



Overview

The Strategic Procurement Department plays a pivotal role in ensuring the efficient procurement of our goods and services necessary to support McMaster University’s academic and administrative functions. Our focus largely remains to optimize value, minimize costs, and maintain compliance with the ministry’s directive. Our department is committed to fostering strategic partnerships with suppliers while upholding the highest standards of integrity and transparency. Strategic Procurement strives to enhance the university’s operational effectiveness and promote sustainability initiatives. With a customer-centric approach, our group aims to deliver timely and cost-effective solutions that align with the university’s mission, vision, and goals, ultimately contributing to the overall success of our academic community.

Strategic Procurement Policy SP-01

The purpose of this Policy is to govern the procurement of goods and services at McMaster University, including construction, renovation, and consulting. This Policy is aligned to and compliant with the requirements of the Broader Public Sector Accountability Act (BPSAA), Canada Free Trade Agreement (CFTA), Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Ontario- Québec Trade and Cooperation Agreement (OQTCA). The SP-01 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 source of funding, including operating, research, ancillary, capital, and trust. Below is a summary of thresholds that apply to each procurement method, consider these methods when planning your next purchase:

Goods and Services	Purchase Method
\$0 - \$121,200	MacBuy Using Supplier Catalogues (Punch-out / Hosted)
\$0 - \$25,000	Non-Po Voucher / PO with 1 Written Quote
\$25,001 - \$75,000	Minimum 2 Written Competitive Quotes
\$75,001 - \$121,199	Minimum 3 Written Competitive Quotes
\$121,200 or More	Open/public Competitive RFx Bid Process
\$0 - \$10,000 (No Change)	P-card Transactions (Per policy AP-01)

All dollar amounts are at the Canadian dollar equivalent and exclusive of taxes. Not broken down into annual amounts.

Open/Public Competitive RFX Bid Process (\$121,200+)

In this process, the procurement RFX document is advertised publicly, inviting bids or proposals from a wide range of potential suppliers. The bids/proposals are evaluated based on predetermined criteria, such as price, quality, experience, and compliance with specifications. The selection of the winning bid is made through a transparent and competitive evaluation process, ensuring fairness, integrity, and accountability in the procurement process. The types of competitive RFX processes to consider when planning your next procurement are:



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 individuals with specific mobility.

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.

When planning your purchase for goods or services \$121,200.00 CAD or more, we ask that you please reach out to Procurement by filling out the [Competitive Bid Request Form](#) with your purchase information so we can assist in establishing what method of Procurement is best for your purchase.

Limited Tendering Procurement (\$25,001+)

A non-competitive procurement process is utilized whenever a competitive process is not possible per the acceptable exceptions found on the [Limited Tender Approval Form](#). Using a Limited Tender process in procurement can restrict competition, leading to inflated prices and reduced value for money. Any deviation of non-competitive requirements that were presented within the procurement thresholds **MUST** be supported by a duly approved Limited Tendering Approval form which is embedded within MacBuy. A separate form is not required when processing a purchase in MacBuy. When entering a requisition in Mosaic the form is required. Mosaic is only for purchases relating to construction and independent contractors. Under the Canada-European Union Comprehensive Economic and Trade Agreement | CETA, McMaster is required to report on each contract awarded under the Limited Tendering procedure. Strategic Procurement uses information contained within Mosaic / MacBuy to report on, to the province and our team [publishes these purchases publicly](#). Items reported on:

- the value of the procurement.
- the kind of goods and services procured; and
- a statement indicating the circumstances and conditions under which you claimed the limited tendering exception (i.e. rationale).

Please ensure your Limited Tender purchases identify the applicable Limited Tender exception and is justified with details as to why a competitive process was not administered.

When executing a Limited Tender procurement ensure you include the below within your rationale:

- Why additional quotes weren't obtained?
- Why is it unique?
- What happens if you don't purchase?
- How does it affect your research if you don't purchase? (if applicable)
- Other

Consulting Services - \$0 up to but not including \$1,000,000: President Approval required for consulting services greater than \$1,000,000, President Signature and Board of Directors Approval is required.

MacBuy E-Procurement System

MacBuy is an eProcurement system that offers McMaster staff and faculty an online platform to procure goods and services electronically. On the MacBuy showcase, you will find 4 different ways to place orders.



Punch-out and Hosted suppliers have their own tiles on the MacBuy Showcase.

