

VENDOR GUIDE

Partnering with Conestoga College Institute of Technology and Advanced Learning

Disclaimer

This Vendor Guide is for informational purposes only. It is not a legal document and is not intended to be a complete description of all the regulations, rules, policies and procedures governing the purchasing process. Notwithstanding anything contained in this guide, vendors must adhere to the instructions, conditions of bidding, specifications and contract terms and conditions set in each individual competitive bid. If you have additional questions, contact Procurement and Contract Services at Conestoga.

A VENDORS GUIDE TO PARTNERING WITH CONESTOGA COLLEGE

Conestoga College (Conestoga) purchases a wide variety of goods and services from both local and international vendors each year. In line with the Province's Broader Public Sector Directives set out by the Management Board of Cabinet and the Government of Ontario, Conestoga is committed to complete transparency and accountability for purchasing decisions as well as maximizing the value of public funds.

We value our vendor relationships and have developed this guide to acquaint you with the purchasing policies and procedures related to conducting business with Conestoga. We feel a good understanding of Conestoga's procurement practices will be mutually beneficial, whether you are a new vendor or already doing business with Conestoga.

ABOUT CONESTOGA COLLEGE

Established in 1967, Conestoga now serves approximately 23,000 registered students through campuses and training centres in Kitchener, Waterloo, Cambridge, Guelph, Stratford, Ingersoll and Brantford and is a provincial leader in apprenticeship training.

As the regions only provider of polytechnic education, Conestoga plays an integral role in the success of our community: 65 per cent of our graduates remain in the area after completing their education, contributing more than $2.3 billion each year to the local economy. More than 50 per cent of the local adult population has accessed our services.

Conestoga delivers more than 300 career-focused programs and has more degree offerings than any other college outside of the GTA, including Ontario's only college-based, accredited engineering degrees.

As one of the country's top research colleges, Conestoga's applied research activities support student learning and helps area businesses grow, innovate and improve their productivity. To learn more about Conestoga College, visit Conestoga College Website Hyperlink.

PROCUREMENT AND CONTRACT SERVICES

Procurement and Contract Services (Procurement) is the central purchasing department for Conestoga. Vendors are requested to make Procurement their first point of contact when seeking to do business with the college.

Procurement Team Contact Information

Hours of Work: 8:30 to 4:30
Conestoga Phone: 519-748-5220
General Inquires: procurement@conestogac.on.ca

Name	Title	Email
Perian Tebbutt	Procurement Director	ptebbutt@conestogac.on.ca
Lyn MacDonald	Buyer	lmacdonald@conestogac.on.ca
Julie Arnold	Purchasing Administrator	jarnold@conestogac.on.ca
Amir Al Shawaf	Procurement Specialist	aalshawaf@conestogac.on.ca

METHODS USED TO PURCHASE GOODS AND SERVICES

Purchase Orders

The primary method for the purchase of goods and services is an official Conestoga purchase order issued and signed by Procurement staff. Each purchase order has a distinct order number with details of the item(s) being purchased.

Any commencement of work, service or goods provided by a vendor prior to the issuance of a purchase order will be at the vendor's own risk. Three main methods used to purchase goods and services at the college are:

- Purchase Orders: Issued by the Procurement for goods and services
- Blanket Purchase Order: Issued by the Procurement stating the time period, dollar limit and products and/or services that may be purchased against the order
- Commercial Card Order: The commercial card is a tool utilized by authorized college employees to make non-capital, low-dollar purchases for college business needs

The following table, in line with the Broader Public Sector (BPS) Directives, shows a summary of the purchasing method and competition required at various purchasing values.

