



Procedure no. 2020-CA-26:	Organizational Framework for Managing Corruption and Collusion Risks in Contract Management Processes
Approved:	Resolution no. CC-191211-CA-0053
Origin:	Contract Rules Compliance Monitor

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

1. PREAMBLE AND UNDERLYING PRINCIPLES

- 1.1. The Sir Wilfrid Laurier School Board (hereinafter, the “**School Board**”) is subject to the *Act respecting contracting by public bodies* (CQLR, c. C-65.1), as well as its rules, directives and policies, including the *Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle* adopted by the Conseil du trésor (hereinafter the “**Directive**”) on which is based the *Organizational Framework for Managing Corruption and Collusion Risks in Contract Management Processes* (hereinafter, the “**Framework**”).
- 1.2. The Framework is also based on by-law no. BL2008-CA-01 – *Delegation of functions and powers of the Sir Wilfrid Laurier School Board*, the *Policy on the Supply of Goods and Services*, the *Internal Guidelines for the Management of Supply, Services and Construction Contracts*, and the *Code of Conduct for All Employees of the Sir Wilfrid Laurier School Board*.

2. OBJECTIVES

- 2.1. In accordance with the Directive, the objective of the Framework is to develop and implement a framework making it possible for strategic stakeholders, including the Contract Rules Compliance Monitor (hereinafter, the “**RARC**”), to detect, analyze and assess corruption and collusion risks during internal management processes and to implement controls and mitigation measures.
- 2.2. To do so, the Framework must:
 - 2.2.1. ensure a structured and standardized process for detecting, analyzing, assessing, managing and monitoring corruption and collusion risks arising from activities within the School Board's contract management processes;
 - 2.2.2. specify the components of the Risk Management Plan Concerning Corruption and Collusion in Contract Management Processes;
 - 2.2.3. define the roles and responsibilities of the various stakeholders involved in managing corruption and collusion risks in contract management processes.

3. SCOPE OF APPLICATION

- 3.1. The Framework applies to senior staff and senior executives as well as all staff members of the School Board involved, whether directly or indirectly, in the School Board's contracting processes.
- 3.2. The Framework applies to all stages of the contract management process, in particular the following: identification of requirements, preparation of requests for quotations or calls for tender, establishment and work of selection committees, evaluation of tenders, and the awarding, signing and follow-up of contracts.

4. DEFINITIONS

4.1. For the purposes of the Framework, the following words are defined as follows:

- 4.1.1. **Collusion.** Secret agreement between potential bidders who work together to impede competition, namely by fixing prices or production, sharing sales or territories, or rigging bids.
- 4.1.2. **Corruption.** Exchange or attempted exchange where, directly or indirectly, an undue advantage is offered, promised or granted by a briber, or requested, accepted or received by a public office holder, in return for an act on the part of the public office holder to the benefit of the briber.

5. RISK MANAGEMENT PLAN

- 5.1. The School Board adopts a Risk Management Plan Concerning Corruption and Collusion in Contract Management Processes (hereinafter, the "**Plan**") for each financial year. This plan includes, without being limited to, the following:
 - 5.1.1. The organizational context of the School Board;
 - 5.1.2. An assessment of corruption and collusion risks and control measures in place;
 - 5.1.3. Risk mitigation measures (planned actions, risk owner, indicators, target, timeline and final outcome);
 - 5.1.4. Any other element determined by the Conseil du trésor.

6. ROLES AND RESPONSIBILITIES

- 6.1. The chief executive officer of the School Board:
 - 6.1.1. approves the Framework and its updates;
 - 6.1.2. approves the Plan each year, upon recommendation of the Director General;
 - 6.1.3. approves the annual monitoring and review report on the Framework.

6.2. The director general:

- 6.2.1. ensures the Framework is applied, communicated and respected;
- 6.2.2. allocates the human, financial and technical resources required for implementing the Framework;
- 6.2.3. ensures the Plan is implemented and executed each year, in cooperation with the RARC.

6.3. The RARC:

- 6.3.1. ensures continued improvements to the corruption and collusion risk management process in connection with the contract management processes;
- 6.3.2. revises the Framework, as needed;
- 6.3.3. coordinates risk management activities concerning corruption and collusion, in particular by working with the director general to implement and execute the Plan, ensuring follow-up of mitigation measures, training staff and providing tools.
- 6.3.4. writes the annual monitoring and review report on the Framework.

6.4. Senior staff and senior executives:

- 6.4.1. ensure the Plan is respected, as regards the monitoring of risk mitigation measures for all processes under their responsibility;
- 6.4.2. inform the RARC of any situation likely to prevent the School Board from reaching its objective to prevent corruption and collusion.

6.5. Staff members:

- 6.5.1. participate in the School Board's training activities for preventing corruption and collusion;
- 6.5.2. ensure application of the Plan's risk mitigation measures, as intended, when applicable.

7. ANNUAL REPORT

- 7.1. The Chief Executive Officer must, not later than four (4) months following the end of each financial year, approve the annual monitoring and review report on the Framework, according to the Directive and according to the form and terms determined by the Conseil du trésor, if applicable.
- 7.2. This annual report and all related documents must be presented to the Chair of the Conseil du trésor within fifteen (15) days of the Chair's request.



8. ENTRY INTO FORCE AND REVISION

8.1. The Framework comes into effect on the date of its approval by the Council of Commissioners.

8.2. The Framework is revised, as needed.

