

# INSPIRING INCLUSIVE EXCELLENCE

**UTSC FSD Lunch & Learn**

June 18, 2024

# AGENDA

- Building Ontario Businesses Initiative Act (BOBIA) for purchases under \$100k
- Asset Panda (next phase)
- Addressing invoices
- Petty cash audits
- Q&A

## BUILDING ONTARIO BUSINESSES INITIATIVE ACT (BOBIA)

- New provincial legislation, the Building Ontario Businesses Initiative Act, requires Ontario Businesses be given preference when purchasing goods and services under \$100,000.
- BOBIA came into effect on April 1, 2024.
- The University is required to comply with this new legislation.
- The University is required to report on our purchasing activity to the provincial government on an annual basis.

## DEFINITION OF ONTARIO BUSINESS

An Ontario Business is defined as:

1. Any Supplier, manufacturer or distributor that conducts its activities on a permanent basis in Ontario, **and**
2. At the time of a procurement, either:
  - Has its headquarters or main office in Ontario, **OR**
  - Has a minimum of 250 full-time employees in Ontario.

Note: If a supplier is unable to meet the definition above, they are not considered an Ontario Business.

A Supplier is required to attest that they are an Ontario Business. This can be done by using the [Invitation to Quote \(ITQ\)](#) template, via email or by using the [Ontario Business Attestation](#) form

Purchases from Non-Ontario Businesses will be permitted with appropriate justification, and will require supporting documentation.

# BUILDING ONTARIO BUSINESSES INITIATIVE ACT

BOBIA requirements do not apply to the contracts that were established prior to April 1, 2024

- Existing contracts in the department
  - Approved Suppliers
  - uSOURCE Suppliers
- 
- An Ontario Business Attestation is not required when using Purchasing Card or paying by supplier invoice with value under \$10,000.
  - That said, while not required it is recommended to obtain Ontario Business Attestation if paying by certified invoice for goods/services under \$10,000.

# HOW TO COMPLY WITH BUILDING ONTARIO BUSINESSES INITIATIVE ACT

When purchasing goods or services under \$100,000, departments will be required to comply with BOBIA via one of the following methods:

## Option 1

**Award to an Ontario Business.** Determine if one or more Ontario Businesses are available to meet your requirements. You do not need to independently validate the status of an Ontario Business; rather, you must ask the vendor to attest whether they are an Ontario Business. This can be documented on the Invitation to Quote (ITQ) template or via e-mail by simply asking vendors to submit the following statement along with their quote:

- *The authorized agent represents and warrants that pursuant to O. Reg 422/23, it is an Ontario business that meets the following requirements: (1) the business is a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario and (2) The business either, (i) has its headquarters or main office in Ontario, or (ii) has at least 250 full-time employees in Ontario at the time of the applicable procurement process.*

# HOW TO COMPLY WITH BUILDING ONTARIO BUSINESSES INITIATIVE ACT

## Option 2

**Give Ontario Businesses Preference in Evaluation.** If both Ontario Businesses and non-Ontario Businesses are invited to quote, include a 10% preference for Ontario Businesses in your evaluation criteria. Document your decision criteria and evaluation and complete a Non-Ontario Business Justification form if a non-Ontario business is selected.

Invitation to Quote (ITQ) template has been updated to include evaluation method.

**Evaluation Method: Check the applicable evaluation approach for this Procurement**

<input type="checkbox"/> <b>Price Only</b>		<input type="checkbox"/> <b>Rated Criteria</b> (Department to customize based on requirements)	
Criteria	Weight (%)	Criteria	Weight (%)
Price	90%	Rated Criteria 1 (e.g., Price)	
Ontario Business Preferential Margin	10%	Rated Criteria 2 (e.g., Technical Requirements)	
<b>Total</b>	<b>100%</b>	Rated Criteria 3 (e.g., Delivery Timelines)	
		Rated Criteria 4 (e.g., Warranty)	
		<b>Rated Criteria 5 - Ontario Business Preferential Margin</b>	<b>10%</b>
		<b>Total</b>	<b>100%</b>

# HOW TO COMPLY WITH BUILDING ONTARIO BUSINESSES INITIATIVE ACT

## Option 3

**Document an Approved Exemption.** If the goods or services fall into an exempt category or are unavailable from an Ontario Business, you must document the exemption on the Non-Ontario Business Justification form. Specific categories of exemption include:

- Procurement of Legal Services or Treasury Services (related to the management of financial assets and liabilities, such as debt management, risk management, cash management, banking, or investing);
- Goods or Services procured for commercial sale or resale or for use in the production of a good or service intended for commercial sale or resale;
- Purchases under a Vendor of Record (VOR) arrangement;
- Emergency Circumstances (defined as a situation or impending situation that could result in serious harm to persons or substantial damage to property);
- Procurement of goods or services which are not available from an Ontario Business
- If the goods or services provided by Ontario Businesses do not meet the University's needs.



