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Procurement and Ethics	Date Approved: <i>July 8, 18</i>
Approved by: Judy Pryde	Approved by: <i>Judy Pryde</i>

PURPOSE:

- To ensure that publicly funded goods and services, including construction, consulting services, and information technology are acquired through a process that is open, fair and transparent.
- To outline responsibilities throughout each stage of the procurement process.
- To ensure that procurement processes are managed consistently.
- To provide guidelines for entering into contracts and to establish internal controls over the authorization of procurement processes.
- To ensure that value for money is received when procuring goods, services, and consulting services.

SCOPE: The policy applies to all members of the organization. [See Definitions]

DEFINITIONS:

"Goods and Services" means any goods, construction, and services, including but not limited to, information technology (IT) and consulting services:

"Members of the Organization" means all trustees, members of the Board of Directors, senior executives, and employees of Community Living Burlington (CLB);

"Supply Chain Activities" means all activities directly or indirectly related to the Organization's planning, sourcing, procurement, moving, and payment processes.

"Consultant" means a person or entity that under an agreement, other than an employment contract, provides expert or strategic advice and related services for consideration and decision-making. "Consulting services" means the provision of expertise or strategic advice that is presented for consideration and decision-making.

POLICY: Community Living Burlington (CLB) implemented a Procurement policy in accordance with the Broader Public Sector (BPS) Expenses Directive. This policy will be posted on the CLB website.

PRINCIPLES

Accountability:

CLB is accountable for the results of our procurement decisions and the appropriateness of the processes.

Transparency:

CLB is transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.

Value for Money:

CLB 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:

CLB will ensure that front-line services provided by CLB must ensure the right product, at the right time, in the right place.

Process Standardization:

CLB will ensure that standardized processes remove inefficiencies and create a level playing field.

MANDATORY REQUIREMENTS

Supply Chain Code of Ethics (Code):

CLB has formally adopted the Code in accordance with its governance processes. This policy's intent is to establish that the conduct of all CLB staff involved with Supply Chain Activities must be in accordance with the Code.

Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics

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

- 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.

PROCEDURES

CLB will ensure that all contracts entered by, or in the name of Community Living Burlington (CLB), will follow the requirements set forth in the Broader Public Sector (BPS) Procurement Directive.

CONTRACTS AND CONSULTANT AGREEMENTS GUIDELINES

All contracts over \$10,000.00 and all consultant agreements of any dollar value must be preceded by, and result from, a Request for Proposal (RFP) and a 3 bid quote. All contracts and consultant agreements must be consistent with CLB's mission and vision, and conform to all other CLB policies.

AUTHORITY TO SIGN CONTRACTS AND CONSULTANT AGREEMENTS

The following thresholds and approval levels are required for the procurement of good, services, and consulting services: **Refer to Broader Public Sector Policy**

SIGNING OF CONTRACTS

The Executive Director or Director of Finance shall sign each contract. Each contract will be witnessed and dated and may be embossed with the corporate seal.

LOCATION OF ORIGINAL DOCUMENTS

An original signed copy of all contracts that bind CLB must be provided to the Corporate Services department for filing and monitoring.

PURCHASE OF SERVICE CONTRACTS

A "purchase of service contract" is a written agreement between CLB and an individual or organization in which specific services are to be provided. The following shall apply to all contracts signed by CLB:

- All purchases are within the approved budget.

- The Board of Directors authorizes the annual expenses of the organization by approving the annual budget.
- For purchases not included in the fiscal budget, the Board of Directors delegates responsibility to the Executive Director. The Board of Directors will be informed of any major purchases that have the potential to affect the direction or financial results of the organization.

Prior to the commencement of any contract, CLB will ensure that:

- contracts are entered into when there is an advantage to the agency by doing so
- a full range of potential arrangements is investigated before entering into an exclusive contract
- legal assistance or advice is obtained if necessary for any non-standard clauses
- as best practice, contractor must provide proof of liability insurance and WSIB coverage where appropriate
- each contract is dated, witnessed, or embossed with the corporate seal as required
- a completed copy of the final contract is made available to all signatories
- the original copy of a signed contract is kept in a secure place within the Corporate Services department

At a minimum, each Purchase of Service contract entered into by CLB will provide the following information:

- a) nature of service
- b) anticipated outcomes
- c) reporting requirements
- d) financial obligation
- e) period of time covered by contract (no contract will be established in perpetuity)
- f) invoicing procedure and payment schedule
- g) termination and escape clause
- h) name(s) of CLB staff with authority to act on CLB's behalf in relation to the services provided and the service provider
- i) description of monitoring process
- j) confidentiality agreement
- k) warranty for completed services meeting the quality standards specified
- l) allowable expenses as per CLB's "Travel, Meals, and Hospitality" policy

All invoices must be reviewed and approved prior to payment by the staff authorized to sign. Authorization is to include:

- a) Date – date of request
- b) Completed by – name of person completing the form
- c) Payable to – the name and complete address of the payee

- d) Description – reason for payment cross referenced to supporting details or documents and attached to the requisition
- e) Coding section – the account code, or codes, and the corresponding amounts with taxes (PST & HST) identified separately
- f) Amount – total amount of the cheque to be issued
- g) Approved by – requires authorized signature on purchase order
- h) Special delivery instructions – if the cheque is not to be directed routed to the payee then the appropriate routing instructions need to be recorded in this space
- i) Date required – date cheque is required if different from regular cheque run

PROCUREMENT RECORD RETENTION

CLB will handle, store, and maintain vendor's confidential and sensitive information in an appropriate and legal manner.

CLB will conduct procurement activities according to the law in Ontario, including contract law, the law of competitive processes, privacy legislation, accessibility legislation and any other legislation as may be applicable.

REFERENCES AND RELATED DOCUMENTS

- Broader Public Sector Procurement Directive, July 1, 2011.

ATTACHMENTS AND FORMS

n/a