

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

PURCHASING	POLICY
EFFECTIVE: 2000 12 01 / 2001 11 27 / 2013 05 28	

POLICY STATEMENT:

The St. Clair Catholic District School Board recognizes that school boards have an obligation to ensure efficient, high-quality service and reasonable stewardship of public funds. The Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and ratepayers.

POLICY GOALS:

The St. Clair Catholic District School Board will purchase, rent or lease all goods and services with the lowest total cost of ownership. Factors to be considered when determining the lowest total cost of ownership should include, but not be limited to, price, quality, service, delivery/installation, operating, maintenance and disposal costs.

To ensure an ethical, professional and accountable supply chain, the Board has adopted the following Ontario Broader Public Sector (BPS) Procurement Directive's Supply Chain Code of Ethics:

1. 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.

2. 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.

3. 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.

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

- **Accountability:** The Board must be accountable for the results of their procurement decisions and the appropriateness of the processes.

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- **Transparency:** The Board must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- **Value for Money:** The Board 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 the Board 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.