

Policy Title	Purchasing		
Date of Issue	December 16, 1997	Related Procedure	AP 3501-D – AP 3511-D inclusive; AP 3513-D; AP 3515-D; AP 3402-D
Revision Dates	November 17, 1998; June 21, 2005; December 18, 2007; February 16, 2010; February 21, 2012 (rev. Rationale-Strategic Plan); November 20, 2012; January 22, 2019	Related Forms	
Review Date	January 1, 2024	Originator	Board of Trustees
References			
Broader Public Sector Procurement Directive (BPS); Canada Free Trade Agreement (CFTA); Comprehensive Economic and Trade Agreement (CETA); AP 4105-D “Charitable Donations and Receipts”; AP 4130-D “Petty Cash Funds”			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 Bluewater District School Board adheres to all procurement laws, regulations, rules, acts and the Broader Public Sector (BPS) Procurement Directive to serve the public interest with fair, open, and transparent procurement processes in the acquisition of goods and services.

2.0 POLICY

It is the policy of Bluewater District School Board that the board subscribes to the principles of economy, quality, service and ethics for the procurement of goods and/or services.

3.0 SYSTEM EXPECTATIONS

- i. Expenditures for the purchase of supplies, equipment and the provision of services for use in, and ancillary to, the educational program, must be supported by competitive purchasing to produce maximum educational value.
- ii. In the interest of economy, the board also supports co-operative purchasing with other government and BPS agencies, as well as other non-profit organizations. The procedures and policies of the agency calling the tender, proposal or quotation must also follow and be in compliance with the BPS Procurement Directive, Canada Free Trade Agreement (CFTA) and Comprehensive Economic and Trade Agreement (CETA), where applicable.
- iii. The acquisition of all services, equipment and supplies is centralized and supervised by a purchasing department under the supervision of the Senior Business Official.
- iv. Purchase orders (PO) are required for services, supplies, consultants, repairs and equipment as stated in relevant administrative procedures. All PO’s shall be issued in the name of the board over the signature of the Senior Business Official or designate within the limitations of the annual estimates, except where specific board approval is required. All purchases must be within authorized procedures and budget.

- v. In the interest of efficiency and economy, items commonly used in the area of jurisdiction of the board shall be standardized whenever consistent with educational goals.
- vi. Pre-authorization by the director of education and approval of the board of trustees is required for the following purchases:
 - a. land purchases;
 - b. student transportation (home to school).

These exception contracts will be competitively procured unless listed as an exemption within the applicable trade agreement(s) and/or the BPS Procurement Directive.

- vii. No trustee or employee of the board or members of their households shall have a financial interest in any contract with the board unless a contract is awarded from a sealed tender that discloses such interest.
- viii. The purchasing policy of the board shall apply to all schools, departments, superintendents, managers, supervisors and staff, as well as everyone involved in the supply chain. Implementation of the policy shall be in accordance with authorized procedures and within authorized budgets.
- ix. Contracts tendered by Purchasing Services on behalf of the board shall be used for the purchase of consultants and/or goods and services in all cases. Procurement procedures must be followed when secure pricing is not available.

3.1 **Code of Ethics:**

Goal: To ensure an ethical, professional and accountable BPS supply chain.

This code does not supersede codes of ethics that the organization already has in place, but supplements such codes with supply chain specific standards of practice.

- 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 favors, 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.