## NON ONTARIO BUSINESS JUSTIFICATION

Non-Ontario Business Justification Form (NOBJ) can be found on Procurement Services website at:

<https://www.procurement.utoronto.ca/tools-templates-forms/non-ontario-business-justification>

The requester or Budget Owner can authorize the NOBJ.

Form to be submitted to Procurement when requesting a purchase order.

# HOW TO COMPLY WITH BUILDING ONTARIO BUSINESSES INITIATIVE ACT

## Records and Reporting

- For small dollar value (<\$10,000) purchases, either via a Purchasing Card or supplier invoice, no documentation will be required.
- For purchases between \$10,000 and \$99,999, departments must obtain documentation regarding the vendor's status in Ontario. **Highly recommend use of Invitation to Quote (ITQ) template**, as statement re attestation is included, alternatively, request Supplier to fill out Ontario Business Attestation Form.
- If awarding to Non-Ontario Business, provide evaluation criteria and matrix supporting award, and Non-Ontario Business Justification Form.
- All documentation to be forwarded to Procurement when requesting a purchase order.
- Procurement will upload all compliance documentation in FIS with the Purchase Order.

## PURCHASING TOOLS AND TEMPLATES

Central Procurement Services have updated templates to ensure compliance with BOBIA.

To date, the following tools and templates are available on the Procurement Services website and highly encourage use when making purchases under \$100,000.

Invitation to Quote (ITQ) for Goods, Services or CFI Funded Purchases under \$100,000 has been updated to include attestation from Supplier.

Invitation to Quote template now includes evaluation matrix with 10% preference to Ontario Business

Ontario Business Attestation Form

Non Ontario Business Justification Form

Plan to develop Ontario Business directory, stay tuned.

Visit Procurement Services website to obtain all of the above documentation:

<https://www.procurement.utoronto.ca/>

## PROCUREMENT CONTACTS

Contact Information for Procurement, Financial Services, UTSC

Susan Dyson, Procurement Manager, [susan.dyson@utoronto.ca](mailto:susan.dyson@utoronto.ca)

Sheila Baker, Procurement Officer, [she.baker@utoronto.ca](mailto:she.baker@utoronto.ca)

University of Toronto Procurement Services website:

<https://www.procurement.utoronto.ca/>

## ASSET PANDA – NEXT STEPS

- Update on Asset Panda Implementation and expanding to a wider campus
- Recap of the advantages of Using Asset Panda (AP)
  - Managing assets in Asset Panda is easier and more efficient:
    - AP allows you to tag each asset with contact and location information and track any changes to the asset from initial purchase to end of life.
    - You don't have to sift through your spreadsheets to track your items.
    - With Asset Panda you'll be able to see full action histories, warranty information, user manuals, and photos all in one consolidated place.
    - You can attach backup invoices, agreements, warranty documents, pictures.
    - You can also use barcodes. The software comes with a free mobile barcode scanner

## ASSET PANDA – NEXT STEPS (CONTINUE)

- It helps with Accessibility and Visibility
  - Access to Excel spreadsheets is limited to the user updating the information.
  - Asset Panda maintains defined roles. This means that the managers can easily view reports and see asset history; faculty can view assets assigned to them, and so on.
  - AP also has a free mobile app, so you can track your *assets* on the go.
  
- It helps with maintaining comprehensive records
  - We developed instructions and Excel Template to help with importing records into Asset Panda. Most fields are optional while records regarding custody, location, funding source and other critical information are necessary for assets management.

## ASSET PANDA – NEXT STEPS (CONTINUE)

- Reporting
  - You can use View, Dashboards, Charts and Reports in Asset Panda
  - It is easy to create reports specific for your department.
  - You can schedule the reports to be generated and received automatically to your email address on a regular basis.
  
- Some Reports Examples are:
  - All laptops in organization by department/location
  - Report by Funding Source
  - List of equipment assigned to a certain person
  - End of life report - know when the asset is due for replacement
  - All assets by Asset Name (Desktop; Laptop, iPad) and who they are assigned to
  - Repairs and Warranties report
  - All Leased Equipment

