</td>
<td>Minimum 2 written competitive quotes</td>
</tr>
<tr>
<td>$50,001 - $99,999</td>
<td>Minimum 3 written competitive quotes</td>
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<tr>
<td>$100,000 or more</td>
<td>Open/public competitive RFx bid process</td>
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<th>Consulting services</th>
<th>Purchase Method</th>
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<tr>
<td>$0 - $99,999</td>
<td>Minimum 3 written competitive quotes or Open/public competitive RFx bid process</td>
</tr>
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<td>$100,000 or more</td>
<td>Open/public competitive RFx bid process</td>
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**Limited Tendering**

Any deviation from the above Competitive Requirements **MUST** be supported by a duly approved Limited Tendering Approval Form (formerly referred to as a Sole or Single Source Certificate). The Form is used to explain, review and authorize any deviation from the appropriate competitive bid process as identified in Strategic Procurement Policy SP-01, and must be submitted as part of the procuring Department’s supporting documentation for a particular purchase requisition.

All Limited Tendering approvals are granted by the AVP Administration & CFO via Mosaic. All other required signatures on the form are to be hand written signatures. During purchase requisition creation, after attaching your completed Limited Tendering Approval Form to the purchase requisition, you will need to guide the form to the AVP Administration & CFO for approval, as follows:

1. Select “Requisition Activities” within the Requisition Header;
2. Check “Done”, and in the Comments field type “Limited Tendering”;
3. Click OK;
4. Submit your purchase requisition for approval in Mosaic.
Savings through University-Wide Contracts!

**Grand & Toy**

Departments are encouraged to purchase supplies from Office Max (Grand & Toy) in order to fully realize the savings and advantages gained from our current agreement.

To create a Grand & Toy account to order office supplies and toner please email a completed Account Set-up form (link found below) to mcmastersupport@grandandtoy.com, stating that you are presently looking to set-up an account. The form below can also be used to modify existing accounts; please ensure you provide your chartfield account number and existing Grand & Toy account number.

Once the account is set-up, Grand & Toy will forward you a password and a link to begin taking advantage of the great offers available.

**Dell Canada**

The University has secured a contract with Dell Canada Inc. for supplying IT equipment. This will allow the University to receive substantial cost savings and to purchase sustainable products that are EPEAT Gold certified and have an Energy Star rating of 5.0. To place an order with Dell, you must first create an account for Dell's Premier Website to obtain a quotation.

Dell computer orders are placed through the Campus Store; once you have identified the item(s) you require, please forward to information to the Campus Store.

Extension: 27873

Email: macmicro@mcmaster.ca

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**Purchase Requisition Assistance (SP Req Box)**

- If you need to create a purchase requisition within Mosaic, please reach out to Strategic Procurement as we can assist by entering the requisition into the system for you. Please find below the information that is required to complete the requisition on your behalf:
  - Chartfield string;
  - Delivery/ “Ship to” location;
  - McMaster Contact information;
  - Name and Mosaic ID of Requestor (must be a valid Requisitioner in Mosaic);
  - Quotes (per SP-01 policy)
  - Supplier’s email address where the PO will be dispatched.

If applicable:
- Limited Tendering Approval Form (duly signed);
- Fair Market Value (ALL research-funded procurements valued at $50K or greater);
- Independent Contractor Questionnaire (ICQ);
- Contract (duly signed) per the Execution of Instruments.

Please forward the information to spreqbox@mcmaster.ca and we will review your request as soon as possible.
Requesting a Supplier ID Setup/Change in Mosaic

Mosaic Breadcrumbs to locate the Supplier Setup/Change Form:
Finance >Purchasing >Requistion >Supplier Request/Change Order Form

- The Supplier Setup/Change Request Form is a fillable form, and the information you input into this form is populated into Mosaic. Please ensure the information provided is correct.
- Once you have filled in all of the required fields a “Submit” button will be available at the top of the request form.
  - IMPORTANT: Please click the Submit button to have your request submitted.
- If the supplier is subject to Withholding, please input their SIN information in the “More Information” field at the bottom of the form.
- Please allow 48 hours for your request to be reviewed by Strategic Procurement who will send you an email notification at that time (Note: The approval email notification does not mean that your supplier has been inputted into Mosaic, only that Strategic Procurement has approved your form and is working on the supplier setup). Once your request has been completed, Strategic Procurement will send you an email notification, which will include the Supplier ID No. for setup requests.

Customs and Traffic:
Ordering Outside of Canada on your P-card

Please remember if you are placing orders outside of Canada you MUST inform John Bentley, Customs and Traffic Officer (customs@mcmaster.ca) of your order.

John ensures that your shipment passes the border without issues. Please provide John with a Chartfield string to charge the custom fees, and include an order confirmation, quote or invoice.
Useful Links

Strategic Procurement Policy SP-01

https://financial-affairs.mcmaster.ca/resources/sp-01-strategic-procurement-policy/

Limited Tendering Approval Form

https://financial-affairs.mcmaster.ca/resources/limited-tendering-approval-form/

Resolution Respecting the Execution of Instruments

https://financial-affairs.mcmaster.ca/resources/edioicomplete/

Canadian Free Trade Agreement (CFTA)

https://www.cfta-alec.ca/canadian-free-trade-agreement/

Canada- European Union Comprehensive Economic and Trade Agreement (CETA)


Broader Public Sector (BPS) Procurement Directive


Purchase Order Terms and Conditions

https://financial-affairs.mcmaster.ca/resources/purchase-order-terms-conditions/

Procurement Team

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