

PURCHASING AND TENDERING

Background

It shall be the practice of the District to purchase the most appropriate services, products, commodities, and equipment for the purposes envisaged, based on the quality and cost of the particular product. The District believes in purchasing competitively and seeking maximum educational value for every dollar expended, consistent with good purchasing practices.

The Secretary-Treasurer or designate has the responsibility for District purchasing and tendering.

Procedures

1. All services, supplies, commodities, or equipment required for the ongoing operations of the District are acquired on the open market with probity and in accordance with competitive public sector purchasing practices.
2. Whenever possible, the tender that provides the best economic value is to be accepted consistent with equal quality and the ability of the bidder to supply the requirements in a reasonable period of time. In exceptional circumstances, the Secretary-Treasurer may authorize acquisition from a sole source. These exceptional circumstances would involve an urgent requirement to:
 - 2.1 Protect and ensure the safety of students and staff.
 - 2.2 Protect the District assets.
 - 2.3 Prevent a serious financial loss to the District.
3. In determining the best economic value, the following factors will be considered:
 - 3.1 Price
 - 3.2 Quality
 - 3.3 Ability to meet product specifications.
 - 3.4 Ability to provide service and warranty support (including past performance).
 - 3.5 Availability of replacement parts.
4. In all purchasing transactions, authorized employees of the District will:
 - 4.1 Consider the interest of the District and the improvement of its educational program.
 - 4.2 Consider all responsible bidders equally when determining whether their product meets specifications and the educational needs of the District.

- 4.3 Decline gifts that might in any way influence the purchase of school supplies and equipment.
 - 4.4 Refrain from soliciting funds or materials from vendors, however worthy the purpose.
 - 4.5 Refrain from asking for special discounts or prices on items purchased from District suppliers for personal use.
5. The Secretary-Treasurer is authorized to develop specific educational partnerships that result in the provision of unique products or services to support educational programs, at a reduced cost to the District.
 6. The Secretary-Treasurer is authorized to pursue improved efficiencies and economies through cooperative ventures with other public sector agencies. The success of these joint initiatives will depend, in part, on achieving a level of standardization in supplies and services.
 7. Responsibility for awarding licenses for Child Care Services in schools is that of the Secretary-Treasurer or designate. Said services will be secured through a Request for Proposal process.
 8. The Secretary-Treasurer may delegate to the appropriate personnel the authority to purchase goods and services. The operating units are encouraged wherever possible to cooperatively purchase, that is, to take advantage of quantity discounts.
 9. General:
 - 9.1 All items purchased, or donated, in the name of a school or the District will become the property of the District.
 - 9.2 Where practicable, the Secretary-Treasurer or designate, will coordinate “bulk purchases” for various commodities.
 - 9.3 Use of the District’s purchasing procedures to acquire goods and services for personal use will not be permitted without the approval of the Secretary-Treasurer.
 - 9.4 Wherever practicable, equipment and supplies will be standardized to achieve maximum purchasing economy and quality goods. Consideration will be given to future maintenance of equipment and availability of parts and services.
 - 9.5 The purchase of any item or product from any person employed by the District is not permitted without the approval of the Secretary-Treasurer.
 - 9.6 All contracts must be signed by the Secretary-Treasurer, or designate.
 10. Purchasing Methods:

The District employs various purchasing tools for the acquisition of goods and services as follows:

 - 10.1 Petty Cash – used at the user level to expedite the acquisition of low value goods not to exceed \$100.00 (excluding taxes) per single transaction. A Petty Cash fund can be established by contacting the Secretary-Treasurer or designate.

- 10.1.1 Receipts must be attached to a petty cash voucher by the custodian in charge of the petty cash. The petty cash voucher must be signed by the custodian of the petty cash and signed by the custodian's immediate supervisor. The petty cash voucher shall be submitted to the Secretary-Treasurer to be approved by the Secretary-Treasurer or designate prior to reimbursement by Accounts Payable personnel.
- 10.2 School Trust/Bank Account (self-generated funds) – used at the school level to expedite the acquisition of goods and services. The School Trust/Bank Account is the responsibility of the Principal. The Principal may delegate the duties of financial record keeping, receipting and disbursing of funds to an individual of his/her choice.
 - 10.2.1 Disbursement of funds to purchase goods and services shall be made with cheques. The cheque must be signed by two (2) authorized signatures.
 - 10.2.2 In some instances, funds disbursed from the School Trust/Bank Account may be reimbursed by the District. Receipts must be attached to a cheque requisition by the custodian in charge of the School Trust/Bank Accounts. The cheque requisition must be signed by the custodian and signed by the custodian's immediate supervisor. The cheque requisition shall be submitted to the Secretary-Treasurer to be approved by the Secretary-Treasurer or designate prior to reimbursement by Accounts Payable personnel.
- 10.3 Purchasing Cards (Procurement Cards) – used for the procurement and payment of goods and services within established purchasing authorization limits, where it is efficient, economical and operationally feasible to do so. With the written approval from an employee's Principal or Supervisor, an employee may make application to the Secretary-Treasurer or designated Purchasing Card Administrator for a Purchasing Card.
 - 10.3.1 The Purchasing Card may only be used by the person named on the front of the card. Single transactions limits are set in consultation between an employee's Principal/Supervisor with the Secretary-Treasurer or the Purchase Card Administrator.
 - 10.3.2 On a monthly basis, the Assistant Secretary-Treasurer will forward a Monthly Purchasing Card Statement on the 28st of each month to each cardholder. The cardholder must attach the receipts to the Monthly Purchasing Card Statement and ensure the GST amount and General Ledger Account attached to the transaction is correct. The Monthly Purchasing Card Statement must be signed by the cardholder's immediate supervisor.
 - 10.3.3 The Monthly Purchasing Card Statement must be returned to the Assistant Secretary-Treasurer within 5 working days of receipt of the Purchasing Card Statement by the 28th of each month to be approved by the Secretary-Treasurer or designate.
 - 10.3.4 Purchasing cards shall not be used for transactions with 3rd party billing services such as PayPal.

