



## Procurement Practices for the Acquisition of Goods & Services

### What are procurement practices?

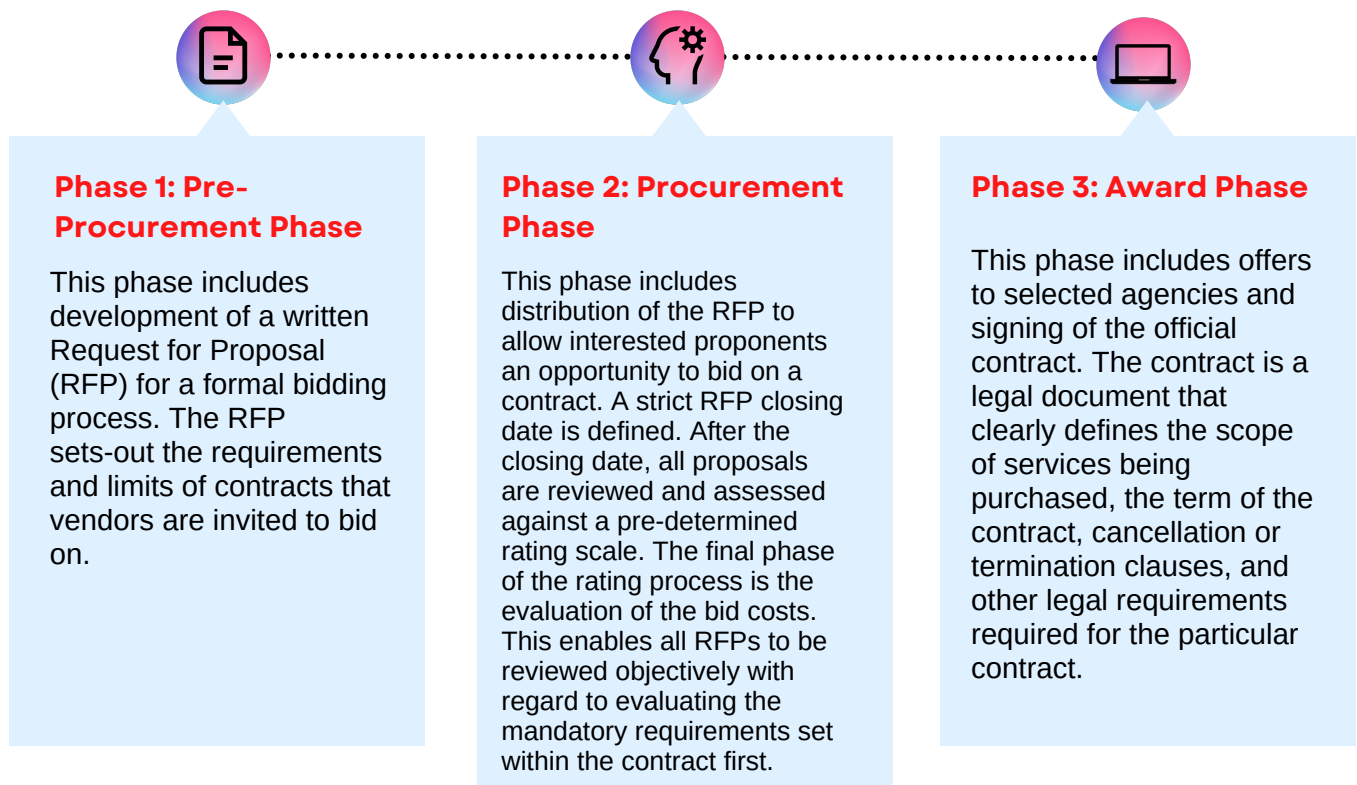
Procurement practices apply to all goods and services including the purchase of new equipment (e.g., overhead lifts), repairs or upgrades to Bellwoods' supportive housing sites (e.g., elevators; balconies; lighting), and the purchase of service agreements with outside parties to support client service delivery (e.g., use of PSW agency staff).

### What is Bellwoods' process for procurement?

Bellwoods has clearly defined expectations that support its procurement (purchasing) activities. These expectations are set-out in policies that help ensure that standard processes and documentation practices are utilized. As a not-for-profit, publicly-funded organization procurement of all goods and services must:

- ✓ Ensure that a fair, open and transparent process is consistently applied in requesting and evaluating proposals from prospective vendors;
- ✓ Meet the organization's legal and ethical obligations while striving to meet industry best procurement practices; and,
- ✓ Obtain overall best value while fulfilling obligations to ensure appropriate levels of quality and service.

In most cases, procurement processes include a three-phased approach:





By way of example, Bellwoods engages in a regular process to contract with external agencies to provide PSW staff to fill gaps in service delivery, as required. The last procurement process for selecting external PSW agencies took place in January 2020. Key requirements outlined in the call for proposals included the following considerations:

- Demonstrated experience in the supply and delivery of support services.
- Ability to provide certified (skilled and competent) PSW staff to meet Bellwoods' schedule and service requirements.
- Ability to assign a designated Supervisor for the training and education of agency staff, and that staff are trained in all the required skills specified by Bellwoods.
- Completion of a "Vulnerable Sector Screening" by the agency of all their staff assigned to work at Bellwoods.
- Commitment to work together with Bellwoods to conduct a full investigation when complaints or incidents take place.

Where possible, Bellwoods provides agency staff with an orientation to its sites and/or clients directly and/ or in training materials and manuals that have been developed for agency staff. All agency staff are expected to abide by Bellwoods policies and procedures and are provided with a copy of related policies.