

Purchasing Quick Reference Guide

Purchasing Team: Please reach out to any member of our team for any help:

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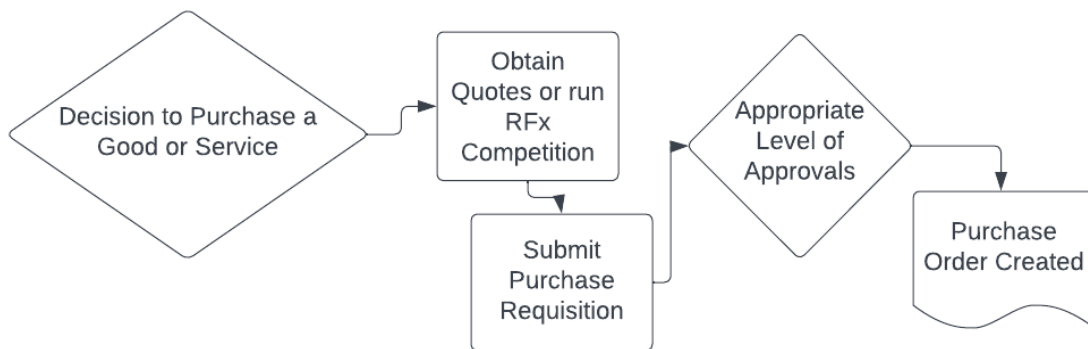
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[Purchasing | Department Website \(flemingcollege.ca\)](http://flemingcollege.ca)

The Purchasing Cycle



As part of the Broader Public Sector (BPS), the College’s procurement policies and procedures are set out to allow for the most open, fair and transparent competition from suppliers, while maximizing the value for money spent.

Procurement Thresholds

The amount that is intended to be spent guides the procurement process. The following thresholds are effective March 2024. These thresholds are the minimum standards to be used; additional quotes or tending is encouraged. Finance does also encourage using a P.O. wherever possible, to ensure the expenditure can be tracked in our financial system, and also to ensure the terms and conditions around purchases are consistent.

For Goods and Non-Consulting Services:

Total Procurement Value	Means of Procurement	# of Quotations	Responsibility
\$0 to \$24,999	Corporate Credit Card * or Direct payment from invoice	One (1) quote (minimum)	Department via verbal or written quote
\$25,000 to \$74,999	Purchase Requisition and Purchase Order.	Two (2) written quotes (minimum)	Department via written quote
\$75,000 to \$121,199	Purchase Requisition and Purchase Order	Three (3) written quotes	Department via written quote
\$121,200 and greater	RFx, Purchase Requisition and Purchase Order	Open Competitive process posted on public tender site(s)	Formal RFx managed by Procurement Services.

*** Where possible, a corporate credit card should be used for any purchase under \$5,000**

These thresholds are the minimum required standard and it will always be permissible to get additional quotes or run a competition when not required.

For Consulting Services

Total Procurement Value	Means of Procurement	# of Quotations	Responsibility
\$0 to \$121,199	Purchase Requisition and Purchase Order.	Three (3) invitational written quotes	Three or more written quotes obtained by the Department
\$121,200 and greater	RFx, Purchase Requisition and Purchase Order	Open Competitive process	Formal RFx managed by Procurement Services.

Building Ontario Businesses Initiative

If you are planning to purchase any item from outside of Ontario, you must contact the purchasing team before proceeding. The Ontario government has reformed the Broader Public Sector (BPS) standards to include the Building Ontario Business Initiative (BOBI), which requires all purchases under \$121,200 to be made from Ontario sources unless there is no similar product available in Ontario.

Requisitioners

A requisition will not be required for goods and non-consulting services under \$25k. These purchases can be made either through corporate credit cards or by submitting approved invoices directly to accounts payable for payment: accountspayable@flemingcollege.ca

For all other items under the BPS threshold of \$121,200, either 2 or 3 quotes are required in advance of filling out a requisition to obtain a purchase order.

When requesting quotes, reference the decentralized procurement page - [Decentralized Procurement | Purchasing \(flemingcollege.ca\)](#). Remember that when requesting quotes, all required specifications should be identified, and you must compare quotes based solely on the specifications outlined in the request for quote. Should you be unsure of how to identify multiple suppliers for your quote, please contact the procurement team for help.

For procurement in excess of \$121,200, an RFX template [RFX Particulars Template | Purchasing \(flemingcollege.ca\)](#) should be filled out and submitted to purchasing.

Once all quotes have been received or the competition finalized, the requisition will be ready to be submitted. For guidance on submitting requisitions, please refer to the requisition documents on the purchasing website - [Evolve Manuals | Purchasing \(flemingcollege.ca\)](#)

Non-Competitive (Sole Source) Procurement

In rare circumstances it may be in the College's best interest to directly award procurement (sole source) to a vendor; the cases where this is permissible are outlined in section 4.3 of the Purchasing Operating Procedures - [Policies & Procedures | Purchasing \(flemingcollege.ca\)](#)

When using sole source procurement the requisitioner completes the below form: [Forms | Purchasing \(flemingcollege.ca\)](#)