

RISK MANAGEMENT AND PURCHASING SERVICES

Risk Management



Services

Purchasing



Services

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Risk Management and Purchasing Services

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RISK MANAGEMENT

Our Mission Statement:

1. *"To educate, promote and facilitate risk management practices and due diligence by assisting the University community in designing programs to preserve and protect human, physical and financial assets be they on or off campus."*

What is Risk Management?

Risk Management is the process of planning, organizing, directing, and controlling the resources and activities of the University in order to cost effectively minimize the adverse effects of accidental losses. This includes risk control practices to ensure the safety and well being of the University community.



Risk Management Model 1

All departments and individual members of the University community are responsible for implementing operating procedures which consider the risk component of activities and programs. Designated members of the University community also participate in the Risk Management Committee. The purpose of the Risk Management Committee is to educate individuals and departments about risk management, and measures that can be taken to eliminate/minimize incidents on campus.

For more information on Risk Management please refer to the Risk Management and Purchasing Services website or contact the Risk Management and Purchasing Services at ext.1532.

Foreign Travel



Visiting foreign countries can be very enlightening and a good educational experience. However, it is essential that we consider the possible risks associated with this type of travel, and take precautions in order to prepare for and possibly avoid these risks.

The *Foreign Travel Guidelines Booklet* is available through Risk Management and Purchasing Services as well as our website (www.laurentian.ca/purchasing), to assist you when your program involves student foreign travel. The guide can also serve as a quick reference when faculty or administrators are traveling in foreign countries.

If you need any further information, please contact Risk Management and Purchasing Services at ext.1532.

Student Placement / Fieldwork



Off-campus experience-based activities are an important part of student academic learning. Many academic departments have an internship, practicum, clinical, fieldwork or professional practice course.

Student learning experiences in off-campus facilities present the potential for injury to our students, property damage, and liability exposure for the University. It is therefore, important to plan and develop strategies, prior to student placements and fieldwork, to minimize risk to the participating students and to minimize liability to the University. In particular, student placements usually require an agreement to be signed prior to any experience.

Student Placement Agreements



Student Placement Agreements are legally binding documents that commit the University and the Facility to explicit terms and conditions. It is therefore of the utmost importance that the terms and conditions of these documents be reviewed for legal requirements and conformance to Laurentian University policies, and be reflective of good business and risk management practices.

Risk Management and Purchasing Services will provide advice, guidance and assistance to faculty members responsible for the placement of students in off-campus facilities for internships or other learning experiences.

Insurance Policy – Property Loss, Damage or Theft



In compliance with this policy any loss, damage or theft incidents involving equipment must be reported immediately to the Security and Parking Department to initiate adequate emergency procedures.

Any incident involving an insurance claim will be reported immediately by security to Risk Management and Purchasing Services for necessary action. The insurance policy maintained by the University has a deductible of \$250,000.

Claims for Property Loss, Damage, or Theft

University Property

Laurentian University has established a program to cover losses, damages or theft of University assets. To this end, the University has established a Self-Insurance Fund which can assist to recover some of the department's losses.

The fund covers losses between \$1000 and \$250,000.

THE FIRST \$1000 MUST BE COVERED HOWEVER BY THE DEPARTMENT, FACULTY OR SERVICE CONCERNED.

Each department should have a good risk management program in order to protect university owned equipment under the control of the department against loss, damages or theft. This risk management program should also apply off campus for university owned equipment.

We recommend that you contact the Security and Parking Department for assistance in assuring security standards.

If you have any questions, please contact our department at ext. 1532.

Personal Property

All personal property belonging to employees, associations, groups and students that is kept in the University buildings should be protected by insurance taken out by the employees, associations, groups or students.

The University is not responsible for personal property.

Certificate of Insurance



If a Certificate of Insurance is required for a placement, field trip or other event, please contact Risk Management and Purchasing Services at ext. 1532.

Short Term Vehicle Rental



A change to legislation in Ontario has created a vicarious liability exposure to drivers of rental vehicles. Rules and regulations can also vary by jurisdiction throughout North America. Therefore it is important to be up to date with all procedures and insurance requirements before you rent a vehicle for University business.

Short Term Rental Procedures is available through Risk Management and Purchasing Services as well as our website. The *Rules of the Road* guide (also on our website) can serve as a quick reference when faculty or administrators rent a vehicle.

If you need any further information, please contact Risk Management and Purchasing Services at ext.1532.

Field Trips

Field trips are a requirement of many courses. They are also an extension of the classroom. Students are owed a duty of care as defined by law. Although field localities and field exercises are chosen with safety in mind, work and study outdoors carries some risk. Students must be informed of those risks. All field school participants are equally responsible for safety, but faculty and staff of the Department are in charge.

