

Ministry of Education

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**2014: SB08**

MEMORANDUM TO: Superintendents of Business and Finance
Senior Business Officials
Supply Chain Managers

FROM: Cheri Hayward Director
School Business Support Branch

DATE: **April 11, 2014**

SUBJECT: **BPS Procurement Directive Training Modules for
Ontario School Boards**

On April 1, 2011, the Government proclaimed the Broader Public Sector (BPS) Expenses and the BPS Procurement Directives. Both of these directives apply to BPS organizations, including all Ontario school boards. With the release of these Directives, school boards and the ministry established two working committees to collaboratively identify and develop resources, tools and implementation strategies to support the sector in meeting compliance requirements.

In January 2012, the BPS Procurement Directive Working Committee began its work. The membership of the Committee included individuals nominated by the Council of Directors of Education (CODE), the Ontario Association of School Business Officials (OASBO) Committees including the Council of Senior Business Officials (COSBO), Finance, Human Resources, Operations, Maintenance and Construction (OMC), Information Technology (IT), Internal Audit, Student Transportation and Supply Chain Management, and staff from the Ministry of Education.

The Committee identified that there was need for a standard training tool for all school boards to increase awareness of the BPS Procurement Directive (the Directive) and to help staff and stakeholders understand their roles and responsibilities in effectively using public funds in school board procurements.

The Committee agreed to competitively procure a learning and training consultant to undertake the development of e-Learning modules which would include all mandatory requirements identified in the Directive. In addition, the Committee agreed that the modules would be more meaningful if they were tailored to specific school board staff and stakeholder groups, and included knowledge checks with practical school board case studies, questions and detailed answers based on the Directive to affirm learning principles.

We are pleased to release the resulting *BPS Procurement Directive Training Modules for Ontario School Boards*, developed by Flint Learning Solutions. The Training Modules are available in an e-Learning CD-ROM format and as links for upload to your school board's Intranet and/or Learning Management System (LMS).

The Training Modules are customized for four user groups:

1. Governance and Senior Leadership
2. Operations Staff
3. School Administration Staff
4. Teachers, Parents and Student Councils

The Training Modules include the following six modules:

1. BPS Accountability Act
2. Competitive Procurement
3. Procurement Evaluation
4. Procurement Award
5. Post Award and Contract Management
6. Non-Competitive Procurement

To support the Training Modules, the Committee has also developed a generic overview presentation that school boards can customize and use to introduce the Training Modules to staff and stakeholders. It is recommended that the overview presentation be used to complement the modules as well as demonstrate the school board's progress to date in meeting the requirements of the Directive.

The e-Learning CD-ROM, generic overview presentation, and Learning Management System (LMS) and web installation links have been sent to each school board. Please distribute a full set of 4 CD-ROMs to your Chair, Director of Education and Supply Chain/Procurement/Purchasing Managers which have been labelled accordingly. The content on the CD-ROM is not copyrighted so you can make additional copies for your

staff and stakeholders based on the four distinct user groups. You may also request additional English or French copies from the Ministry.

If you are using the web or LMS installation links to post the training modules on your school board's Intranet or LMS, information technology (IT) installation support will be provided to school boards until July 11, 2014. If you require IT assistance or support, please contact Paul Froc at Flint Learning Solutions at oasbo@flintls.com.

The Training Modules and overview presentation are an excellent resource to help school boards reach a larger group of staff and stakeholders, help manage procurement risks, and act as a point of reference for updating school board procurement policies and procedures to support compliance with the Directive. Together, these efforts will signal the commitment of school boards to open, fair, and transparent procurement practices and to greater fiscal responsibility to local communities.

Original Signed By

Cheri Hayward
Director
School Business Support Branch

Enclosures: e-Learning CD-ROM (mail), Generic Overview Presentation, and Web and LMS Installation Links