- 10.4 Cheque Requisitions – ([Form 515-1](#)) used to request payment for goods and/or service where an invoice has been received and a purchase order was not issued (i.e. subscriptions, dues, or fees, etc.). Cheque Requisitions are not to be used to circumvent the Purchase Requisition/Purchase Order process.
- 10.4.1 Receipts, invoice or order form must be attached to the Cheque Requisition by the employee. The Cheque Requisition must be signed by the employee and signed by the employee's immediate supervisor. The Cheque Requisition must be submitted to the Secretary-Treasurer to be approved by the Secretary-Treasurer or designate prior to reimbursement by Accounts Payable personnel.
- 10.5 Purchase Requisition/Purchase Order – used for the purchase of goods and services. All purchase orders must be signed by the appropriate personnel (Principal/Supervisor) responsible for an operating unit, and by the Secretary-Treasurer or designate. In no case will a purchase order be honoured without the signature of the Secretary-Treasurer or designate.
- 10.5.1 The approved Purchase Order will be mailed or faxed to the vendor to enact to supply the goods or service as stated in the Purchase Order. Upon completion of the order, the vendor will send an invoice to the Secretary-Treasurer for payment.
- 10.5.2 If the invoice received from the vendor is the same amount, or within 10% or \$100 of the Purchase Order, the Secretary-Treasurer or designate will process payment to the vendor without additional approval.
- 10.5.3 If the invoice received from the vendor is greater than 10% or \$100 of the Purchase Order, additional approval from the requisitioner's Principal/Supervisor must be received prior to processing the payment to the vendor.
- 10.6 Standing Purchase Order – used to make purchases from a sole source vendor over a period of time (usually the school fiscal year) for supplies or services (i.e. building supplies, food distributor, office supplies, etc.). All Standing Purchase Orders must be signed by the appropriate personnel (Principal/Supervisor) responsible for an operating unit, and by the Secretary-Treasurer or designate. In no case will a Standing Purchase Order be honoured without the signature of the Secretary-Treasurer or designate.
- 10.6.1 The approved Standing Purchase Order will be mailed or faxed to the vendor. An employee may purchase goods or services from the vendor quoting the Standing Purchase Order. Upon completion of the requested order, the vendor will send an invoice to the Secretary-Treasurer for payment. The invoice received from the vendor by the Secretary-Treasurer will be forwarded to the requisitioner's Principal/Supervisor for approval prior to processing the payment to the vendor.
- 10.7 District Contract – for goods or services to be supplied over a period of time at a fixed or negotiated price (i.e. equipment leases, garbage disposal, etc.). An encumbered amount with start and end dates will be established for the District Contract. All District Purchase Orders must be negotiated by the Secretary-Treasurer or designate.

- 10.7.1 The approved District Contract will be sent to the vendor for the vendor to enact on the requirements stated in the District Contract. Based on the terms of the District Contract, the vendor shall forward an invoice to the Secretary-Treasurer for payment.
- 10.7.2 If there are no deviation between the invoice and the District Contract, payment to the vendor will be processed without additional approval. If there is a deviation between the invoice and the District Contract, additional approval from the Secretary-Treasurer or designate must be received prior to the processing of payment.