# ASSET PANDA – NEXT STEPS (REPORT EXAMPLE)

## Assets due for replacement by April 30, 2025 (Useful Life) - grouped by Asset Name

	Assigned To (Full Name)	Room	Unit Cost	Funding Source	FIS Doc. No.	Lease	Purpose	Vendor	Model	Serial Number	Invoice No.	Invoice / Purchase Date	Warranty Date	Useful Life (Replace by Date)
Asset Name: Desktop														
-		BV520	\$983.82	100223	5100416812	no	Administrative	Dell Computer Corp.	OptiPlex 7010 DT (4GB) with CF	1C8PX12	1010759306	11 Aug. 2014	11 Aug. 2018	11 Aug. 2018
-		BV520	\$1,239.39	100223	5100567497	no	Administrative	Dell Computer Corp.	OptiPlex 7060 Small Form Facto	8RD51Q2	1013881399	8 Aug. 2018	8 Aug. 2022	8 Aug. 2022
	Marina Zubkov	BV572	\$135.00	100223	0	no	Administrative	Dell Computer Corp.	OptiPlex 7040	B20JQD2	-	15 Aug. 2016	-	15 Aug. 2022
	Richard Pajor	BV519	\$1,210.68	100223	5100592470	no	Administrative	Dell Computer Corp.	Optiplex 7060 Mini Tower: Opti	C0F3BT2	1014262221	13 Feb. 2019	13 Feb. 2023	13 Feb. 2023
	Sheila Baker	BV516	\$1,324.81	100223	5100470040	no	Administrative	Dell Computer Corp.	OptiPlex 9020 Mini Tower - Bul	7KG4FB2	1012160296	13 Apr. 2016	13 Apr. 2020	13 Apr. 2020
	Susan Dyson	BV515	\$1,294.43	100223	5100484501	no	Administrative	Dell Computer Corp.	OptiPlex 7040 Small Form Facto	B20GQD2	1012417499	1 Sep. 2016	1 Sep. 2021	1 Sep. 2021
<b>Total Items in Desktop: 6</b>														
<b>\$6,188.13</b>														



# ASSET PANDA – NEXT STEPS (REPORT EXAMPLE)

## Asset - Asset Name (Laptop|Laptops) by Department and Location

Asset Record ID	Assigned To (Full Name)	Asset Category	Asset Name	Description	Model	Section / Discipline	Serial Number	Manufacturer	Warranty Date	Invoice / Purchase Date	Useful Life (Replace by Date)	Unit Cost	FIS Doc. No.	Invoice No.	Status
<b>Department: Financial Services</b>															
Room: BV560															
14079	Larry Whatmore	Computer Equipment	Laptop	Lenovo Idea Centre	-	FIN	1000009204215FS	Lenovo	20 Aug, 2021	20 Aug, 2021	19 Aug, 2025	\$1,433.31	2350249886	-	Assigned
Total items in BV560: 1												<b>\$1,433.31</b>			
Room: Home															
14074	Kevin Yang (yangkevi)	Office Equipment	Laptop	MacBook Pro	-	FIN	SW86494HPW0J-1FS	Apple	15 Feb, 2021	15 Feb, 2021	14 Feb, 2025	\$2,844.00	0	13858	Assigned
Total items in Home: 1												<b>\$2,844.00</b>			
Room: BV576															
14086	Marina Zubkov	Computer Equipment	Laptop	Apple - MBP 13"	-	FIN	scml5e4zdt y4FS	Apple	15 Jun, 2020	15 Jun, 2020	14 Jun, 2024	\$1,296.00	1903410550	695-29	Assigned
Total items in IC247: 1												<b>\$1,296.00</b>			
Room: BV588															
14084	Carol Cheong	Computer Equipment	Laptop	Studio XPS 16 Notebook	-	FIN	1N1V9M1FS	Dell	25 Aug, 2020	25 Aug, 2020	24 Aug, 2024	\$1,301.75	1902777881	7070-5	Assigned
Total items in No Room: BV588												<b>\$1,301.75</b>			
<b>Total Items in Financial Services: 4</b>															

## ASSET PANDA – NEXT STEPS (ONBOARDING PROCESS)

- Onboarding Process
- Onboarding means importing your excel spreadsheets. You can also add assets manually. We can start with whatever you have; the records may still have gaps and incomplete information. You can update, add information, or revise the records later, and it is easy to do in Asset Panda.
- Onboarding includes:
  - Identifying your requirements
  - Setting up access roles for your department
  - Providing you with Template and Instructions how to prepare your records for import in Asset Panda
  - Reviewing your records at individual meetings before upload and advising on required changes
  - Importing departments records together
  - Providing you with Recording of Training Sessions
  - Providing instruction how to Customize View for your needs
  - Training for building reports most likely used by your department (we already have created a few useful templates)
- Please contact Larry if you would like your department to be next for onboarding.

## ADDRESSING INVOICES

- Reminder to ensure invoices should be addressed to the University of Toronto
- If invoices are not addressed to the University, there is the risk that the CRA will deem that the tax rebate not be applicable.
- Example:

**BILL TO:**

UNIVERSITY OF TORONTO - SCARB.CAMPUS  
1265 MILITARY TRAIL  
SCARBOROUGH ON M1C 1A4  
Canada

## PETTY CASH AUDITS

- Reaching out to all petty cash custodians to arrange for a petty cash audit
- Purpose: to confirm the petty cash
- Process: arrange a time to meet to count the cash on hand and receipts for all cash disbursements
- Example: Petty cash amount \$500. Cash on hand \$200, and \$300 in receipts for disbursements

