

	<b>POLICY</b>  Number: 7311-20-008 Title: Provincial Procurement
Authorization  <input checked="" type="checkbox"/> President and CEO <input type="checkbox"/> Vice President, Finance and Corporate Services	Source: Director, Supply Chain Management Cross Index: 7311-20-007 Date Approved: October 23, 2012 Date Revised: Date Effective: October 13, 2015 Date Reaffirmed: October 22, 2015 Scope: SHR

Any PRINTED version of this document is only accurate up to the date of printing. Saskatoon Health Region (SHR) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Policies and Procedures website for the most current versions of documents in effect. SHR accepts no responsibility for use of this material by any person or organization not associated with SHR. No part of this document may be reproduced in any form for publication without permission of SHR.

## 1. POLICY

- 1.1 Under the direction of the Shared Services Office, provincial group procurement is undertaken for clinical and non-clinical health care products and services.
- 1.2 Regional Health Authorities (RHAs) and the Saskatchewan Cancer Agency (SCA) will standardize common products and services, leverage volumes and reduce prices.
- 1.3 Provincial contracts will be put in place for goods and services required by the Saskatchewan health care system in situations where a product/service is required by more than one RHA/SCA. This may include participating at a provincial level in New West Partnership or national contracts.
- 1.4 Clinicians, specialists and subject matter experts will be included in the decision making process when products and/or services are selected.
- 1.5 Products and services will be standardized unless there is a distinct clinical reason not to, or the capital investment required makes it non-viable.

## 2. ROLES AND RESPONSIBILITIES

### 2.1 Shared Services Office:

Will provide leadership and decision making in the following areas:

- Initiate, negotiate, finalize and manage all province-wide health care purchasing contracts;
- Coordinate vendor relations for all province-wide procurement contracts;
- Serve as an active participant in the New West purchasing partnership with Alberta and British Columbia. Act as lead province by coordinating

meetings, collecting data and facilitating the competition process when required;

- Coordinate and manage the national purchasing contracts through HealthPRO;
- Will seek input and information from the provincial Materials Management Committee and Clinical Advisory Committee during contracting processes;
- Keep RHAs/SCA, other provinces and key stakeholders informed during the contract negotiation and finalization process.

## **2.2 RHA/SCA:**

The materials management and procurement staff in the RHAs and the SCA will:

- Provide information and input to the Shared Services Office during product selection and contract negotiation process;
- Coordinate Evaluation of products and providing input when selecting new products;
- Communicate product selection process to RHA/SCA staff;
- Identify the selection of new products where appropriate;
- Inform, educate and facilitate product transition within the RHA/SCA.

## **2.3 Committees:**

2.3.1 Committees of subject matter experts will be established with representation from appropriate stakeholders to provide input and assist with the decision making process on products and services. Each committee will have a Terms of Reference established.

2.3.2 Participants will be invited from all health regions and Saskatchewan Cancer Agency, to participate on committees, as appropriate.

2.3.3 In situations that involve stakeholders from other provinces, all Saskatchewan committee participants will be representing the province of Saskatchewan vs. their individual health regions.

## **3. POLICY MANAGEMENT**

The management of this policy including policy education, monitoring, implementation and amendment is the responsibility of the Director, Supply Chain Management.