

Supply Chain Guideline

Frequently Asked Questions

1. What does Supply Chain Guideline version 1.0 mean to the Broader Public Sector?

Beginning this April 2010, broader public sector organizations that receive \$10M or more from the Ministry of Health and Long Term Care, Ministry of Education and Ministry of Training, Colleges and Universities are required to have a Code of Ethics and Procurement Policies and Procedures in place within their organizations, consistent with the principles outlined in the Supply Chain Guideline.

2. Do these broader public sector organizations have to replace their existing policies with the Code of Ethics and Procurement Policies and Procedures listed in the Supply Chain Guideline?

The Code of Ethics and Procurement Policies and Procedures provided in the Supply Chain Guideline are not intended to replace existing policies. The Guideline provides a basis for a Code of Ethics and procurement policies and procedures that speak to supply chain, as required for the Broader Public Sector entities receiving \$10M or more from the Ministry of Health and Long Term Care, Ministry of Education and Ministry of Training, Colleges and Universities

3. How will compliance with the Supply Chain Guideline be reported?

The ministries of Health and Long Term Care, Education and Training, Colleges and Universities that provide the transfer payments, will each determine the mechanism for reporting this information and communicate directly with their respective transfer payment recipients.

4. What is a transfer payment recipient?

Broader public sector organizations, e.g. hospitals school boards, colleges and universities, that receive funding from the provincial government, are classified as transfer payment recipients. The amount of funding varies, depending on the services such entities provide to the public, and other criteria.

5. When will the next version of the Supply Chain Guideline be released?

An updated version of Supply Chain Guideline version 1.1 is scheduled for release in late spring 2010. This revised version of the Guideline is in response to feedback from key stakeholders looking for better alignment with current supply chain leading practices and existing trade agreements. It does not introduce any new Code of Ethics or Procurement Policies and Procedures.

Supply Chain Guideline version 2.0 is scheduled for release in fall 2010. This version will introduce performance metrics and standards base on key leading practices such as collaborative purchasing, strategic sourcing and contract management.

Dialogue with the broader public sector around the Supply Chain Guideline will continue in 2010.

6. What is new in Supply Chain Guideline 1.1?

Supply Chain Guideline 1.1 will include information on the following:

- An enhanced definition of competitive procurement
- Greater clarity re: Vendor of Record
- Guidelines that apply, and make exemptions to, trade agreements
- Greater clarity re: Requirement 25, Bid Process Procedures
- Sample templates:
 1. Procurement Approval Authority Form including Non-Competitive Award Bypass
 2. Evaluator Handbook including Evaluation Matrix
 3. Contract Award Letter
 4. Award Notification Letter
 5. Vendor Debriefing Template
 6. Evaluation Team Conflict-of-Interest Declaration and Non-Disclosure Agreement Template