



THE UNIVERSITY OF WINNIPEG

Why should I be coordinating my purchases through Purchasing Services?

The University of Winnipeg is committed to fostering a fair and competitive purchasing environment. To achieve this, Purchasing Services must hold itself to a high ethical standard in sourcing the goods and services the business requires and must comply with the University of Winnipeg's [Purchasing Policy](#) and [Purchasing Policy Procedures](#). Additionally, the following principles need to be observed by all involved in purchasing for the organization:

- **Transparency:** Suppliers and the public need to be afforded fair access to information on the University of Winnipeg's purchasing opportunities, processes, and results.
- **Openness:** Whenever possible, in preparing documents soliciting competitive responses, requirements and/or specifications should not limit the competition to only one or two respondents.
- **Conflict of Interest:** If any party involved in purchasing for the University of Winnipeg (including an employee, service provider, or associate) is in a position to respond to a competitive purchasing opportunity, that party must be removed from involvement in and influence over that sourcing opportunity.
- **Disclosure:** If one of the potential respondents has been involved in previous phases, Purchasing should disclose the existence of an incumbent supplier to all potential respondents, generally in the competition document. As well, all potential suppliers should receive the same information that the incumbent supplier has received.
- **Confidentiality:** Upholding the principles of confidentiality protects competitive information provided by suppliers. All purchasing-related records and information shall be considered the University of Winnipeg's confidential information and will be treated accordingly under the University of Winnipeg's [Privacy Policy](#).

It is important to remember that, as outlined in the [Purchasing Policy Procedures](#), any orders placed in the name of the University of Winnipeg without an authorized Purchase Order or contract, or as outlined in the policy, will become the obligation of the person placing the order.

Additionally, Purchasing Services needs to ensure that the following initiatives are taken into consideration for anyone who wishes to do business with the University:

Fighting Against Forced Labour and Child Labour in Supply Chains

The University of Winnipeg endeavors to support human rights and fair working practices for persons working in our workplaces, on our projects, and in our supply chains. To help prevent any instances of modern slavery within our supply chain and activities, we expect our suppliers to adhere to Canada's *Fighting Against Forced Labour and Child Labour in Supply Chains Act*. The Act is aimed at identifying, tackling, and preventing modern slavery and can be found at the following link: <https://www.parl.ca/DocumentViewer/en/44-1/bill/S-211/third-reading>

Indigenous Procurement Initiatives

The University is committed to community economic development that is more inclusive, equitable, and sustainable. Procurement practices are one means that can be used to contribute to the growth of Indigenous businesses. The objective of the IPI is to increase the participation of Indigenous business in providing goods and services to the University. "Indigenous Business Participation" may be met by the use of an Indigenous business either as the Prime Contractor or as a Sub-Contractor to provide goods and services. Where practical, and considering best value to the University, terms and conditions will be used on tenders to indicate that Indigenous business participation is desirable. IPI considerations may include evaluation of vendor proposals on the basis of the percentage of vendor staff that are declared as Indigenous, ownership percentage that is Indigenous within the vendor company, whether the company offers Indigenous cultural awareness training to employees, and demonstrated positive interactions with the Indigenous community.

Sustainable Procurement Initiatives

The University's Purchasing Policy specifies that the University must consider the sustainability implications of all purchasing strategies and decisions. Environmental and social impacts of procurement decisions must therefore be considered in all purchases. This includes, where practical, making purchases from local or national sources and from entities committed to social values, reducing the demand for goods, minimizing the toxicity of goods and services, and purchasing environmentally preferable goods and services. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. Purchasing will assist all departments in meeting these requirements by publishing sustainability guidelines for faculty and staff to reference when considering purchases for the university.

Worker Rights Consortium

The University of Winnipeg is affiliated with the Workers' Rights Consortium (WRC) and, as such, a condition of some purchases is that the Vendor is in compliance with the standards set by the WRC.

The (WRC) is an independent labor rights monitoring organization. They investigate working conditions in factories around the globe. Their purpose is to document and combat sweatshop conditions; identify and expose the practices of global brands and retailers that perpetuate labor rights abuses; and protect the rights of workers who make apparel and other products. For more information, visit: <https://www.workersrights.org/about/>