AGENCY PURCHASING POLICY AND PROCEDURES

COMMUNITY LIVING Windsor
Inspiring Possibilities

POLICY STATEMENT

Community Living Windsor is funded through the Ministry of Children, Community and Social Services which receives funds generated by Canadian taxpayers. All purchases made will be within the general guidelines of the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics. Preference will be given to purchasing Canadian products and whenever possible in the municipality in which we live.

Approved by : **CLW Board of Directors**	Date: **6 April 2023**

TERMS OF REFERENCE

Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable Broader Public Sector supply chain.

i. Personal Integrity and Professionalism: All individuals must act and be seen to act with integrity and professionalism. 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: Purchases must be open and accountable with a view to obtaining the best value for public money.
iii. Compliance and Continuous Improvement: Individuals involved with purchasing must comply with agency policy, supply chain code of ethics and the laws of Canada and Ontario. Work to improve policy, procedure, knowledge and skill levels will be ongoing.

PROCEDURES

A. Purchase Authorization

The purchase requisition and invoice must be signed by the individual who has authority to purchase for the budget the expense is being charged to. The purchase requisition and invoice describes the goods or services being purchased and specifies the unit prices, packaging sizes, quantities, delivery date, shipping instructions and other pertinent details. It is then forwarded to the finance department for payment. A summary of quotes obtained must be attached to the invoice (Accounts Payable) and kept on file for 7 years.

B. Requisitioning/Purchasing Supplies/Equipment

All vendor negotiations are the responsibility of the Property and Administration Department but may be delegated to other departments.

- All items will be purchased in accordance with Spending Authority and Procurement Procedures;

- One copy of all purchases, receiving slips, supplier invoices and payment receipts must be retained for a 7-year period from date of issue;

- The practice of making personal purchases for employees is not permitted;

- Vendors will be discouraged from revising bids by insistence that the best possible price be stated on the first bid. If, however, second bids are requested, all bidders will have equal opportunity;

- All vendor pricing and technical information will be treated as confidential;

- No gifts for personal benefit are to be accepted by CLW staff from vendors;

- Any premiums, coupons, rebates, bonuses or credits must be used for the benefit of Community Living Windsor;

- When price, quality, service and delivery variables are similar, CLW will give preference to local vendors.

C. Terms of Purchase

- It is preferred that all transactions be undertaken in Canadian currency;

- Preference is for payment on an open account or agency credit card basis. Down payments or deposits are to be avoided, whenever possible, and payment should be forwarded only upon full receipt of goods or services performed;

- Appropriate customs forms must be prepared and submitted, duly executed by the vendor;

- Performance guarantees should be stated in writing at the time of purchase;

- Rates of pay for technical assistance and other start-up costs shall be firmly established prior to purchase.