Students at Laurentian University course or program affiliated field trips are subject to the Codes of Conduct of the University. Students are also *de facto* ambassadors of the University. As well, anytime during the trip, student activities outside of course related work is not the responsibility of the University.

Field Trip Checklist

Health



- Proximity to Hospital/Medical Assistance
- Medical & Health Insurance
- First Aid Requirements
- Health Conditions/Health Emergency Card

Safety



- Itineraries
- Emergency Response Plan
- Mode of Transportation
- Driving Qualifications
- Rental Vehicles (please refer to the Vehicle Rental section)
- Hazardous Equipment / Supplies
- Safety Equipment Requirements

Communication



- Telephone Access (cellular or residential)
- Satellite Phone Access if necessary (call Risk Management and Purchasing Services for availability)
- Call In Schedules/Contact Persons

People



- Abilities and Experience
- Standards of Behavior
- Emergency Contact
- Orientation Planning and Meeting

Environment



- Environmental Conditions
- Notification of Presence/ Permission
- Licensing / Permits

Administration



- Waivers / Informed Consent Forms
- Insurance
- Contingency Funds

If you need any further information, please contact Risk Management and Purchasing Services at ext.1532.

Waivers / Informed Consent

Any students participating on a field trip organized through a course or class must sign an **informed consent and assumption of risk** form. No student can participate on a field trip without first signing such form.

For field trips that occur through University-affiliated groups but are not associated with a course, **waiver forms** should be completed prior to the trip.

Informed Consent

An informed consent is a legal contract between two parties; the participant (or the legal guardian of the participant) in a program and the organization offering the program. The participant or guardian waives legal rights associated with physical risks.

Further information is available on our website. If you have any questions or concerns, please call Risk Management and Purchasing Services at ext. 1532.

Waivers



A waiver is a legal contract between two parties; the participant in a program and the organization offering the program. The participant waives legal rights associated with physical and legal risks.

In some cases, a waiver is not the answer to all problems concerning risk or liability on behalf of the University. Faculty and Administration members should be aware of when to use such a document. If you are not sure a waiver is needed, or if an alternate is available, you are encouraged to contact Risk Management and Purchasing Services at ext.1532.



PURCHASING SERVICES

Our Mission Statement:

"To provide the highest quality service while achieving the optimal value for each dollar disbursed."

Introduction



The Risk Management and Purchasing Services serve the interest of the University community in the prompt procurement of goods and services for the best value and terms obtainable. We also provide inventory, customs clearance and tax advice.

This manual will provide you with detailed information on purchasing requirements along with the policies and procedures that govern the purchase of goods and services at Laurentian University.

The University is financed primarily through public funds and grants. As such, it has an obligation to the governments, various granting agencies, and to the general public to manage and control such funds responsibly and efficiently.

What Can We Do For You?



Laurentian University's Risk Management and Purchasing Services is responsible for the purchase of goods and services for the entire University community.

In partnership with the various University departments, we want to obtain the best value for our procurement needs.

We offer:

Best Value: Our department has the knowledge, leverage, contacts and expertise to negotiate contracts and obtain the best value with suppliers.

Service: We are responsible for sourcing products and services, preparing, issuing and evaluating tenders and RFPs (request for proposals), RFQs (request for quotations), contract administration, customs brokerage, tax assessment, transportation services, return of goods, repair of goods and dispute resolution.

Productivity: We reduce your time and effort to find the best suppliers for goods and services, negotiate contracts, and obtain the best value for each dollar.

Accreditation: We are a member of the Purchasing Management Association of Canada, the Ontario University Purchasing Management Association, and the Sudbury Regional Buying Group.

Ethics: Laurentian University's Purchasing Services is a member of the Purchasing Management Association of Canada. The University endorses the ethics, standards and procedures of this association. (<http://www.pmac.ca/about/ethics.asp>)

The University accepts no responsibility for purchases made without an authorized purchase order.

Purchasing Web Page

What Will You Find?



You will find a wealth of information pertaining to all aspects of the University acquisitions including: Policies and Procedures, Travel, Contracts, E-Commerce, Importing/Exporting of Goods, Related Links, the Sale of Surplus Goods, Bid Opportunities, our Code of Ethics, CFI and the Purchasing Credit Card. In the Travel Page you will find the CAUBO Hotel and Car Rental Rates as well as our Local Car Rates, which are password protected. Please call the Risk Management and Purchasing Services at ext. 1552 for the username and password in order to get access.

We will also be advertising, in the Bid Opportunities Page, Laurentian University's Request for Proposals and Tenders for goods and services that are over \$25 000 in value.

