

BUSINESS AND BOARD ADMINISTRATION	3000
PURCHASING POLICY	3030

1. Rationale

It is the objective of Lakehead District School Board to ensure ethical, efficient, and accountable purchasing activities. To this end, Lakehead District School Board will adhere to the Ontario Broader Public Sector (BPS) Procurement Directive and Supply Chain Code of Ethics, as incorporated in this policy.

2. Policy

It is the policy of Lakehead District School Board to ensure that all goods and services are procured at the most economical value with consideration given to price, quality, quantity, delivery, market trends and environmental concerns in compliance with federal and provincial directives, policies, and regulations. The primary objective is to obtain maximum value for public funds expended through a process that ensures that all qualified vendors are treated fairly and that the Board's character values are upheld. Clear procedures for competitive procurement and contracting will enable the efficient execution of supply chain tasks, mitigate risk, and help the Board meet its operational, financial, and accountability obligations.

3. Guidelines

Lakehead District School Board employees involved with purchasing activities must conduct themselves in accordance with the BPS Procurement Directive and Supply Chain Code of Ethics, to promote and ensure an ethical, professional, and accountable supply chain.

3.1 Supply Chain Code of Ethics

3.1.1 Personal Integrity and Professionalism

Lakehead District School Board employees involved in purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism at all times. 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.

3.1.2 Accountability and Transparency

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

BUSINESS AND BOARD ADMINISTRATION	3000
PURCHASING POLICY	3030

3.1.3 Compliance and Continuous Improvement

Individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and related jurisdictions. 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.

- 3.2 Authorization to purchase goods and services within the limits of the approved operating and capital budgets, in accordance with this policy, is granted by the Board to administration.
- 3.3 The scope of this policy covers all non-salary expenditures, including, but not limited to supplies, materials, equipment, services, construction projects, and professional/consulting services.
- 3.4 Specific authority to issue a purchase order, which commits Lakehead District School Board, is delegated to the supervisor of financial services under the authority of the superintendent of business. The supervisor of financial services may delegate responsibilities to the purchasing department staff, but at all times the supervisor of financial services remains responsible and accountable.
- 3.5 The authority to purchase goods and services may be delegated to employees in schools and departments. Purchases must be made in accordance with purchasing procedures and processes developed and communicated by the purchasing department. The approval of these expenditures will be the responsibility of the managers of budgets, which is understood to include superintendents, managers, principals, and supervisors. It is implied that all references to Lakehead District School Board officials or staff will include the designate of the position referenced. All supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy and procedures.
- 3.6 The purchasing department has the responsibility and authority to question the quality and type of materials or service requested to ensure that the best interests of Lakehead District School Board are served. Common use items will be standardized to the greatest extent to take advantage of quantity discounts.
- 3.7 Risk management is undertaken by the purchasing department to provide greater certainty that a planned procurement will have a successful outcome. This includes, but is not limited to, the organization adopting a Code of Ethics and purchasing policy, the formulation of comprehensive purchasing procedures governing the procurement process and incorporating risk mitigation strategies in the procurement documents.

BUSINESS AND BOARD ADMINISTRATION	3000
PURCHASING POLICY	3030

- 3.8 All schools and departments are required to purchase identified goods and services from suppliers with whom the Board has entered in contracts with, resulting from a tender process. It is the responsibility of Lakehead District School Board staff to review the Lakehead District School Board purchasing website for all tendered items and pricing prior to making a purchase.
- 3.9 School principals, managers, and superintendents will be informed of purchases not complying with Board policy. The purchasing department is required to report any non-compliance of the purchasing policy to the superintendent of business.
- 3.10 Where feasible and economical, Lakehead District School Board will participate in cooperative purchasing whenever the best interests of the Board are served. In such cases, Lakehead District School Board will not be required to solicit independent pricing, quotations or tenders.
- 3.11 Every effort will be made to competitively purchase environmentally responsible and ecologically sound products which have a level of performance acceptable to Lakehead District School Board.
- 3.12 In accordance with Ontario Regulation regarding the Safe Schools Act, the purchasing department will request criminal background checks for service providers who have direct and regular contact with students, to ensure a safe and secure working and learning environment for students and staff.
- 3.13 The supervisor of financial services is responsible for the disposal process of obsolete and surplus supplies, furniture, and equipment in accordance with the purchasing procedures.

4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Procedures 3030 Policy & Procedures 8012	September 1977 <u>Date Revised</u> September 22, 1998 January 11, 2005 September 28, 2010 November 22, 2011 March 23, 2021	