

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY / REGULATIONS

Board Policy Number:	5.30
Subject:	Supply Chain Management
Effective Date:	(032) January 26, 2010

The Dufferin-Peel Catholic District School Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board, and fair business principles

The purpose of the Supply Chain Management Policy/Regulations and Administrative Procedures is to provide authority and guidelines to conduct purchasing transactions to satisfy Board needs, taking into consideration the following criteria:

1. The Supply Chain Management Policy/Regulations and Administrative Procedures recognize that fair and open competition is a basic tenet of public acquisition, using a variety of source selection methods under varying market conditions.
2. The complexity and volume of Board activities require professional skills to ensure that goods and services are acquired using the most cost effective procurement techniques.
3. The Dufferin-Peel Catholic District School Board has a centralized purchasing function in the Purchasing (Supply Chain Management) section of the Financial Services Department, responsible for acquisition of Goods and Services and disposal of Board assets.

REGULATIONS

5.30 SUPPLY CHAIN MANAGEMENT

The purchasing principles of the Board shall be as follows:

1. To procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost effective manner.
2. To encourage open competitive bidding on all acquisition and disposal of Goods and Services where practicable.
3. To consider all costs, including acquisition, operating and disposal costs, in evaluating Bid submissions from Responsive and Responsible Vendors, rather than basing a decision solely on the lowest Bid price (i.e. “Total Acquisition Cost” method of procurement).

4. To operate a centralized purchasing program (Supply Chain Management) for the purchase of all Goods and Services through the Purchasing section of the Financial Services Department.

5. This policy and regulations, as well as administrative procedures, applies to any employee or elected official who is involved in the acquisition of goods and/or services on behalf of the Board.

6 All Supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and procedures.

7 All purchasing activities (SCM) will be carried out in accordance with all applicable Board policies and procedures and any other statutory acts or regulations.

8 Personal purchases on behalf of an employee, elected official or family member, the requirement for which is not for the Board or any of its purposes, are not permitted.

9. Purchases made without an authorized purchase order/purchase card will be considered an obligation of the person making the purchase and not an obligation of the Board.

10. Employees and elected officials shall not use their authority, influence or office for personal gain or to advance the interest of any particular party and shall seek to uphold and enhance the integrity of all Board business operations.

11 In accordance with the *Education Act*, no teacher, Supervisory Officer or other employee of the Board may promote or sell goods or services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein except as permitted by the *Act*

12. All goods and services are to be acquired through an electronic competitive bidding process whenever possible to obtain maximum value from the expenditure of public funds

13. Any arrangements which might prevent fair competition shall be avoided in order to ensure open competition among qualified bidders.

14. Lobbying, during a competitive procurement call, is prohibited. An official point of contact shall be named and communication with any one other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.

15 Any vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current or future procurements, at the Board's discretion.

16. Awards will be given to the lowest qualified bidder except where the best interests of the Board are served by accepting other than the lowest price.