



**Purchasing**

**Board Received:** November 24, 2014

**Review Date:** December 2017

**Policy Statement**

The Grand Erie District School Board values ethical, fair and transparent treatment of all suppliers of goods and services and supports a standardized purchasing procedure for its staff who are involved in the purchase of these products.

**Accountability:**

- 1. Frequency of Reports – As needed
- 2. Severity Threshold – As needed
- 3. Criteria for Success – Complies with Broader Public Sector Procurement Directive  
– Is shared with all stakeholders

**Procedures:**

- 1. The Board’s Administrative Procedure F107, Purchasing Procedures, sets out standardized rules and expectations to support the efficient management of the purchasing process. These rules balance numerous objectives, including accountability, transparency, value for money and an effective quality service delivery.
- 2. The Administrative Procedures will guide staff on when and how to follow the competitive purchasing process.
- 3. Employees involved in purchasing activities on behalf of the Board agree to follow a Code of Ethics. (See Appendix A.)
- 4. The Procedures comply with mandatory requirements contained in the Broader Public Sector Procurement Directive - July 1, 2011
- 5. Approved authority levels in relation to dollar value expenditures are identified in the Procedures.

**Accessibility:**

- 1. The Board will make every reasonable effort to provide purchasing documents in an accessible format upon request as part of our Integrated Accessibility Standards Regulation (ISAR) customer service standards.
- 2. In the event a document cannot be made available in an accessible format (i.e. CAD drawings or blueprints), the Board will provide a written explanation that it is not practicable to do so.

**Related Resources:**

Policy SO17 – Accessibility – Customer Service Standards

Policy SO23 – Accessibility – Integrated Accessibility Standards Regulation (IASR)

Administrative Procedure SO135 - Accessibility – Customer Service Standards

Administrative Procedure F107 - Purchasing

**Appendix A****Purchasing Code of Ethics**

The Grand Erie District School Board abides by the Code of Ethics of the Ontario Public Buyers Association (OPBA) and the Professional Code of Ethics from the Purchasing Management Association of Canada (PMAC).

The following beliefs will guide Board staff in all purchasing activities:

- (a) consider first the interest of the Board and its students when acquiring goods and services
- (b) maintain an unimpeachable standard of integrity in business relationships both within and outside the Board
- (c) act, and be seen to act, in an open, transparent and honest manner
- (d) decline any requests to use one's authority of office for personal benefit. Should a supplier or potential supplier make such an offer, it must be reported to the Superintendent of Business.
- (e) buy without prejudice, seeking to obtain the maximum value for each dollar expended
- (f) accept no gifts in return for business or the consideration of business.
- (g) declare any known conflict of interest while engaged in business activities on behalf of the Board