

## Procurement Restriction Policy

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Created April 24, 2025

### 1.0 Purpose

As a response to the United States of America (U.S) tariffs on Canadian products and services announced in March, 2025, this policy is designed to restrict U.S. businesses from accessing OMVIC-related procurements. Should tariffs be lifted, this Policy will be assessed and may be adjusted or rescinded, in keeping with the Ontario *Management Board of Cabinet Act* policy direction effective March 4, 2025.

### 2.0 Application and Scope

The policy applies to all employees of OMVIC in the procurement of all goods and services.

This Policy applies:

- to all new procurements of goods and services (consulting and non-consulting) at any value.
- all methods of procurement — including invitational, open competitive or non-competitive.

### 3.0 Definitions

U.S. Business - A supplier, manufacturer or distributor of any business structure (includes a sole proprietorship, partnership, corporation or other business structure) that:

1. has its headquarters or main office located in the U.S., and
2. has fewer than 250 full-time employees in Canada at the time of the applicable procurement process.

If a bidder or vendor is a subsidiary of another corporation, part 1 of the definition above is met if that bidder or vendor is controlled by a corporation that has its headquarters or main office located in the U.S.

An OMVIC employee may rely on a business' representation that it does not meet the definition of a U.S. business.

### 4.0 Requirements

- Efforts must be made to exclude U.S. businesses from procurements.
- Procuring from a U.S. business is allowed only when:
  - a. a U.S. business is the only viable source for the good/service, and
  - b. the procurement cannot be delayed.
- For clarity, both of these conditions must be met.

### 5.0 Allowable exemptions

OMVIC staff must obtain approval, as appropriate, to procure from a U.S. business, regardless of the value, as per the following limits of authority:

Value	Approval Authority
\$10,000 and under	Directors
\$20,000 and under	CFO
\$20,001 to \$100,000	CEO or CAO & COO
\$100,001 to \$200,000	Audit, Finance & Risk committee
Over \$200,000	Board of Directors

## 6.0 Documentation

As with any procurement, procurement decisions must be documented and approved.

## 7.0 Reporting

OMVIC may receive requests for information and data from the Ministry responsible for the administration of the Motor Vehicle Dealers Act, 2002 (MVDA).

## 8.0 Resources

OMVIC Procurement Policy