If you need any further information, please do not hesitate to contact us.

Purchases Over \$1500



This policy (see page 16) provides specific guidelines on the type and level of quotation/request for proposal/tendering activity required in the acquisition of goods and services valued at greater than \$1500.00 for Laurentian University. It also sets out a level of purchases for which Director, Financial Services / Vice-President, Administration approval is required. The purpose of the policy is to ensure that expenditures for goods and services are handled in a publicly accountable manner, according to principles of sound business practice.

Quotations, Request for Proposals and Tenders for all goods are issued and administered by the University's Risk Management and Purchasing Services. The procedure for acquiring goods or services of a value greater than \$1500.00 will require the implementation of an electronic purchase requisition (see page 17).

PURCHASING POLICIES FOR OVER \$1500 FOR ACQUIRING GOODS AND SERVICES				
GOODS & SERVICES LESS THAN \$1,500	GOODS & SERVICES OVER \$1,500 AND LESS THAN \$3,000	GOODS & SERVICES OVER \$3,000 AND LESS THAN \$25,000	GOODS & SERVICES OVER \$25,000 AND LESS THAN \$100,000	GOODS & SERVICES OVER \$100,000
Procedure End User will confirm purchase.	Purchasing or End User must obtain at least two written quotations.	Purchasing or End User must obtain at least three written quotations. Quotes must be FILED with the Purchasing Dept.	Formal RFQ, RFP or Tender through the Purchasing Dept. (Exceptions will be reviewed and approved by the Purchasing Dept.)	Purchasing Department responsible for formal sealed bids, RFP, Tender AIT requirements.
1) Prepare an under \$1500 departmental purchase order. 2) Purchasing Card 3) E-Commerce	Prepare an Electronic Purchase Requisition Form through DATATEL to initiate purchase order.	Prepare an Electronic Purchase Requisition Form through DATATEL to initiate purchase order.	Prepare and forward specifications to the Purchasing Dept to draft a RFQ, RFP or Sealed Tender Bid. An Electronic Purchase Requisition Form will be initiated through DATATEL by the department once the vendor has been selected.	Prepare and forward specifications to the Purchasing Dept to draft a RFQ, RFP or Sealed Tender Bid. An Electronic Purchase Requisition Form will be initiated through DATATEL by the department once the vendor has been selected.

HOW TO CREATE A REQUISITION

Procedure for:	HOW TO CREATE A REQUISITION
Comments	For over \$1500 requisitions created at the department
Mnemonic	Descriptions
PU	Purchasing
REQ	Requisitions
REQM	Requisition Maintenance
Enter the following fields:	
Requisition look up or add:	Type A to add and enter 3 times
Requisition date:	Will default to today's date
Initiator:	At Look Up enter your initial, last name same as your login to team: ie: jsmith
Vendor:	Type the first 3 initials of your vendor then select it if you find it on the resolution, if not type in the vendor information as follows: <ul style="list-style-type: none"> • Enter name of vendor, select c for corporation • Enter address of vendor • Enter city/province/postal code • Enter country code: 0066271 ONLY IF U.S. • Enter currency code U.S. ONLY IF U.S. • Enter the ship via if necessary at lookup type "... " and select
Approvals	Detail down with the arrow key (making sure that you are on the right hand side of the column) <ul style="list-style-type: none"> • Type name of next approval level and enter • Type the name of the Manager of Accounting or the Research Accountant • Name = initial, last name (ie. Jsmith) • Press update ⏎
AP Type	Enter inv for regular vendor or USA for U.S. vendors
Line Item	Detail down with the arrow key and then again at RQIL (requisition list at #1) <ul style="list-style-type: none"> • Add the description (you can press the

	<p>arrow key to get the full description)</p> <ul style="list-style-type: none"> • Type the estimated price • Type in the quantity • Enter unit of issue by typing “...” to get list or enter ea • Enter tax codes: G enter and P enter (G=GST & P=PST) • Enter the GL account # and the amount <p>Do not use the comment field in this section to add your comments (see below for location)</p> <ul style="list-style-type: none"> • Press update and enter 2nd, 3rd lines etc when you are finished entering your lines press update ■ • Press <input checked="" type="checkbox"/> cancel to return to RQIL and then update ■ to return to REQM
Printed	Detail down with the arrow key to enter comments to appear on the P.O. & press ■
Regular	Detail down with the arrow key to enter other comments & press ■
COMMENTS	You can stamp comments with your login and today's date and time by pressing shift # and enter .
Req. Done	Type Y for yes if finished and press update ■ . The following message will appear: “approvals must be reached before the document will be flagged as approved” Press okay and update then it will give you your requisition #.

