




<b>Policy Title:</b> <b>VENDOR RELATIONS</b>		<b>Policy Section: II</b> Executive Limitations		<b>Policy Number:</b> II-16
<b>Approved By:</b> Board of Directors	<b>Date Approved:</b> Sept 14, 2007	<b>Date Reviewed/ Revised:</b>		<b>Board Chair's Signature:</b>  
		May 3, 2007 Nov 30, 2009 May 14, 2010	May 2, 2013 May 15, 2017 Sept 13, 2021 Sept 23, 2024 Sept 22, 2025	

### POLICY PURPOSE

The purpose of this policy is to establish the values and risk tolerances (ethics, equity, and prudence) boundaries around the fair and ethical relationships and processes with vendors.

### POLICY

All vendors' proposals and/or offerings will be assessed for alignment with the College of Medical Laboratory Technologists of Ontario (CMLTO)'s strategic purpose and Ends (Critical Outcomes) Policies and for alignment with safeguarding the confidentiality, availability, and integrity of data systems and information used related to the provision of products and services provided. All contracts established with vendors must be aligned with and/or not interfere with CMLTO's commitment to protecting the public interest.

With respect to interactions with vendors, or those applying to be vendors, it is essential that CMLTO contracts be awarded in a manner that is fair and equitable to vendors, reasonable, and in the best interest of CMLTO. For this reason, the Registrar & CEO shall not cause or allow conditions, procedures, or decisions which are unfair, inequitable, unclear, unnecessarily intrusive, or which do not provide appropriate confidentiality and protection of vendors and CMLTO.

Further, the Registrar & CEO shall not operate without:

1. A standardized framework and processes for procurement of goods and services that clearly outline the purpose, the required criteria for quality and price, roles and responsibilities, obligations, and the criteria for selection of a vendor.
  - 1.1 A competitive bidding process for individual purchases over the Board designated level of \$55,000, where competitors are available. Once a competitive process has been undertaken, subsequent follow-up contracts



can be negotiated by the Registrar & CEO as needed and consistent with all Board policies.

- 1.2 Ensuring that any written contract with a supplier includes specific performance expectations of both parties.
  - 1.3 Ensuring that all contract decisions are aligned with and are in the best interest of public protection.
  - 1.4 Proper protection against conflict of interest within the purchase process.
  - 1.5 Ensuring that all supply/service contracts are reviewed at least once every three (3) years.
  - 1.6 Policies in place that prohibit the acceptance of inappropriate considerations by CMLTO staff. Note: Modest considerations/expenses by vendors are appropriate as needed to conduct necessary business.
  - 1.7 Ensuring non-disclosure agreements are signed by relevant parties prior to onboarding any vendor.
  - 1.8 Ensuring that contracts with vendors with potential significant legal, financial, or reputational implications are reviewed by legal counsel prior to execution, based on their level of risk to the CMLTO.
2. Conducting a request for Proposal and the competitive bidding process in a manner that will not harm the bidding organization or CMLTO, including but not limited to:
- 2.1 Keeping information confidential regarding vendor quotes, competitive knowledge, and proprietary products/services/approaches particularly but not limited to other vendors,
  - 2.2 Ensuring that Requests for Proposals and/or other related forms do not elicit information from a vendor which is not required for the purpose of the specific proposal, and
  - 2.3 Ensuring that information regarding CMLTO and its requirements are shared equitably with vendors, during the tendering process, to avoid giving an advantage to any one party over others.



3. The use of prudent measures for the assessment of capital asset acquisition decisions (lease or purchase) ensuring an appropriate balance is achieved between cost and benefit.
4. Responding to any vendor who makes a proposal in response to a formal Request for Proposals.
5. Allowing a payment process for vendors that does not meet CMLTO's contractual obligations based on the vendor meeting contract performance requirements.

#### **REFERENCES**

- CMLTO By-Law
  - Article 3 – Banking and Finance
    - Section 3.10 Asset Protection
- EL II-15 Asset Protection