

# BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Fazal Khan, Registrar and CEO

**DATE:** June 3, 2024

**SUBJECT:** Vendor Relations and Procurement Policy (2-05) Monitoring Report

For Decision                       For Information                       Monitoring Report

**Purpose:**

To provide the Board with a monitoring report on the Vendor Relations and Procurement Policy, in accordance with the monitoring report schedule approved by the Board.

**CEO Interpretation and Evidence:**

The Vendor Relations and Procurement Policy (2-05) was approved by the Board in October 2018 and was last reviewed/ revised in March 2022.

The information contained in this monitoring report represents compliance with a reasonable interpretation of the policy. The monitoring report covers the period from June 2021 to May 2024. The next Vendor Relations Policy Monitoring report is due in June 2027.

Policy Requirement	Interpretation and Evidence
Procurement Framework	<p>At least three quotes are required for purchases between \$25,000 and \$49,999. During the period of June 2021 to May 2024, at least three quotes were received and an RFP was put out for QA program evaluations while planning for the 2023 budget.</p> <p>Under the Policy, an RFP process is to be followed for purchases exceeding \$50,000. During the period of June 2021 to May 2024, there were no purchases valued at over \$50,000.</p> <p>The typical RFP process includes the College sourcing quotes from vendors who are identified as being competitive leaders in the field. The College then provides each vendor with details of the work that it was looking</p>

	for, and invited them to submit a proposal outlining the scope of the work they could offer and an estimate of their professional fees.
Conflict of Interest Protection	Prior to entering a partnership with a new vendor, managers are responsible for sourcing quotes and proposals for departmental initiatives and presenting them to the Executive Office for approval. Managers also provide information as to how the vendor was sourced and proposals are reviewed by the Deputy Registrar and/or the Registrar to ensure that the vendor is not in a conflict of interest.
Contract Review	Supply/service contracts are reviewed periodically as service and maintenance needs arise or as a contract approaches the renewal date. Feedback is received from College staff to ensure that contractual obligations of the vendor are being met (e.g. quality of products/services, customer service, pricing).
Prospective Vendor Protection	Confidential information regarding quotes, competitive knowledge and proprietary products/services is not shared with other vendors. Any requests for proposals are done so with the intent to elicit specific information required for the purpose of the proposal/initiative. With the permission of the vendor, references are sought from other regulatory Colleges and vendor information (limited to vendor name, point of contact, and services offered) may be shared.
Capital Asset Acquisition Assessment	Prudent measures for the assessment of capital asset acquisition decisions are undertaken to ensure that a balance between cost and benefit is achieved. Historical cost and current asset usage information is collected from within the College and may be compared to quotes/contracts from multiple vendors to ensure competitive pricing.
Vendor Payments	Vendors are paid in accordance with contractual obligations. 89% of all suppliers are set up to receive direct deposits (EFT) or

	credit card payments to reduce paper waste and increase the timeliness of payments. EFT and cheque payments are processed every two weeks. Regular account reconciliations are initiated by the College to ensure that invoices are not missed and that the College remains in good standing with vendors.
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**Public Interest Considerations:**

Does the Registrar, CEO's interpretation or application of the Policy serve or impact the public's interest or trust in the College?

**Diversity, Equity, and Inclusion Considerations:**

Does the Registrar, CEO's interpretation or application of the Policy impact the College's commitment to Diversity, Equity, and Inclusion?

**Risk Management Considerations:**

The policy being monitored falls into the Operational Boundaries policy category. In reviewing this monitoring report, the board should consider whether it is satisfied with the Registrar, CEO's interpretation and application of the policy to manage risk relating to the COO's ability to maintain fair and ethical relationships with vendors.

**Recommendations/Action Required:**

The Board is asked to consider the following questions:

1. Was the Registrar, CEO's interpretation of the Vendor Relations Policy reasonable?
2. Did the Registrar, CEO comply with this policy, as reasonably interpreted?