

DRAFT - Social Purchasing Policy

- **Related Documents:** Purchasing Policy, Purchasing Procedure, Purchasing Code of Ethics, Conflict of Interest Policy
- **Owner:** Financial Services
- **Approver:** Chief Financial Officer
- **Approval Dates:**

I. Purpose

The University maintains a visible presence for equity, diversity and inclusion (EDI) and Indigenous values and experience as integral components across administrative functions of the university, while addressing the range of systemic barriers. As such, the University aims to leverage its purchasing power to create social, sustainable, and economic value in diverse communities by seeking out and procuring from Diverse Suppliers; “buying with impact”.

Buying with impact involves the promotion of Social Procurement by enabling the community to turn their purchases into powerful instruments for the creation of social value by broadening the opportunities to Diverse Suppliers into the University’s supply chain.

II. Scope and Application

This Policy applies to the purchase of all goods and services, where appropriate, purchased by the University from all funding sources. Adherence to the University’s Purchasing Policy and Procedure, applicable laws, trade agreements and procurement directives, may apply and govern.

In the event of any conflict with this Policy and applicable laws, the University’s Purchasing Policy and Procedure, trade agreements, procurement directives, and those applicable laws, will apply.

III. Definitions

Diverse Supplier

Is a supplier that is either certified by a Supplier Certification Organization or self identified to be more than 51% (majority) owned, managed and controlled by persons belonging to an Equity-deserving Community or Indigenous Peoples.

Self identification review processes may be required in further iterations of this Policy.

Equity-deserving Community

Is a group that experiences discrimination or barriers to equal opportunity, including women, persons with disabilities, newcomers/new immigrants, 2SLGBTQ+ people, visible minorities/racialized people, and other groups deemed appropriate by the University

Indigenous Peoples

Is a collective name for the original peoples of North America and their descendants. Often the phrase, "Aboriginal peoples" is used.

Aboriginal Peoples is a term established by the Canadian federal government to refer to diverse Indigenous Peoples in Canada and is in the Canadian constitution. At Toronto Metropolitan University, the terms Aboriginal and Indigenous Peoples refer to First Nations, Métis and Inuit Peoples in Canada and Native/Indigenous Peoples in the United States.

Small Sized Business

Is a business that has 1 to 99 paid employees.

Social Procurement

Is the practice of using existing investments in infrastructure and the purchase of goods and services to generate social and economic value, such as the creation of decent work opportunities for jobseekers experiencing employment barriers, and equitable opportunities for Diverse Suppliers to do business with the University.

Supplier Certification Organization

Is an outside organization, often referred to as a Supplier Council, that validates a company's overall structure and certifies they are a Diverse Supplier.

Certified lists of Diverse Suppliers (including many operating in the Toronto and Greater Toronto area) are available from the following sources. These certified lists will be reviewed and updated on a regular basis:

- Canadian Aboriginal and Minority Supplier Council (CAMSC)
- Canadian Council for Aboriginal Business
- Canadian Gay and Lesbian Chamber of Commerce (CGLCC)
- Certified Women Business Enterprises (WBE Canada)
- Inclusive Workplace Supply Council of Canada
- Buy Social Canada
- Indigenous Business Directory

IV. Policy

1. The University aims to leverage more value from its purchasing decisions by providing more opportunity for suppliers who specialize in adding social value to commercial activities: Diverse Suppliers, Small Sized Business.
2. The University aims to provide Diverse Suppliers experience working with a public sector organization by reducing barriers to entry such as restrictive evaluation criteria during a competitive procurement process.
3. The University will attempt to offer favorable commercial terms where appropriate, such as faster payments, for Diverse Suppliers, who are also considered to be a Small Sized Business.
4. The University will attempt to give appropriate consideration, within reason, in the evaluation process for Diverse Suppliers and suppliers who specialize in adding social value to commercial activities, such as but not limited to a commitment to sustainability.
5. The University will give evaluation/selection preference to Diverse Suppliers who are Small Sized Businesses, within reason. For complete clarity, price does not have to be the deciding factor.
6. The University shall make all purchases in accordance with applicable law, including but not limited to trade agreements, procurement directives, contract law, procurement law, privacy legislation, accessibility legislation, Ontario Human Rights Code, and any other legislation as may be applicable
7. The University will continuously review this Policy to ensure that opportunities for Diverse Suppliers are being optimized.
8. All purchases of Goods and/or Services made by or on behalf of the University are subject to approval by the respective University authority in accordance with the Approval Authority Schedule Policy
9. All purchases of Goods and/or Services made by or on behalf of the University shall be undertaken in accordance with the Conflict of Interest Policy and Procedure.

V. Roles and Responsibilities

1. University faculty and staff are responsible:
 - a. For purchases under \$100,000 CAD:

- i. ensure the proper procurement method is met. Purchasing Services can be used as an advisor. Additionally, see Purchasing Procedure for complete details.
 - ii. University staff and faculty are responsible for attempting to source at least one (1) quotation from a Diverse Supplier.
 - iii. when appropriate, incorporate selection criteria and/or good or services specifications (i.e. sustainability product labels, diversity of project team members). For complete clarity, price does not have to be the deciding factor.
 - iv. contact Payment Services for consideration to expedite payment from the University's standard thirty (30) days.
- b. For purchases equal to or greater than \$100,000 CAD:
 - i. when appropriate, work with Purchasing Services to develop a procurement strategy that provides opportunity for Diverse Suppliers.
 - ii. when appropriate, incorporate selection criteria and/or good or services specifications (i.e. sustainability product labels, diversity of project team members).

2. Purchasing Services is responsible:

- a. For purchases under \$100,000 CAD:
 - i. provide assistance to source Diverse Suppliers.
 - ii. provide or facilitate approval to favorable commercial business terms, such as but not limited to payment terms and various contractual terms.
- b. For purchases greater than or equal to \$100,000 CAD:
 - i. when appropriate, develop a procurement strategy that provides opportunity for Diverse Suppliers.
 - ii. when appropriate, incorporate selection criteria and/or good or services specifications (i.e. sustainable product labels, diversity of project team members).
- c. identify spend categories that may provide more opportunities for Diverse Suppliers.
- d. Develop tools and mechanisms for the community to incorporate Social Procurement for purchasing decisions.

- e. Develop a mechanism to track spend from Diverse Suppliers.
- f. Ensure that goods and services are procured in a manner that is consistent with this Policy as well as any other applicable University policies, laws, trade agreements and procurement directives.

VI. Jurisdiction

This Policy falls under the jurisdiction of the Chief Financial Officer.

The Director of the Procurement Department is responsible for the interpretation and application of this Policy, and the creation and promulgation of such procedures and guidelines as necessary or desirable to give effect to this Policy.

VI. Next Review Date

This Policy is subject to review every five (5) years.

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