COMMUNITY LIVING
Upper Ottawa Valley

EXPENSES - PROCUREMENT

CATEGORY: Procurement	**NUMBER: 7-1**
SUBJECT: Procurement Supply Chain Code of Ethics	**PAGE:**
APPROVED: July 14, 2022	**REVISED: November 2026**
REVIEWED: 	

Policy:

Community Living Upper Ottawa Valley has implemented Procurement Policies in accordance with the Broader Public Sector (BPS) Procurement Directive and has formally adopted the BPS Supply Chain Code of Ethics.

PURPOSE:

- To ensure that publicly funded goods, services, construction, consulting services and information technology are acquired through a process that is open, fair and transparent
- To outline responsibilities throughout each stage of the procurement process
- To ensure that procurement processes are managed consistently
- To provide guidelines for entering into contracts and to establish internal controls over the authorization of procurement processes
- To ensure that value for money is received when procuring goods, services, construction and consulting services

SCOPE:
The policy applies to all members of Community Living Upper Ottawa Valley (see definitions).

Definitions*:*

Goods and Services
Any goods, construction, and services, including but not limited to information technology (IT) and consulting services.

Members of Community Living Upper Ottawa Valley
All trustees, members of the Board of Directors, senior executives and employees of CLUOV.

Supply Chain Activities
All activities directly or indirectly related to CLUOV's planning, sourcing, procurement, moving and payment processes.

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Consultant
A person or entity that under an agreement, other than an employment contract, provides expert or strategic advice and related services for consideration and decision making.

Ontario Broader Public Sector 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. Building Ontario Businesses Initiative (BOBI) will be considered during the evaluation to determine criteria, process, matrix and the winning bid.

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.

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PROCEDURES:

Community Living Upper Ottawa Valley will ensure that all contracts entered by, or in the name of CLUOV, will follow the requirements of the BPS Procurement Directive.

Contracts and Consulting Agreement Guidelines

All contracts and consultant agreements must be consistent with CLUOV's Mission and Vision and conform to all other CLUOV Policies. The Executive Director or director of Finance shall sign each contract. Each contract will be witnessed and dated and may be embossed with the corporate seal.

Location of Original Documents

An original signed copy of all contracts that bind CLUOV must be provided to the Corporate Services department for filing and monitoring.

Purchase of Service Contracts

A Purchase of Service contract is a written agreement between CLUOV and an individual or organization in which specific services are to be provided. The following shall apply to all contracts signed by CLUOV:

- All purchases are within the approved budget
- The Board of Directors authorizes the annual expenses of CLUOV by approving the annual budget
- For purchases not included in the fiscal budget, the Board of Directors delegates responsibility to the Executive Director
- The Board of Directors will be informed of any major purchases that have the potential to affect the direction or financial results of CLUOV
- The board of Directors approval will be needed for changes to scope, term or value when exceeding a increase of 10% or more.
- Property and Finance department will monitor ongoing contracts for deliverables.

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Prior to the commencement of any contract CLUOV will ensure that:

- Contracts are entered into when there is an advantage to CLUOV by doing so
- A full range of potential arrangements is investigated before entering into an exclusive contract
- Legal assistance or advice is obtained if necessary for any non-standard clauses
- As best practice, contractor must provide proof of liability insurance and WSIB coverage where appropriate
- Each contract is dated, witnessed or embossed with the corporate seal as required
- A completed copy of the final contract is made available to all signatories
- The original copy of the signed contract is kept in a secure place within the corporate services department

At a minimum, each Purchase of Service Agreement contract entered into by CLUOV will provide the following information:

- Nature of service
- Anticipated outcomes
- Reporting requirements
- Financial obligation
- Period of time covered by the contract (no contract will be established in perpetuity)
- Invoicing procedure and payment schedule
- Termination and escape clause
- Name(s) of CLUOV staff with authority to act on CLUOV's behalf in relation to the services provided and the service provider
- Description of monitoring process
- Confidentiality agreement
- Warranty for completed services meeting the quality standards specified
- Allowable expenses as per CLUOV's Travel and Meals Reimbursement Guidelines

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All invoices must be reviewed and approved prior to payment by the staff authorized to sign. Authorization will include:

- Date - Date of request
- Completed By - Name of person completing the form
- Payable to - Name and address of payee
- Description - Reason for payment cross referenced to supporting details or documents and attached requisition
- Coding section - Account code or codes and the corresponding amounts with taxes (PST and HST) identified separately
- Amount - total amount of the cheque to be issued
- Approved by - Authorized signature on purchase order
- Special delivery instructions - Routing instructions
- Date required – Date cheque is required if different from regular cheque run

Procurement Record Retention
CLUOV will handle, store and maintain vendor's confidential and sensitive information in an appropriate legal manner.

CLUOV will conduct procurement activities according to the law in Ontario, including contract law, the law of competitive processes, privacy legislation, accessibility legislation and any other legislation as may be applicable.