

CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

Policy:	Purchasing
Reference:	CC-PO-001-2017
Adopted:	June 21, 2017
Revised:	February 9, 2022



Policy Goal:

It is the policy of Chatham-Kent Lambton Administrative School Services (CLASS) to purchase, rent or lease all goods and services in compliance with applicable regulatory requirements. Factors to be considered should include, but not be limited to: price, quality, service, delivery/installation, operating, maintenance and disposal costs.

Policy Statement:

The member Boards and Chatham-Kent Lambton Administrative School Services (CLASS) recognize an obligation to ensure efficient, high-quality service and reasonable stewardship of public funds.

CLASS advocates the following principles that are in accordance with the Broader Public Sector (BPS) Directive:

1. Accountability – CLASS must be accountable for the results of the procurement decisions and the appropriateness of the processes.
2. Transparency – CLASS must be transparent to all stakeholders. Where possible, stakeholders must have equal access to information on procurement opportunities, processes, and results.
3. Value for Money – CLASS must maximize the value it receives from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost.
4. Quality Service Delivery – Front-line services provided by Organizations, such as teaching and patient care, must receive the right product at the right time, in the right place.
5. Process Standardization – Standardized processes remove inefficiencies and create a level playing field.

CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

Preamble:

CLASS is a joint venture between the Lambton Kent District School Board and the St Clair Catholic District School Board.

CLASS is equally owned by the Lambton Kent District and the St Clair Catholic District School Boards who mutually benefit in the provision of shared services. CLASS is comprised of various departments including Student Transportation Services, Community Use of Schools, Child Care Services and Energy & Environmental Services.

Policy Guidelines:

CLASS shall conduct and manage the procurement process internally, engage either member Board procurement departments, or engage a third party to purchase goods or services if such an alternative proves effective and efficient, where CLASS shall have the final authorization.

CLASS shall ensure that the desired procurement expertise is available in the event of procurement through other parties, and that their procurement procedures are in line with the Broader Public Sector (BPS) Directive. In the event of a discrepancy between a provision of this policy and a provision of the Directive, the latter shall prevail.

Code of Ethics:

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

- **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.
- **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

CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

- **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.