

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 515
PROCEDURE:	PURCHASING		

BACKGROUND

The Division believes in purchasing competitively and seeking maximum value for every dollar expended, consistent with good purchasing practices. All items purchased in the name of a school or the Division shall become the property of the Division.

The Division supports the principle of purchasing locally where prices are competitive. To this end, opportunities are to be provided for local suppliers to bid on bulk purchases of supplies, equipment and services.

For purchases of goods or services that are specific to a school or school property, preference for the use of local suppliers located within the community in which the school exists is recommended provided the price is within 5% of other competitor's prices. In situations where a local supplier is unable to provide the goods or services to meet specifications or timelines required by the Division, preference shall be given first to suppliers located within the geographic area of the Division, second to suppliers located within the Province of Saskatchewan and third to suppliers situated within Canada.

Purchasing practices should be in compliance with the Canadian Free Trade Agreement (CFTA), effective July 1, 2017 (amended September 5, 2019) and the New West Partnership Trade Agreement (NWPTA), which school boards are subject to effective July 1, 2012.

Definitions

The following definitions are cited to ensure consistent interpretation of terms used in this administrative procedure.

Tender - A process where bids are received through a formal competition open to all interested parties. Notice of any tender is advertised locally or in compliance with trade agreement guidelines. The tender opening is made publicly at a time and place specified in the tender document.

Formal Quotation - A process where bids are received by request from qualified vendors or contractors selected by the Chief Financial Officer. Such quotations are received only up to a specified time and date, are not advertised and are not opened publicly.

Informal Quotation - A more informal process of securing price quotations from selected vendors either by facsimile or electronic mail with no specified closing time and date.

Request for Proposals - A request to suppliers to submit proposals for goods and/or services that are innovative. Request for proposals do not tie firms to existing processes or rigid specifications but, rather, encourage new approaches, techniques and methods for meeting the Division's requirements.

PROCEDURES

1. Authority to Requisition

The Principal is granted the specific authority to requisition goods and services in approved annual decentralized budgets. Users shall specify the type, quality and quantity of materials.

2. Purchase Cards

Purchase cards will be used in accordance with Administrative Procedure 514 – Credit Cards.

3. Authority to Purchase

The Chief Financial Officer or designate is the exclusive authority to act as the procurement and disposal agent of the Division. The Chief Financial Officer shall be responsible for procuring products that meet acceptable commercial and safety standards at competitive prices. Exceptions to the specific purchasing authority outlined above are:

- 3.1 Major construction contracts – Director and/or Board (depending on value);
- 3.2 Land acquisitions – Board (upon Ministry approval);
- 3.3 Employee fringe benefit contracts – Director;
- 3.4 Legal and other consultative services – Director;
- 3.5 School academic equipment and supplies – Principal;
- 3.6 Petty Cash – Principal.

Exceptions shall be approved by the Director.

4. Tendering Procedures

- 4.1 All tenders received will be approved by the Director or Delegate.
- 4.2 All quotes/tenders for a major purchase of equipment, supplies, service or construction shall follow a formal tender process in compliance with existing trade agreements.
- 4.3 The tenders will be evaluated on the basis of quality, service, availability, price and other criteria as deemed appropriate.
- 4.4 Normally, the lowest bid consistent with specifications on each item shall be accepted.

5. Awarding of Contracts

- 5.1 Normally all awards shall be made on the basis of the lowest price complying with all applicable specifications, but where appropriate, suitability, quality, availability, service, related administrative costs, disposal value, and supplier's previous record of performance and service will be reviewed.
- 5.2 Terms of contracts will be determined based on the best value to the Division including financial and level of service components
- 5.3 The Board will approve the awarding of all contracts in excess of one hundred thousand dollars (\$100,000) in value.

6. Confidentiality of Information

- 6.1 All tenders/formal quotations shall be requested in a manner in which confidentiality and privacy is maintained. Names or numbers of bidders will not be released prior to the closing of tenders/formal quotations.
- 6.2 After an award has been made the name of the supplier will be disclosed to comply with the *Local Authority Freedom of Information and Protection of Privacy* (LA FOIP) Act.
- 6.3 Individuals requesting additional information regarding the award of a contract will be required to contact the Office of the Saskatchewan Privacy Commissioner.

Reference: Sections 69, 85, 108, 109, 110, 344, 349, 352, 354, 355 Education Act
Canadian Free Trade Agreement 2017

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