

BRIEFING NOTE

TO: Board of Directors

FROM: Fazal Khan, Registrar and CEO

DATE: May 17, 2021

SUBJECT: 7.2 Vendor Relations Policy (2-05) Monitoring Report

☐ For Decision ☐ For Information ☒ Monitoring Report

Purpose:

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

CEO Interpretation and Evidence:

The Vendor Relations Policy (Appendix A) was approved by the Board in October 2018.

The information contained in this monitoring report represents compliance with a reasonable interpretation of the policy. The monitoring report covers the period from November 2018 to May 2021.

The next Vendor Relations Policy Monitoring Report is due in May-June 2024.

Policy Requirement	Interpretation and Evidence
Procurement Framework	<p>During the period of November 2018 to May 2021, at least three quotes were sought for all initiatives that were between \$25,000 and \$49,999, including Diversity Training, Financial Auditing Firms, PPE providers, Governance Consultants, Polling Services, Staff/Board Trainings.</p> <p>Under the Policy, an RFP process is to be followed for purchases exceeding \$50,000. During the period of January 2018 to December 2020, the COO engaged one consultant for work on an Integration Project that was ultimately valued at over \$50,000. The project in question was novel to the COO and it was therefore not known at its outset what the total cost and scope of the work would be. Accordingly, instead of initiating a</p>

	<p>formal RFP process, the COO solicited quotes from at least four vendors who were identified as being competitive leaders in the field. The COO provided each vendor with details of the work that it was looking for, and invited them to submit a proposal outlining the scope of the work they could offer and an estimate of their professional fees. Based on the information received, the COO determined that it was not necessary to engage in a formal RFP process, as this would have been redundant in light of the information already gathered from the key vendors in the field. The project was approved by the Board as part of the 2020 budget, and regular updates were provided to the Finance Committee and the Board.</p>
Conflict of Interest Protection	<p>It is COO policy that purchase processes adhere to the following process in order to prohibit inappropriate considerations from vendors:</p> <ul style="list-style-type: none"> -managers are responsible for sourcing quotes and proposals for departmental initiatives and presenting them for approval. -all quotes and proposals are reviewed by legal counsel and/or the Deputy Registrar and/or the Registrar to ensure that the vendor is not in a conflict of interest
Contract Review	<p>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 are being met (e.g. quality of products/services, customer service, pricing). In house legal reviews all contracts prior to execution.</p>
Prospective Vendor Protection	<p>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</p>

	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 other regulatory Colleges to ensure competitive pricing. Aside from price comparisons from multiple vendors, other Colleges are contacted to share their experiences.
Vendor Payments	Vendors are paid in accordance with contractual obligations. 75% of all suppliers were set up to receive direct deposits (EFT) in 2020 to reduce paper waste and increase the timeliness of payments. EFT payments are processed weekly 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.

Public Interest Considerations:

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

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) In the Board's opinion, did the Registrar, CEO comply with this policy?