11. Purchasing Procedures

- 11.1 The Secretary-Treasurer may assign to his/her designate the authority to sign purchase orders in accordance with the procedure outlined in this Administrative Procedure.
- 11.2 The Secretary-Treasurer shall assign to individual employees the authority to initiate expenditures from accounts specifically assigned to them. When the total purchase cost of a single unit or group of units, or a service, is estimated to be:
 - 11.2.1 Up to \$1,000 (pre-tax amount), the purchase shall be made by comparative selections unless made from a previous supplier. Where convenient "Petty Cash" can be used to complete purchases of items up to \$100. Purchases will be authorized by the Secretary-Treasurer or designate.
 - 11.2.2 From \$1,000 to \$10,000 (pre-tax amount), the purchase shall be made by selecting the lowest bid from unlimited public tenders, invited quotations or it shall be made by negotiation with a designated supplier.
 - 11.2.3 From \$10,000 to \$75,000 (pre-tax amount), written quotations will be request from known, reputable suppliers of a particular good sand/or services. Purchases are to be completed by the end user by using a "Purchase Order". These purchases must be approved by the Secretary-Treasurer prior to initiating the order with the vendor (note: processing of utility invoices does not require prior approval for processing of payment to the supplier. These would include telephone, hydro and natural gas).
 - 11.2.4 Greater than \$75,000 (pre-tax amount), a "Tender" or "Request for Proposal" will be written by the Secretary-Treasurer or designate and will be sent to competing suppliers. The "Tender" or "Request for Proposal" must be approved by the Secretary-Treasurer prior to initiating the order with the successful vendor. The Secretary-Treasurer will notify the Superintendent of the result of the "Tender" or "Request for Proposal".

12. Tendering or Request for Proposals for Equipment and Supplies:

- 12.1 All orders in excess of \$75,000 (pre-tax amount) shall be tendered.
- 12.2 All responsible bidders will be given equal consideration and assurance of unbiased judgments in determining whether their product or service meets specifications and the needs of the District.

- 12.3 Invitations to tender shall be mailed, couriered, or otherwise delivered to all suppliers from whom tenders have been received in previous circumstances, or to any other supplier.
 - 12.4 The Secretary-Treasurer will ensure that competition is maximized and that local vendors are given every reasonable opportunity to bid on District contracts.
 - 12.5 All tenders or sealed bids will be opened in public in the presence of and signed by two staff members, one of whom must be the Secretary-Treasurer or designate, or the Director of Operations, recording the time and date opened.
 - 12.6 On occasion, only one bid may be submitted by tender closing time. The bid will not be opened unless the bidder agrees in writing, that they accept their bid may be rejected and that the tender may be re-tendered without any changes in the tender documents.
 - 12.7 Information pertaining to the proposals will not be released until after the review process has been completed and the successful vendor has been identified.
 - 12.8 Tenders will be awarded to the lowest bid or quoted price, consistent with the required quality and service. The District reserves the right to accept or reject the whole or part of any tenders. The "Tender" must be approved by the Secretary-Treasurer prior to initiating the order with the successful vendor. The Secretary-Treasurer will notify the Superintendent the results of the "Tender".
 - 12.8.1 The Secretary-Treasurer or designate will inform the successful vendor of the awarding of the tender. After the successful vendor has accepted the tender, then the unsuccessful vendors will be informed of the awarding of the tender to a competitive vendor.
 - 12.9 The Secretary-Treasurer will be consulted prior to awarding a tender to other than the low bidder.
13. Requests for Proposals for Childcare Services
- 13.1 The Secretary-Treasurer or designate will release a Request for Proposal (RFP) when space is available for Licensed Child Care Services in a school.
 - 13.2 The RFP will have a response time of a minimum of 2 (two) weeks.
 - 13.3 Only Child Care providers with a minimum of three years' experience providing licensed childcare services will be considered in the RFP process.
 - 13.4 The RFP will provide detailed information on the space available, the cost and license requirements, in addition to requesting detailed information on the proponent organization, how they align with the District's Early Learning Vision (if applicable) and meet school requirements.
 - 13.5 The District will hold an information session to familiarize proponents with the RFP process and the requirements of the RFP.
 - 13.6 Proponent applications will be reviewed by a panel. The Panel will include the Secretary-Treasurer or designate, and other District staff as deemed appropriate by the Superintendent. The panel may choose to include other representatives outside of the District if deemed appropriate.
 - 13.7 The Board will be advised of the successful proponent.

13.8 The successful proponent will be required to provide proof that Child Care Licensing requirements have been met before being granted a License of Occupation or Lease Agreement

14. Supplies and Vendors and Service Providers:

In awarding contracts or licenses, the following will be considered and/or required:

- 14.1 Current Business licenses and Canada Custom & Revenue Agency Business Number.
- 14.2 Non-profit Status Number for Child Care Service Providers or any other service provider awarded space through the RFP process.
- 14.3 Minimum of \$2,000,000 (two million dollars) liability insurance.
- 14.4 Workers' Compensation Board coverage (where applicable).
- 14.5 Ability to provide a quality, accessible, and affordable service (in the case of Child Care Services in District facilities).
- 14.6 Reputation, experience and qualifications.
- 14.7 Ability to deliver or perform within the time specified.
- 14.8 Ability to provide after sales' maintenance and service.
- 14.9 Past experience on previous orders.

Reference: Sections 22, 23, 65, 85 School Act
Financial Information Act

Adopted: October 8, 1997

Amended: September 21, 2005; March 3, 2015; September 1, 2018