

Halton Co-operative Procurement Group (HCPG)

Terms of Reference

1. Mission

HCPG will focus on maximizing the use of public funds through collaboration, efficiency, and leveraging economies of scale. By pooling our resources and expertise, we aim to streamline the procurement process, promote sustainable practices, and enhance the delivery of public services. Through strategic partnerships and shared knowledge, we strive to achieve optimal value for our member organizations while maintaining the highest standards of transparency, fairness, and integrity. Together, we are dedicated to driving innovation, maximizing savings, and ensuring the best possible outcomes for our member agencies, client groups and the communities we serve.

The HCPG will remain an indispensable, integrated and evolving co-operative procurement service, accessible to publicly funded agencies in Halton and beyond.

2. Values

- a. To ensure a high standard of ethics and integrity.
- b. To maintain co-operation and participation, working together to achieve best value.
- c. To maintain support for fair and open market competition, with an impartial approach to the award of all contracts.
- d. To maintain an energetic and pro-active approach to customer service.
- e. To maintain an innovative and progressive approach to legislation, market trends, sustainability' and technology.
- f. To foster collaboration and knowledge sharing regarding best practices, market intelligence, procurement initiatives, while also enabling continuous learning and improvement.

3. Goals and Objectives

The HCPG will be a centre of excellence for public procurement co-operatives. Business will be conducted with the following goals and objectives at the forefront:

- a. Ensure member satisfaction by continuously gathering feedback from member organizations to assess their needs and expectations and adapt the procurement co-operative's services and processes accordingly.
- b. Consider joint procurement for goods and services which will achieve best value through economies of scale and/or streamlining administrative tasks.
- c. Recognize the governance of each member agency as dictated by their individual Procurement Policies and/or By-Laws, which will guide decisions regarding participation in specific HCPG bid opportunities, and regarding process to be followed when that member agency conducts bid opportunities on behalf of the HCPG;
- d. Members will remain committed to contract awards post bid closing.

- e. Members will actively participate in the creation, adoption and adherence to the following:
- Annual business plan.
 - Operating procedures.
 - Protocols pertaining to the use of HCPG technology.
 - Award protocol. Each member will award in the form of a separate contract with the relevant supplier (via purchase order or contract, as applicable with each agency). Each agency is then responsible for ordering, receiving and payment processes, within the scope of an awarded call.

4. Members

Members in these terms of reference means one of the following publicly funded agencies, or other publicly funded agencies, as applicable:

- | | |
|---------------------------------|-----------------------------------|
| • Burlington Public Library | • Halton Regional Police Services |
| • Conservation Halton | • Milton Hydro |
| • City of Burlington | • Oakville Hydro |
| • Halton District School Board | • Town of Oakville |
| • Burlington Hydro | • Town of Halton Hills |
| • Region Municipality of Halton | • Town of Milton |

Committee member representatives must be responsible for Procurement on behalf of their agency.

5. HCPG Board Composition

The HCPG Board includes the following elected positions: Chair, Vice Chair, Treasurer, Secretary, Procurement Specialist Chair and Procurement Specialists Vice Chair.

6. Meeting Protocol

- a. Two committees will be formed within the HCPG, a Procurement Leaders committee and Procurement Specialists committee.
- b. Each committee will participate in regular monthly meetings (as required), and any additional meetings required for goal attainment.
- c. Committees will be chaired by an HCPG Board position or designate.
- d. Meeting Chairs will request agenda items one (1) week prior to scheduled meetings, with agendas being shared two (2) days prior to scheduled meetings.
- e. Secretary will minute meetings as required, with clearly identified action items that will be shared within one (1) week of the committee meetings. Where revisions are required, they will be requested and completed within one (1) week from the initial circulation, after which they shall be considered approved.

7. Business Plan

- a. The business plan provides the annual work plan for Members and includes HCPG commodities and services that will be co-operatively procured or maintained.
- b. Members will maintain communication for all projects they are involved with, including contract validity, renewal options, insurance/WSIB updates, performance issues, participation levels, etc.

8. Report and Review

- a. The HCPG Board will report as required or requested to Municipal Area Treasurers with such information as member participation, accomplishments, and project information.
- b. Each agency will report contract participation values, recorded in January of each year.
- c. The HCPG Board will review these terms of reference as and when required.