Out of Country Purchases



When purchasing foreign goods, one has to consider all costs of importing the goods such as duty, exchange, brokerage fees, GST, PST, and freight costs. All these costs must be considered when comparing prices to goods available in Canada.

Laurentian University has appointed George A. Gray Customs Brokers Ltd with power of attorney to act as our agent on customs matters in Sudbury. The customs broker is responsible to prepare the entry documents required by Canada Customs. This includes the application of the proper rate of exchange (Bank of Canada rate for the day the supplier made up the Customs Invoice), calculation and application of the value for duty, as well as the calculation and payment of GST.

Customs Brokers charge a fee for their services which is based on the value of the shipment. Your Purchasing Department has negotiated special discounted rates for the University and this fee schedule is available on request from the Risk Management and Purchasing Services at ext 1552.

Canada Border Services Agency (CBSA) is now enforcing strict customs compliance through the use of an Administrative Monetary Penalty System (AMPS). In order for Laurentian University to achieve compliance with the CBSA we will require the use of **purchase orders** to regulate accurate record keeping.

Effective today, all foreign goods purchased (i.e. United States or International) with the Scotia Bank VISA Purchasing Credit Card can no longer be made. Regardless of value, the purchases **MUST** be acquired through an under \$1,500.00 **purchase order**. The only **exemptions** to this rule would be the Library.

It is imperative to provide a detailed description of the commodity including type, composition and use on the Purchase Order. All PO's under \$1500.00 must also show the complete supplier name and address as well as the following statement:

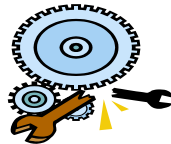
“Shipments being cleared by George Gray Customers Brokers:

Please provide Canada Custom Invoice – Commercial invoice and NAFTA (North American Free Trade) Certificate if applicable... For Custom Clearance please contact George Gray Customs Brokers – Tel: (705) 560-2400 – Fax: (705) 560-6928”.

Please make sure that the green copy of the Purchase Order is sent to Risk Management and Purchasing Services immediately to ensure compliance with AMPS.

Your co-operation on this matter is greatly appreciated.

Policy for Return/Repair of Goods



Before returning material to suppliers for credit, repair or replacement, please contact the Risk Management and Purchasing Services at ext.1552. We can assist you with issues such as Supplier Return Authorization Forms, restocking charges, freight terms, insurance valuation, customs documentation, duty and taxes.

Most suppliers will not accept returns/repairs unless authorized in advance. Permission must be obtained from the supplier before a return/repair is made. Generally the supplier will issue a Return/Repair Permit Number and /or a Return/Repair Material Authorization form. This information should always accompany the shipment to the supplier. The individual and / or department who requested the return is responsible to follow up to ensure the proper resolution of the return (i.e. credit, repair or replacement goods are received by the University).

For more information please contact the Risk Management and Purchasing Services at ext. 1552.

Disposal of Surplus of Goods



As a publicly funded institution, the University is accountable for the appropriate disposal of surplus of goods and/or equipment. Goods and equipment which are declared surplus, obsolete, or scrap must be disposed of in a fair and orderly manner. The policy applies to

all departments and schools within Laurentian University and covers all furniture; all equipment including computers, printers, software, scientific and audio visual; office machines, building materials; and physical education gear declared surplus, obsolete or scrap by the owner, namely the department, school or individual researcher.

The disposal of equipment or goods ordinarily will be handled in one of the following ways:

- Trade
- Sale to another University Department
- Sale of Surplus of Goods "As-is-Where-is"
- Storage for future use
- Scrap

For more information please contact the Risk Management and Purchasing Services at ext.1552.

E-Commerce



In the E-Commerce section you will find the following links to on-line sources for office equipment, vehicle rentals and scientific equipment and resources:

<http://www.grandandtoy.com>

<http://www.murdochgroupinc.com>

<http://www.fishersci.ca>

<http://www.vwr.com>

CFI



The Canada Foundation for Innovation (CFI) is an independent corporation created by the Government of Canada to fund research infrastructure. The CFI's mandate is to strengthen the capacity of Canadian universities, colleges, research hospitals, and non-profit research institutions to carry out world-class research and technology development that benefits Canadians.

The University has approved a policy for all Canada Foundation for Innovation applications and awards, including those for Canada Research Chairs Infrastructure requests. Future applications will not be submitted, and future awards will not be processed, unless they follow these procedures.

The purpose of this policy is to set up a standard procurement procedure for CFI Research grants for both the Application Stage (request for funding) and the Post Award Stage (CFI confirms in writing that the application has been approved).

For more information please contact the Risk Management and Purchasing Services at ext. 1553.

NOTES