



HURON-PERTH CATHOLIC

District School Board

Purchasing

Adopted:	August 27, 2007	Policy #:	P 3.3.4.
Revised:	October 23, 2023	Policy Category:	3.3. Business

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board believes in the ethical, accountable and transparent procurement of goods and services in order to support optimal student learning opportunities through Catholic education. A focus on good stewardship when procuring goods and services, will ensure resources are aligned with the vision and mission of the Board.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board to procure goods and services in a cost-effective, competitive manner that meets the required standard of both quality and quantity.

To ensure an ethical, professional and accountable supply chain, the Board will procure in accordance with the Ontario Broader Public Sector (BPS) Procurement Directive and its Supply Chain Code of Ethics:

- **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.
- **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.
- **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.

PROCEDURES:

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, in accordance with planned initiatives and strategic goals;
- 1.2 Provide a high level of service to all schools and administrative departments;
- 1.3 Maintain a fair, impartial and competitive process and enter into co-operative purchasing when feasible;
- 1.4 Advance the concept of standardization in order to reduce costs and maintain quality;
- 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;
- 1.6 Purchase, where possible, Canadian-made and/or supplied, environmentally conscience products which meet a minimum level of performance acceptable to the Board;
- 1.7 Comply with municipal, provincial and federal legislation, regulations, standards and guidelines

Detailed purchasing procedures can be found in Appendix A: Administrative Guidelines.

DEFINITIONS:

- N/A

REFERENCES:

- Broader Public Sector (BPS) Accountability Act & Procurement Directive
- Education Act
- Municipal Freedom of Information and Protection Privacy Act
- Canadian Free Trade Agreement
- Canada-European Union Comprehensive Economic and Trade Agreement
- Board Policy - Environmental Stewardship
- Board Policy - Freedom of Information and Protection of Privacy

RESOURCES, APPENDICES AND FORMS:

- Appendix A - Administrative Guidelines
- Appendix B - Non-Competitive Single/Sole Sourcing Approval Form
- Appendix C - Purchasing Card Agreement