

# Case Study: Georgian College Purchasing Services

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**Purchasing Services** is a department at Georgian College that provides resources related to corporate procurement and contracting of goods, services and consulting. The procurement team conducts procurement activities across the college as a service department, including acquisition, negotiation, contract management, trade and legal compliance and supply chain risk mitigation. The Purchasing Services team worked alongside the Community Benefit Purchasing Project Lead Consultant to support all pilots and work done through the Georgian College Social Procurement Community of Practice (COP). Suzie Addison-Toor, Director of Social Innovation and Student Success, supported this team in the exploration of new objectives that would incur changes to procurement policy and procedures ensuring alignment with college-wide goals and strategies.

## Goals

- (1) Explore social procurement objectives in alignment with Georgian's new strategic plan and Equity, Diversity and Inclusion (EDI) plan in development and other applicable strategies;
- (2) Explore updates to purchasing policy/procedures to include social procurement practices;
- (3) Update new vendor intake form to include social and diverse self-identifiers for all new suppliers at Georgian;
- (4) Draft, soft launch and finalize internal purchasing social procurement website;
- (5) Add social procurement to external Georgian College purchasing web page;
- (6) Support all Community of Practice pilots with purchasing expertise; and
- (7) Build connections with other institutions working in social procurement in Ontario.

## Requested Support

- (1) Connections to other institutions exploring and rolling out social procurement in their operations;
- (2) Knowledge and expertise in social procurement implementation and training;
- (3) Access to lists, directories and databases of social enterprise and diverse suppliers; and
- (4) Leadership direction to align institutional objectives to purchasing services' activities.

## Team & Responsibilities

### Leadership Support

Strategic alignment, college-wide internal culture and external communities

**Suzie Addison-Toor (SAT)**, Director of Social Innovation and Student Success

**Christine Hiles (CH)**, Operations Manager of Social Innovation and Student Success

### Purchasing Services

Purchasing expertise, upholding college procedures and policies, alignment with trade agreements and procurement directives

**Anne Collins (AC)**, Manager, Purchasing Services  
**Alyshia Crawford (ACrawford)**, Purchasing Analyst

### Project Consultants

Social Procurement expertise, knowledge and network

**Elly Green (EG)**, Lead  
**Ashleigh Addison (AA)**, Support

## Implementation Plan

<b>Date</b>	<b>Activity</b>	<b>Contributor(s)</b>
<i>28-Jan-21</i>	<b>Georgian College Social Procurement Community of Practice (COP) meeting</b>	COP Members
<i>24-Feb-21</i>	<b>Goal Setting in Mural</b> Exploration of spending portfolio for the purposes of setting social procurement goals and support required to achieve these goals	EG, ACrawford
<i>29-Apr-21</i>	<b>Georgian College Social Procurement COP meeting</b>	COP Members
<i>13-May-21</i>	Next Steps: Procurement planning; create new vendor form and process for onboarding new vendors	EG, ACrawford
<i>27-May-21</i>	Introductory meeting to review project opportunities	EG, AC, SAT
<i>8-Jun-21</i>	Follow-up: Procurement Planning (Part 1); Update new vendor form with equity and diversity definitions and update internal purchasing website (Peoplesoft) with definitions and FAQs	EG, ACrawford
<i>29-Jun-21</i>	COP Leadership discussion; GCSA pilot, social procurement policy draft and guidelines	EG, AC, SAT
<i>20-Jul-21</i>	<b>Georgian College Social Procurement COP meeting</b>	COP Members
<i>28-Jul-21</i>	COP Leadership discussion; Social procurement policy draft and guidelines	EG, AC, SAT
<i>Fall 2021</i>	Series of meetings with Georgian Leadership stakeholders and departments to discuss social procurement alignment with the Strategic Plan and new EDI plan;	AC, SAT
<i>Fall 2021</i>	Lead Consultant facilitated engagement with social procurement experts and organizations implementing social procurement practices, including: <ul style="list-style-type: none"> <li>● AnchorTO at City of Toronto</li> <li>● Tony DeSciscio (former Georgian purchasing manager)</li> <li>● Buy Social Canada</li> <li>● University of Toronto</li> <li>● York University</li> <li>● Georgian Bay Area Public Purchasing Cooperative (GBAPPC)</li> </ul>	EG, AC
<i>Sept-21</i>	Participate in Buy Social Canada's Social Procurement Professional Certificate training program (4 sessions)	EG, AC
<i>14-Sept-21</i>	COP Leadership discussion; Share progress updates	EG, AC, SAT
<i>21-Sept-21</i>	<b>Georgian College Social Procurement COP meeting</b>	COP Members
<i>15-Oct-21</i>	COP Leadership discussion; Based on learnings from training certificate, pitch recommendations for next steps to leadership	EG, AC, SAT

<i>9-Nov-21</i>	<b>Georgian College Social Procurement COP meeting</b>	COP Members
<i>15-Dec-21</i>	Meeting with Georgian's Accounting Controller and VP of Student Success and Corporate Services to present key recommendations and opportunities in social procurement	EG, AC, SAT, CH
<i>15-Feb-22</i>	<b>Georgian College Social Procurement COP meeting</b>	COP Members

## Outcomes

Purchasing Services at Georgian College played a significant role in exploring and implementing social procurement activities tied to the Community of Practice (COP) formed as a result of the Community Benefit Purchasing Project, including multiple pilots. Purchasing Services also took on several key tasks within their department to aid future social procurement development, including: updating its websites, intake forms and databases with social procurement language and resources.

In the Fall of 2021, Purchasing Services incorporated social procurement into their department's professional development by participating in the first Buy Social Canada Social Procurement Professional Certificate cohort. As a result of their learning from this program, Anne Collins (Manager, Purchasing Services) and Elly Green (Project Consultant) explored, compiled and proposed recommendations for Georgian College considering social procurement alignment through college-wide objectives and the strategic plan. These recommendations were then passed up to the Senior Leadership Team via Suzie Addison-Toor, Director of Social Innovation and Student Success.

Purchasing Services will continue to work with leadership to develop a draft social procurement policy and act as a resource for staff who want to explore social procurement tools and resources explored and established for the college. They will also take on the role of leading the Social Procurement Community of Practice, to continue the momentum of progress made at the College.