

## Procurement Restriction Policy - United States Tariffs

The [Procurement Restriction Policy](#) is a new requirement issued by the Ontario Government as part of its response to the tariffs imposed on Canada by the United States. The Policy restricts the University from purchasing goods or services from U.S. businesses. The University is bound by law to comply with the Policy. The Policy does not override the University's pre-existing requirement to engage in competitive procurement processes, it is to be observed in addition to those processes.

### A company is considered a U.S. Business if:

- It has its head office or main location in the United States; and
- has fewer than 250 full-time employees in Canada at the time of the procurement.

### What it applies to

The Policy applies to new procurements as of April 4; the Policy **does not** apply to any procurement for which an RFP has already been issued or purchases that have already been made. The Policy applies to all purchases made on behalf of the University including purchase made through p-cards or purchases that are reimbursed.

### What this means to you:

If you or someone in your unit purchases goods or services (including software) for the University, please be aware that purchases cannot be made directly from a U.S. business except in certain situations:

- a. Vendor is an existing Vendor of Record (VOR); or
- b. Vendor is the only supplier available AND it is an emergency (i.e. the procurement cannot be delayed); or
- c. travel expenses when you are traveling in the United States

Decisions with respect to (b) must be approved by the University President.

### How to comply:

To ensure the University complies with the Policy, all new supplier requests are to be reviewed by Finance to confirm the supplier is not a U.S. Business. New supplier inquiries and requests are to be sent to [finops@ontariotechu.ca](mailto:finops@ontariotechu.ca).

Units seeking an exemption must consult with the Manager of Procurement and supply a rationale. Approvals for exemptions will be granted by the President, obtained through the Vice President Administration.

We appreciate your patience and ask that you plan to allow the Procurement team enough time to support your needs. If you have any questions or need help sourcing non-U.S. suppliers, please contact the Manager of Procurement [kevin.jones@ontariotechu.ca](mailto:kevin.jones@ontariotechu.ca).