

**Policy & Procedure Manual**

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**PROCUREMENT DIRECTIVE – FD-VIII-10**

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**POLICY:**

Procurement of goods and/or services will abide by the Broader Public Sector Procurement Directives.

**PURPOSE:**

To ensure that publicly funded goods and services, including construction, consulting services, and information technology are acquired by BPS organizations through a process that is open, fair, and transparent;

To outline responsibilities of BPS organizations throughout each stage of the procurement process; and

To ensure that procurement processes are managed consistently throughout the BPS

**PRINCIPLES:**

This Directive is based on the five key principles that allow Organizations to achieve value for money while following a procurement process that is fair and transparent to all stakeholders:

**Accountability**

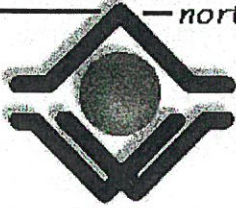
Organizations must be accountable for the results of their procurement decisions and the appropriateness of the processes.

**Transparency**

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

**Value for Money**

Organizations 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.



**PRINCIPLES: (Cont'd)**

**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.

**Process Standardization**

Standardized processes remove inefficiencies and create a level playing field.

**SUPPLY CHAIN CODE OF ETHICS**

OPTIONS northwest has adopted the Supply Chain Code of Ethics to establish that the conduct of all employees 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.

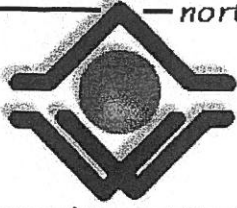
**II. Accountability and Transparency**

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.

**OPTIONS**  
— northwest



Personal Support Services

**POLICY: FD-VIII-10**  
**DEPARTMENT: Finance**  
**CATEGORY: Purchasing**  
**EFFECTIVE DATE: December 2011**  
**SUPERSEDES VERSION DATED: n/a**  
Page 3 of 3

**RECOMMENDED BY:** Director, Finance and Administration

**APPENDICES: 0**

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

**ORIGINAL POLICY DATE:** December 2011

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "Peter S. ...".

