

Administrative Procedure 515

PURCHASING OF GOODS AND SERVICES

Background

Centralized buying of goods and services often achieves favourable prices and premier service. Centralized buying is more likely to ensure that all possible suppliers are made aware of the District's needs as they arise.

Procedures

1. General

- 1.1 Purchases of goods and services for the District shall generally be made through the Procurement Services Department.
- 1.2 Procurement shall be conducted to the highest standards of ethics to ensure fair and equitable processes.
- 1.3 Purchases shall be made in accordance with all relevant laws and legislation, Board policy and District administrative procedures.
- 1.4 An appropriate method of purchasing shall be used to ensure best value, reputable and reliable service for District needs.
- 1.5 The Superintendent or designate is authorized to approve contracts for services from individuals, groups or firms outside the District for purposes of obtaining:
 - 1.5.1 Expertise not readily available within the system; or
 - 1.5.2 Independent or objective data, analysis and opinion; or
 - 1.5.3 Favourable cost advantages
- 1.6 Wherever possible, the District will utilize competitive bidding to realize best value for dollar.
- 1.7 Where practical, the District will buy goods and services for the entire system.
- 1.8 Where quality, specifications, sources of supply, terms of delivery, and service are all acceptable the lowest bid will normally be accepted.
- 1.9 Conflict of interest for trustees or employees must not occur.
- 1.10 Purchase from District employees is not permitted without prior approval of the Superintendent.
- 1.11 District purchases not intended for re-sale to staff for personal use.
- 1.12 Existing contracts shall not be violated.
- 1.13 Contracts shall be fully executed before commitments are extended or payment is made.

2. Annual Purchase Orders

- 2.1 The Purchasing Department shall plan and coordinate identification of major purchase categories, establish bidding timetables and incorporate user requirements into the bidding timetable.

3. Major Purchases

- 3.1 Purchases of goods and services in excess of ten thousand dollars (\$10,000) shall be executed as follows:
 - 3.1.1 Sealed quotes from known sources of supply for purchases up to fifty thousand dollars (\$50,000).
 - 3.1.2 Sealed tenders, normally advertised in BC Bid for purchases exceeding existing legislated amounts.
 - 3.1.3 An evaluation of the submissions and recommendations shall be forwarded to the requisitioner for consideration prior to award.
 - 3.1.4 Contracts for goods and service in excess of existing legislated amounts or outside the ordinary course of business shall be considered "significant" for the purposes of this administrative procedure, and must be approved by the Superintendent and/or designate.

4. Intermediate Purchases

- 4.1 Purchases of goods and services between one thousand and one dollars and ten thousand dollars (\$1001 and \$10,000) may be made at the discretion of the Manager of Procurement Services as follows:
 - 4.1.1 Not fewer than three (3) verbal quotations are required unless the market is limited, sole source is required or in an emergency situation.
 - 4.1.2 Sole source and emergency purchases must be defensible and outlined in writing.
 - 4.1.3 Written confirmation must verify verbal quotation;

5. Minor Purchases

- 5.1 Purchases of goods and services up to one thousand dollars (\$1000) may be made at the discretion of the Purchasing Manager.

6. Capital Projects

- 6.1 Tenders for Capital Projects shall follow the guidelines established or recommended by the Ministry of Education.

7. Computer Acquisitions

- 7.1 In order to ensure efficient and effective provision of computer or computer-related technology acquisition, maintenance and use, a Computer Technology Committee will be established, which will provide recommendations to the Superintendent or designate, on hardware acquisition standards.

7.1.1 The recommendations shall be consistent with Ministry standards.

7.2 All computers or computer-related technology used in the District, regardless of source of funding, must be chosen from the approved list. In special circumstances, an alternative may be approved by the Superintendent or designate, following consideration by the Committee.

Reference: Sections 20, 22, 23, 65, 85 School Act
MASH Annex 502.4 Agreement on Internal Trade,
TILMA