

Ministry of Education
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2009: SB28

MEMORANDUM TO: Directors of Education
Superintendents of Business and Finance
Secretary-Treasurer of School Authorities

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: July 10, 2009

SUBJECT: BPS Supply Chain Guideline and Ontario District School Boards

In March 2008, Ontario's Treasury Board of Cabinet directed that a Supply Chain Guideline setting out supply chain standards, metrics, and a code of ethics be incorporated into the transfer agreements of BPS organizations receiving more than \$10 million in funding per fiscal year, effective April 1, 2009 from the Ministry of Health and Long-term Care, the Ministry of Education and the Ministry of Training, Colleges and Universities.

The Supply Chain Guideline was developed in consultation with diverse stakeholders and several BPS organizations, including school boards. The guideline focuses on two essential principles: a Supply Chain *Code of Ethics* and a *Procurement Policies and Procedures* standard. For your convenience, I have attached a copy of the Supply Chain Guideline (Version 1.0) that was released by the BPS Supply Chain Secretariat, Ministry of Finance on April 30, 2009.

The ministry recognizes the importance of the Supply Chain Guideline in supporting the education sector achieve a common standard of supply chain excellence and to support all school boards carry out supply chain activities in an ethical, efficient and accountable manner. We encourage you to carefully review this document to ensure that your board's existing procurement Code of Ethics and Procurement Policies and Practices are compliant. You should be aware that the ministry has added a Supply Chain Guideline compliance requirement to the newly revised master Transfer Payment Agreement (TPA) that will be used this year for all school boards' funding agreements.

The ministry will work closely with school boards to ensure a smooth transition and timely implementation of the Supply Chain Code of Ethics and Procurement Policies and Procedures, by March 2010, including the implementation of additional metrics and standards by March 2011. The ministry will continue to develop communications strategies, which include the creation of an OntarioBuys webpage to enhance communications with the sector regarding important supply-chain-related documents and upcoming stakeholder engagement. The webpage can be found on the School Business Support Branch (SBSB) website at <https://sbsb.edu.gov.on.ca>. The ministry will closely collaborate with OntarioBuys and sector procurement specialists to effectively implement the Supply Chain Guideline principles to

school boards, including the reporting requirements. The ministry will conduct the operational review process to carefully examine and consolidate supply chain leading practices and help the sector comply with the Guideline requirements.

We would like to thank boards that participated in previous consultations and would like to encourage you to attend upcoming OntarioBuys' BPS Supply Chain Guideline stakeholder consultations. We will keep you posted about the BPS stakeholder engagement schedule when made available.

Thank you and I look forward to your continued support to this important supply-chain initiative initiated by the BPS Supply Chain Secretariat (OntarioBuys).

Sincerely,

A handwritten signature in dark ink, reading "Cheri Hayward". The signature is fluid and cursive, with the first name "Cheri" and last name "Hayward" clearly distinguishable.

Cheri Hayward
Director
School Business Support Branch

Cc: OASBO Purchasing Committee
Purchasing Managers
Procurement/ Purchasing Staff