



# Procurement

Date Approved: 2021

Projected Review Date: 2025

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) supports the procurement of products and services that meet the needs of students, educators, and staff while supporting the ethical, fair and transparent treatment of all suppliers of goods and services. Utilizing a central Procurement Department as a means of obtaining maximum value for each dollar spent consistent with the educational goals of the Board.

Procurement staff shall adhere to the procurement ethics established by the Ontario Public Buyers Association (OPBA) and Universal Public Purchasing Certification Council (UPPCC) in respect of all procurement processes. The Board adheres to, and insists upon adherence to, a strict ethical standard in all of its purchasing acquisitions by all bidders and vendors.

This procurement policy applies to all employees, Board of Trustees, and School Council members involved in the procurement of goods and services. This policy applies to all goods/services acquired using HWDSB budgets, school generated funds, school council funds, donations or any other funds generated on behalf of the HWDSB.

## GUIDING PRINCIPLES:

Procurement procedures support the overall goals, priorities, strategic directions and accountability measures established by the Board:

- To procure by purchase or rental, the required quality and quantity of goods and services in an efficient, safe and cost-effective manner.
- To establish, when possible, standards for goods and services, ensure an acceptable level of quality for the system, promote work performed by qualified tradespeople, and promote efficiencies with respect to cost and service.
- To encourage open competitive bidding amongst qualified and compliant suppliers, through a fair and transparent process in respect of the acquisition and disposal of goods and services, where practical or legally mandated.
- To consider all costs (including acquisition, operating and disposal costs), in evaluating bid submissions from vendors.
- To not base a decision solely on the lowest bid price and consider other factors, where appropriate in evaluating bid submissions, such as, but not limited to, availability, supplier qualification and supplier's commitment to fair business practices.
- To operate a centralized purchasing program for the purchase of goods and services through the Procurement and Risk Management Department of the Business Services Department.



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- To encourage cooperative procurement activities with other Ontario public organizations with a focus on our Hamilton-Wentworth educational partners
- To purchase products and services which take into account environmental, health and safety factors, and will not knowingly purchase goods and/or services from manufacturers who operate in contravention of local and international labour law and standards.
- To ensure compliance with appropriate regulatory bodies including but not limited to the Broader Publics Sector Procurement Directive (BPS), Education Act, Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Canadian *Free Trade Agreement (CFTA)*

## INTENDED OUTCOMES:

The intended outcomes of the Procurement Policy are to:

- Obtain the maximum value for each dollar spent consistent with the educational goals of the Board and to provide a procurement service that meets the needs of students, educators, and staff.
- Establish standards for goods and services to ensure an acceptable level of quality for the system, and to promote efficiencies with respect to cost and service.
- Establish appropriate budget controls and procurement approval processes that ensure fiscal responsibility
- Maintain a procurement process that is fair, open and transparent when acquiring goods and services from suppliers

## RESPONSIBILITY:

Director of Education

Associate Director, Support Services and Treasurer

\*Subject to the Education Act statutes, only the Director of Education or the Associate Director, Support Services and Treasurer can contractually bind the Board. Only with written expressed consent may the named individuals above delegate the authority to contractually bind the Board. The Associate Director, Support Services has overall responsibility for administering this policy, supported by the Manager of Procurement and Risk Services. Any contract signed by a Board employee, who is not authorized to enter into a contract, will be considered an obligation of the person signing the contract and not an obligation of the Board.



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## TERMINOLOGY:

*Board:* refers to Hamilton-Wentworth District School Board

*Broader Public Sector (BPS) Procurement Directive:* The Directive applies to all designated broader public sector organizations as provided for under Section 12 of the *Broader Public Sector Accountability Act 2010*. The purpose of the directive is to ensure that publicly funded goods and services, including construction, consulting services, and information technology is acquired by BPS organizations through a process that is open, fair and transparent; outlines responsibilities of BPS organizations throughout each stage of the procurement process; and ensures that procurement processes are managed consistently throughout the BPS.

*Canadian Free Trade Agreement (CFTA)* is an inter-governmental trade agreement regulating trade within Canada. It took effect on July 1, 2017.

*Comprehensive and Economic Trade Agreement (or CETA):* refers to a trade deal between the European Union and Canada.

*Education Act:* refers to the main piece of legislation, or “statute”, governing public education in Ontario.

## ACTION REQUIRED:

Procedures and a centralized procurement department will be in place to operationalize this policy under the requirements of legislation, BPS and trade agreements. Board procedures will support an ethical procurement of products and services that meet the needs of students, educators, and staff while supporting a fair and transparent treatment of all suppliers.

## PROGRESS INDICATORS:

Successful procurement processes will ensure timely, cost effective, transparent acquisition of goods and services that aligns with the educational goals of the Board and fair business principles.



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| Intended Outcome   | Assessment   |
|--|--|
| Obtain the maximum value for each dollar spent consistent with the educational goals of the Board-and to provide a procurement service that meets the needs of students, educators, and staff. | Exhibit the prudent and transparent use of the Board's financial resources through quarterly interim financial reporting and annual audited financial statements.                |
| Establish standards for goods and services to ensure an acceptable level of quality for the system, and to promote efficiencies with respect to cost and service.                              | Appropriate application of Procurement Policy, Procedure and compliance to mandated Ministry legislation and collaborative purchasing through various cooperative opportunities. |
| Establish appropriate budget controls and procurement approval processes that ensure fiscal responsibility   | Ensuring purchases are made within budget allotments and that only authorized staff approve purchases.   |
| Maintain a procurement process that is fair, open and transparent when acquiring goods and services from suppliers.  | Show that procurement processes are managed consistently and provide feedback to suppliers when requested.   |

## REFERENCES:

### Government Documents

Broader Public Sector Accountability Act 2010 (BPS)

Education Act

Canada-European Union Comprehensive Economic and Trade Agreement (*CETA*)

Canadian Free Trade Agreement (*CFTA*)

### HWDSB Policies

Employee Expense

School Generated Funds

Excursions

Nutrition



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