

BARRIE & COMMUNITY FAMILY HEALTH TEAM

PROCUREMENT POLICY

Section: FIN-004

Policy Title: Procurement Policy

Policy Owner: Finance

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Effective Date: January 2024

Policy Reviewed Date:

1.0 PURPOSE

The purpose of this Policy is to:

- To ensure that publicly funded goods and services, including consulting and information technology are acquired by BCFHT through a process that is open, fair and transparent.
- To ensure that procurement processes are managed consistently through BCFHT.

APPLICATION AND SCOPE

2.0 PRINCIPLES

This policy is based on five principles:

- A) Accountability** – BCFHT is accountable for its use of public funds. All expenditures support business objectives.
- B) Transparency** - BCFHT is transparent to all stakeholders. The rules for perquisites are clear and easily understood.
- C) Value for Money** - Taxpayer dollars are used prudently and responsibly.
- D) Quality Service Delivery** – Receiving the right produce, at the right time, in the right place.
- E) Process Standardization** – Standardized processes remove inefficiencies and create a level playing field.

The BCFHT Procurement Code of Ethics, in addition to applicable provincial and federal regulations, sets the minimum standards of behaviour and conduct expected from all employees and all internal service providers at all times. Compliance with the Procurement Code of Ethics is mandatory.

ONTARIO BROADER PUBLIC SECTOR SUPPLY CHAIN CODE OF ETHICS

Goal: To ensure an ethical, professional and accountable BPD 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 Broader Public Sector 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 will be open and accountable. In particular, contracting and purchasing activities will be fair, transparent and conducted with a view to obtaining the best value for public money. All RMH employees will ensure that hospital sector resources are used in a responsible, efficient and effective manner.

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.

References:

1. Broader Public Sector (BPS) Procurement Directive;
<https://barriefht.ca/wp-content/uploads/2025/08/BPS-PROCUREMENT-DIRECTIVE.pdf>
2. Broader Public Sector Accountability Act (BPSAA);
https://barriefht.ca/wp-content/uploads/2025/08/Broader-Public-Sector-Accountability-Act-2010-Mar_2023.pdf