

Adopted: June 21, 2023 (M23-0127)

Revised:

Review Date: June 2027

Policy Statement

The Halton District School Board (“HDSB”) is committed to the fair, equitable, and sustainable procurement of goods and services essential in the delivery of education. The procurement of goods and services will be undertaken through a process that ensures consistency, efficiency and transparency within established procurement controls. The procurement of goods and services shall adopt the Truth and Reconciliation Commission Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples as frameworks. This policy sets the guiding principles to be followed in the procurement of goods and services.

Guiding Principles

- a) The school board recognizes a commitment to procuring goods and services essential to the delivery of education that support the strategic direction of the HDSB.
- b) The school board encourages inclusive, competitive bidding amongst qualified and compliant suppliers, within a fair, non discriminatory process. This is facilitated through centralized or cooperative buying group opportunities whenever possible, and deemed to be in the best interest of HDSB.
- c) Whenever reasonable and appropriate, consideration shall be given to sustainable procurement factors, such as, but not limited to, green or environmentally preferable, ethical, social, and procurement through Indigenous and underrepresented owned businesses.
- d) This policy is subject to, and shall be applied and interpreted in accordance with, applicable law, including without limitation the Broader Public Sector Procurement Directive (and the Broader Sector Supply Chain Code of Ethics therein).
- e) The school board expects all parties that are contracted by the HDSB to conduct themselves in accordance with the commitments set out in the Multi Year Plan, the

Indigenous Education Policy and to respect all protected grounds under the Ontario Human Rights Code, while carrying out their contractual obligations.

Definitions

Ethical procurement: Ethical procurement supports open competitive bidding amongst qualified and compilate suppliers, through a fair and transparent process in respect of the acquisition and disposal of goods/services, where practical or legally mandated.

Social Procurement: Social procurement is the practice of leveraging purchasing power to realize socio-economic objectives. These objectives can include enhancing market competition, job creation, and economic and social advantages stemming from purchases from small and medium enterprises, social enterprises or social purpose organizations. They can also include encouraging the conduct of socially responsible business and advancing diversity and inclusion.

Sustainable Procurement: takes into consideration Green or Environmentally Preferable Procurement, Ethical Procurement, Social Procurement, Indigenous and underrepresented business procurement. Sustainable Procurement practices will be included into the processes for selecting goods and services, alongside traditional considerations including price, quality, service, and technical specifications.

Scope

This policy applies to Trustees, employees, volunteers, and vendors providing goods and services to the HDSB. It also applies to subcontractors engaged by HDSB approved vendors.

Related Policies

[Code of Ethics](#)

[Fraud Prevention and Management](#)

[Fundraising](#)

[Indigenous Education](#)

[Sustainability Education and Environment](#)

[Third Party Agreements](#)

Related Administrative Procedures

[Agreements and Contracts with Government Agencies](#)

[Code of Ethics](#)
[Community Funding of Facility Enhancements](#)
[Corporate Purchasing Card](#)
[Decentralized Budgets](#)
[Disposal of Surplus / Obsolete Assets](#)
[Fraud Prevention and Management](#)
[Procurement](#)
[School Fundraising](#)
[School Generated Funds](#)
[Third Party Agreements](#)
[Vendor Performance Management](#)

Related Ministry Documents

[Broader Public Sector Procurement Directive](#)

Other Acts, Regulations and Documents

[Truth and Reconciliation Commission of Canada: Calls to Action 57 & 92](#)
[Ontario Human Rights Code](#)