

# THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

## SUBJECT:

PURCHASING

3E:21



## **POLICY STATEMENT:**

The Huron-Perth Catholic District School Board recognizes the need for procurement of products and/or services as an integral component of its fiscal responsibility while fulfilling its mission of delivering excellent service.

To ensure the procurement process is accomplished in an ethical, accountable and transparent manner, the Board has adopted the following Ontario Broader Public Sector (BPS) Procurement Directive's Supply Chain Code of Ethics:

### **I. Personal Integrity and Professionalism**

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

### **II. Accountability and Transparency**

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

### **III. Compliance and Continuous Improvement**

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Also in conjunction with the BPS Procurement Directive, the Board has integrated the following five key principles into its purchasing policy:

- **Accountability:** Organizations must be accountable for the results of their procurement decisions and the appropriateness of the processes.
- **Transparency:** Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.

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- **Value for Money:** Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost.
- **Quality Service Delivery:** Front-line services provided by Organizations must receive the right product, at the right time, in the right place.
- **Process Standardization:** Standardized processes remove inefficiencies and create a level playing field.

## **PROCEDURE:**

### **1.0 Objectives**

The objective of the purchasing function is to provide authority and guidelines in facilitating purchasing transactions that will:

- 1.1 Procure within the budgetary limits set by the Board;
- 1.2 Provide a high level of service to all schools and administrative departments;
- 1.3 Attempt to seek “Canadian made” and/or “Canadian supplied” products and services where service, quality, delivery and price are reasonable;
- 1.4 Purchase, where possible, “environmentally conscience” products which meet a minimum level of performance acceptable to the Board and in keeping with the Board’s current Policy 3E:15 (Environmental Stewardship);
- 1.5 Sustain the purchase of products and/or services that are produced and/or provided under humane working conditions that comply with local labour laws and international standards.

### **2.0 Administrative Guidelines**

*Appendix A*, Administrative Guidelines, provide in further detail the:

- 1.0 Methods of Procurement;
- 2.0 Roles and Responsibilities with respect to authorization and budgetary limits;
- 3.0 Exceptions;
- 4.0 - 5.0 Quotation and Competitive Procurement processes.

#### **BOARD APPROVAL:**

August 27, 2007  
March 28, 2011

#### **EFFECTIVE DATE:**

August 28, 2007  
March 29, 2011