



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

PURCHASING (Policy Statement: Purchasing)

Purpose

To provide guidance to schools and departments who need to purchase goods and/or services.

References

Integrated Supply Chain Guideline – Ministry of Finance
OntarioBuys
Education Act

Procedures

1. General

- 1.1 Sourcing, negotiations, contractual arrangements and the purchase, lease or rental of goods and services are the responsibility of Purchasing Services.
- 1.2 Purchasing Services is responsible for ensuring that competitive bids are obtained for purchases, where appropriate. A table indicating purchasing limits and methods is included in this document.
- 1.3 Purchasing Services is responsible for determining the duty and tax status of purchases.
- 1.4 In making a decision to purchase, Purchasing Services, in consultation with the end user, will consider not only the price of the goods or services but also quality, delivery, service, warranty and reliability of the vendor/supplier.
- 1.5 The authority to issue a purchase order in the name of the Board is delegated to the Purchasing Officer and/or designate.
- 1.6 Arrangements for equipment trials are made through Purchasing Services.
- 1.7 The Board Purchasing System is not to be used for personal purchases.

- 1.8 Disposal, either through sale or scrap, of the Board's moveable assets is the responsibility of Purchasing Services. Any costs associated with disposal are borne by the school or department requesting the disposal.

2. Purchasing Code of Ethics

- 2.1 All Board employees involved in any aspect of purchasing or other supply chain related activities must comply with the following Supply Chain Code of Ethics:
- a) **Personal Integrity and Professionalism**
All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between Broader Public Sector (BPS) organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.
 - b) **Accountability and Transparency**
Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.
 - c) **Compliance and Continuous Improvement**
All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

3. Purchase Limits And Methods

- 3.1 The purchasing methods within this section are the minimum requirements needed to ensure financial control and to minimize financial risk. Splitting transactions to avoid purchase limit requirements is not permitted.

All purchase transactions initiated by the Algonquin and Lakeshore Catholic District School Board will utilize the following:

Dollar Limits*	Purchasing Method
1. Purchases up to \$3,000.00	<ul style="list-style-type: none"> • Any Purchasing Method acceptable to the vendor, or purchase order. • Approved by budget holder.

Dollar Limits*	Purchasing Method
2. Purchases > \$3,000.00 to \$10,000.00	<ul style="list-style-type: none"> • Purchase order. • Approved by the Purchasing Officer. • Competitive quotes where possible. Use of a vendor of record does not require additional quotes.
3. Purchases >\$10,000.00 to \$40,000.00	<ul style="list-style-type: none"> • Purchase order. • Approved by the Purchasing Officer. • Written quotes required (possible ways to obtain quotes are through Request for Written Quote, Website Quote). • Request for Quotation/Proposal at the discretion of the Purchasing Officer. • Use of a vendor of record does not require additional competitive quotes.
4. Purchases >\$40,000.00 to \$100,000.00	<ul style="list-style-type: none"> • Purchase order. • Approved by Superintendent of Finance and Business Services or designate. • Public Tender or Request for Proposal. • May be by invitation or advertised using on-line bidding system.
5. Purchases > \$100,000.00	<ul style="list-style-type: none"> • Purchase order. • Approved by Board of Trustees. • Public Tender or Request for Proposal. • Advertised on on-line bidding system and elsewhere (Board website, newspapers) if appropriate.
<p>* Excluding provincial and federal taxes</p> <p>*Dollar limits refer to both one-time purchases, anticipated total annual spend or total contract value.</p>	

3.2 Vendors of Record

Purchasing Services has established long-term agreements with a number of vendors through a competitive process. These agreements have been established in adherence to Board policy and as such, purchases made from these vendors are exempt from any further competitive process. Purchase orders are necessary to initiate any orders above the minimum threshold outlined in Section 3.1.

3.3 Emergency Purchases

In case of emergencies, the Director or designate has the authority to obtain goods and/or services in the most expedient manner possible. As soon as possible thereafter, staff will inform the Board of the particulars involved and the action taken. Emergencies are defined as circumstances or situations beyond anyone's control which have the potential of affecting the

health, life and safety of students or other personnel, or result in financial losses or have the potential to interfere with staff and students occupying the building, or may interfere with the delivery of the program.

3.4 Information Technology Purchases

Computers, peripherals and software are to be purchased by completing an electronic requisition and forwarding it to the Manager of Information Technology Services. The Manager of Information Technology Services shall review it for compliance with board standards and forward it to the Purchasing Officer for processing.

3.5 Plant Purchases

Schools and the Board Office are not to enter into agreements with the trades or for building maintenance. All Plant related purchases are to be effected through Plant Operations and Maintenance.

3.6 Other Exceptions

- a) In instances where an expenditure is mandated by a municipality or other body, (e.g., building permit, utilities), the purchase is to be considered a sole source transaction and no formal tendering process is required.
- b) All purchases that deviate from the Board's Purchasing Policy must be justified by completing the Waiver of Competitive Process Form.

3.7 Unauthorized Purchases

All purchases made in the name of the Board without proper authorization under Board policy may be considered an obligation of the person making the purchase and not an obligation of the Board.

4. Cooperative Purchasing

- 4.1 The Board may participate in agreements administered by Integrated Supply Chain Management (ISCM)-compliant cooperative purchasing groups involving other BPS partners whenever it is in the best interests of the Board to do so.
- 4.2 Cooperative Purchasing Agreements will be administered by Purchasing Services, however, the responsibility for the process establishing the agreement will be the responsibility of the cooperative purchasing group.
- 4.3 Purchasing Services will obtain approval from the Board prior to participating in cooperative purchasing agreements when the anticipated spend by the ALCDSB will exceed \$100,000.00 annually. The eventual Cooperative Purchasing Agreement will be exempt from the normal Board approval process and will be presented at the appropriate monthly Board meeting for information purposes only.

5. Business Agreements

Principals and Vice-Principals may enter into a non-renewable business agreement with a vendor for a period not to exceed one year in accordance with the Board Purchasing Policies. If the proposed agreement exceeds the one year time limit then prior approval must be received from the school's Superintendent of School Effectiveness and the Superintendent of Finance and Business Services.

6. Tender Openings

Value	Opening Committee	Approver
>\$40,000.00 - \$100,000.00	<ul style="list-style-type: none"> • Purchasing Officer or designate and two (2) employees of the Board, which may include the Budget Holder, but must be outside Purchasing Services. 	<ul style="list-style-type: none"> • Superintendent of Finance and Business Services or designate
>\$100,000.00 - \$250,000.00	<ul style="list-style-type: none"> • Superintendent of Finance and Business Services or designate; • Purchasing Officer or designate shall act as secretary; • Budget Holder, if necessary. 	<ul style="list-style-type: none"> • Board of Trustees
>\$250,000.00	<ul style="list-style-type: none"> • Member of the Board of Trustees (subject to availability); • Superintendent of Finance and Business Services or designate; • Purchasing Officer or designate, shall act as secretary; • Budget Holder, if necessary. 	<ul style="list-style-type: none"> • Board of Trustees

In consultation with the Budget Holder, the Purchasing Officer will prepare an analysis of the competitive bids received and will make a recommendation to the Approver.

7. Review of Purchasing Policy and Administrative Procedures

The School Finance Committee is responsible for the periodic review of the Board's Purchasing Policy and Administrative Procedures.

Appendices

Forms

Form A: Waiver of Competitive Process

Approved: February 6, 2001

Revised: March 30, 2010