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2010: SB15

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

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: April 1, 2010

SUBJECT: BPS Supply Chain Guideline and Ontario District School Boards

As a follow-up to the recent memo from the Broader Public Sector (BPS) Supply Chain Secretariat at the Ministry of Finance, dated March 24, 2010, I am writing to provide further information regarding reporting and compliance requirements related to the BPS Supply Chain Guideline. For your convenience, I have attached the memo and copy of this guideline (Version 1.0) that was released on April 30, 2009 and referenced in 2009:SB28.

BPS organizations that receive \$10 million or more each year from their respective ministry, including school boards, are required to have a Code of Ethics and Procurement Policies and Procedures in place within the organization that are consistent with the principles outlined within the Supply Chain Guideline.

The ministry recognizes the importance of this guideline in supporting the education sector to achieve a common standard of supply chain excellence and to carry out supply chain activities in an ethical, efficient and accountable manner. The revised master transfer payment agreement that is used for all school boards' funding agreements now includes a Supply Chain Guideline compliance requirement.

In addition, the ministry is required to report on the compliance of school boards on the implementation of these requirements. As a result, an attestation will be included in the 2010-11 Estimates package. This attestation will ask school boards to:

- Review existing procurement Code of Ethics and Procurement Policies and Procedures for compliance;
- Assess compliance with the required Supply Chain Code of Ethics and the 25 mandatory requirements listed in the Supply Chain Guideline;
- Post Procurement Policies and a Supply Chain Code of Ethics on the school board's public website.

We acknowledge the work of school boards to date as supply chain leaders in the broader public sector. The ministry will work closely with school boards on identifying any common issues and strategies to address concerns unique to the education sector.

We would expect school boards to be in compliance by June 30, 2010 and have policies publicly available by October 31, 2010. We encourage school boards to continue to move forward and develop an action plan to address any outstanding gaps. The ministry will also closely collaborate with the BPS Supply Chain Secretariat on the future implementation of metrics and standards that measure supply chain performance to ensure that while quality data is provided, the reporting burden of school boards is minimized.

Thank you and I look forward to your continued support of this important initiative.

Sincerely,

A handwritten signature in purple ink, reading "Cheri Hayward". The signature is fluid and cursive, with a long horizontal stroke at the end.

Cheri Hayward
Director
School Business Support Branch

Cc: OASBO Purchasing Committee
Purchasing Managers
Procurement/ Purchasing Staff