



## Procurement Restriction Policy - US Suppliers

### Procedure – Provincial Procurement Restriction Policy

#### Purpose

This procedure addresses the provincial Procurement Restriction Policy published on Apr 4, 2025. The policy is designed to restrict US businesses from accessing public sector procurements in Ontario, as a response to tariffs on Canadian products and services.

#### Scope

The policy applies to all Broader Public Sector organizations which includes the University. All existing directives, trade treaties and policies continue to apply.

#### Application

- All new procurements of goods and services at any value as of May 15, 2025
- All methods of procurement (invitational, open competitive or non-competitive)

#### Non-Application

Preferred Supplier arrangements that were awarded before May 15, 2025 are not subject to this policy

#### Exceptions\*

Purchases from US suppliers are permitted only when both of the following conditions are met:

- a US supplier is the only viable supplier AND
- the purchase cannot be delayed

Both conditions **MUST** be met for an exemption to be approved.

\*If a US supplier meets the exemption criteria above an [Exemption Request Form](#) [1] must be submitted to [purchasing.helpdesk@uoguelph.ca](mailto:purchasing.helpdesk@uoguelph.ca) [2] and must be approved by the VP Financial Services **BEFORE** the purchase is made.

#### Definitions

US Business – means a supplier, manufacturer or distributor of any business structure that;

- Has its headquarters or main office located in the US **AND**
- Has **fewer** than 250 full time employees in Canada at the time of the procurement process

#### Representation of Status



The University can rely on a businesses' representation on whether it meets the definition of a US business, we have no obligation to validate or confirm.

### Implementation

Based on the definition of a US business, all suppliers previously identified as Ontario businesses under BOBI are automatically designated as non-US businesses. A list of BOBI compliant suppliers can be found in the University Bonfire portal at this [link](#). [3] Suppliers that wish to declare their status can create a free account on the portal at this [link](#) [4].

When conducting an invitational or competitive procurement suppliers must be informed that a US business will not be chosen unless there is no other alternative. Price is not a valid exemption, in practice this means that if a US supplier's price is lower and there is a higher priced Canadian alternative, the Canadian supplier must be selected.

Questions, both internal and from your suppliers, can be directed to [purchasing.helpdesk@uoguelph.ca](mailto:purchasing.helpdesk@uoguelph.ca) [2]

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**Source URL:** <https://www.uoguelph.ca/finance/procurement-restriction-policy-us-suppliers>

### Links

[1] <https://www.uoguelph.ca/finance/sites/default/files/BOBI%20and%20Procurement%20Restriction%20Exemption%20Request%20Form.docx> [2] <mailto:purchasing.helpdesk@uoguelph.ca> [3] <https://uoguelph.bonfirehub.ca/vendors#!/> [4] <https://uoguelph.bonfirehub.ca/portal/?tab=openOpportunities>