GOODS AND SERVICES:

PURCHASING VALUE	PURCHASING METHOD	QUOTATION REQUIRED
Up to $5,000	Commercial card or blanket order	1 quote required
$5,000 to $25,000	Purchase order through invitation to quote	1 written quote required, 3 quotes where possible
$25,000 to $100,000	Purchase order through invitation or competitive bidding	3 written quotes required, open competitive process where applicable
Over $100,000	Purchase order through open competitive bidding and public posting	Open competitive process – bids received through process

CONSULTING SERVICES:

PURCHASING VALUE	PURCHASING METHOD	QUOTATION REQUIRED
$0 - $100,000	Purchase order through invitation to quote	3 written quotes required, open competitive process preferred
Over $100,000	Purchase order through open competitive bidding and public posting	Open competitive process – bids received through process

COMPETITIVE PROCUREMENT

General Information

The formal competitive process is generally used when the value of goods or services is equal to, or greater than, $100,000 but may be used for smaller amounts to obtain best value through competition. All formal competitive documents from Conestoga will be issued by Procurement or a designate. There are many different types of competitive documents depending on department needs. The vendor should read all competitive documents and contact Procurement, as noted on the bid document, if there are any questions.

Competitive documents for goods and services that are publicly posted will be advertised and available for electronic download on Bonfire. The following link leads to general information on the Bonfire system Bonfire Website Hyperlink. Conestoga works with Grand Valley Construction Association (GVCA) to post construction bid

opportunities. Competitive documents for construction that are publicly posted on Bonfire will be advertised through GVCA on Link2Build https://1prd-l2b-umbraco.azurewebsites.net/tenders/.

Vendor of Record (VOR)
A VOR arrangement may be used to purchase goods, services and construction at Conestoga. A VOR status, established through a competitive process such as the RFSQ, authorizes qualified vendors to provide goods and/or services for a defined period on established terms and conditions.

Cooperative Purchasing
Conestoga participates in cooperative purchasing with the Ontario Education Collaborative Marketplace (OECM), the Ministry of Government and Consumer Services, Grand River Co-operative Procurement Group (GRCPG) and other public agencies to obtain the benefit of volume purchasing and the reduction in administrative effort and cost. We invite vendors to visit the following links for more information about cooperative purchasing.
OECM - https://oecm.ca/
MGS - https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/forvendors
GRCPG - http://www.grcpg.ca/

OTHER CONSIDERATIONS

Shipping and Receiving
Vendors should deliver all items directly to Shipping and Receiving department staff at the appropriate campus, in accordance with the terms of the contract and/or purchase order. Vendors wishing to hand deliver items should still deliver them through Shipping and Receiving so that necessary internal documents are processed. Receiving will accept deliveries between 8:00 a.m. and 3:00 p.m., Monday to Friday. All shipments must be accompanied by a packing slip that includes the Conestoga purchase order number, campus, department, room number (if available), and contact first and last name. Vendors sending bulk shipments, such as large equipment items, should call Facilities Management at 519-748-5220 x 3329 for an appointment to deliver.

Invoicing
Vendors should submit invoices for payment directly to the Accounts Payable department following the delivery of goods or when a service has been completed. All invoicing should be sent electronically to Accounts Payable at AP@conestogac.on.ca. Sending the invoice by mail or to other college departments may cause delays in receiving payment. The invoice should correctly reference a purchase order number and include a description of the item or service, quantity, price and a vendor invoice number. Conestoga standard terms are Net 30 unless otherwise agreed. For information regarding EFT and Payment Plus payment options, contact Accounts Payable staff at the email address noted above.

Health and Safety
Conestoga strives to provide and maintain a safe, secure, and healthy environment for students, visitors, employees, and the surrounding community. To ensure the college meets these goals, vendors and contractors shall comply with all applicable federal, provincial, and municipal safety codes, as well as the Occupational Health and Safety Act & Regulations, local laws and standards, and established college policies and procedures. All contractors working onsite at Conestoga are required to register with the Contractor Portal and upload insurance documents prior to the start of work. To register, please follow the instructions in the Conestoga College Contractor Portal User Guide. For more information regarding Conestoga Health and Safety contact safety@conestogac.on.ca.

AODA Requirements
Conestoga College is committed to the highest possible standards for accessibility. Where applicable, the vendor must be capable of recommending and delivering, as appropriate, accessible and inclusive products and services consistent with the Ontario Human Rights Code (OHRC), and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).