These are suppliers that Strategic Procurement has negotiated a contract that provides the University with maximum value and discounted pricing through a competitive Procurement process. One of the many advantages of ordering with these suppliers is that you **can purchase up to \$121,200 (before tax) without obtaining competitive quotes.**

Catalogues featured by Hosted suppliers contain static pricing while Punch-out suppliers contain live pricing. When purchasing from a Punch-out supplier, you are shopping directly on their website. Upon checkout, your purchase is brought back to MacBuy to complete the requisition. When the invoice and the purchase order amount match, an electronic invoice will be sent to Accounts Payable for payment for all Punch-out suppliers.

Non-Catalogue - This form would be used for suppliers that are not available on the Showcase. This type of order will require competitive quotes for orders over \$25,000 and will follow the Strategic Procurement thresholds.

Limited Tendering - This form would be used when competitive quotes can't be obtained for orders over \$25,000.

To gain access to MacBuy, please contact the MacBuy helpdesk for more information: macbuyhelp@mcmaster.ca.

Requesting a Supplier ID Setup/Change

The Strategic Procurement team manages the supplier database for companies. To request a supplier to be set up within Mosaic & MacBuy please fill in the Supplier Request form that can be found at:

Navigator – Finance – Purchasing – Requisitions – Supplier Setup/Change Request Form

Building Ontario Businesses Initiative Act (BOBIA)

Effective April 1, 2024, the University is required to comply with the Building Ontario Businesses Initiative Act (BOBIA). BOBIA may affect how McMaster University purchases goods and services as it requires that preference be given to Ontario businesses for purchases under \$121,200 CAD, excluding taxes. Please consider that when obtaining your quotations and consider Ontario suppliers whenever possible.

Suppliers verified as Ontario businesses will be marked with the Trillium logo.



<https://www.ontario.ca/laws/statute/22b02>

Bill S-211 (Fighting Against Forced Child Labour)

As an Ontario Public Sector entity, McMaster University is required to comply with Bill S-211 or Fighting Against Forced Labour and Child Labour in Supply Chains Act on May 3, 2023, to protect vulnerable populations from human rights abuses and exploitation.

<https://www.publicsafety.gc.ca/cnt/cntrng-crm/frcd-lbr-cndn-sply-chns/index-en.aspx>



Customs and Traffic

Another function that falls within the Strategic Procurement Department is Customs & Traffic. When seeking goods from suppliers both Domestic and International, know you can contact John Bentley, Customs & Traffic Specialist, customs@mcmaster.ca who will negotiate Logistics with the supplier which may reduce your Courier Costs.

When ordering outside of Canada on your P-card you MUST inform John Bentley, of your order via email as John ensures that your shipment passes through customs without issues. Please provide John Bentley with a chartfield string to charge the custom fees, and include an order confirmation, quote, or invoice.

Strategic Procurement Team

Director

- Angelo DiLettera, Director | dilett@mcmaster.ca | Ext. 21629

Senior Manager

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Senior Procurement Specialist

- James Carnemolla, carnemoj@mcmaster.ca | Ext. 24587
- Amal Elfadul, elfadula@mcmaster.ca | Ext. 21850
- Roxanne Flitcroft, headrir@mcmaster.ca | Ext. 27386
- Carol Rizzo, rizzoc2@mcmaster.ca | Ext. 22674

Intermediate Procurement Specialist

- Linda Leo, leolin@mcmaster.ca | Ext. 24678

Sr. Customs & Traffic Officer

- John Bentley, customs@mcmaster.ca | Ext. 230846

E-Procurement Specialist

- Sarah Nunes, macbuyhelp@mcmaster.ca | Ext. 24413

E-Procurement and Supplier Administrator

- Zahra Essa, essaz@mcmaster.ca | Ext. 21952



Who can help you...?: [HERE](#)

Review this site to determine which Specialist to contact.

When beginning a research startup consider reaching out to the Strategic Procurement Senior Manager to set-up a Research Funding Procurement Information Session.

Useful Links | Procurement Directives | McMaster Policy

- [Strategic Procurement Policy SP-01](#)
- [Limited Tendering Approval Form – for Mosaic Requisition ONLY](#)
- [Approval and Signing Authority Policy](#)
- [Canadian Free Trade Agreement \(CFTA\)](#)
- [Canada- European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)
- [Broader Public Sector \(BPS\) Procurement Directive](#)
- [Purchase Order Terms and Conditions](#)
- [Approved Suppliers](#)
- [Buying from Independent Contractors](#)
- [Canadian Foundation for Innovation \(CFI\) Purchases](#)
- [Fair Market Value Brochure](#)
- [Exporting from McMaster University & Importing to McMaster University](#)