

## Administrative Procedure 505

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# PURCHASING PROCEDURES

## Background

The division has a responsibility to ensure that all public funds are expended in the most efficient and effective manner.

## Procedures

1. The Secretary-Treasurer is responsible for developing procedures and guidelines to ensure that:
  - 1.1 There is competitive buying for all goods and services where appropriate.
  - 1.2 Federal and provincial legislation and regulations are adhered to.
  - 1.3 The best possible price is obtained.
2. Any individual item with a value of more than \$30,000.00 shall be approved by the Board prior to any contracts, requests for proposals, tenders or bids being made.
3. Formal tendering, or requests for proposal, may be waived for contracts that have a value of less than \$30,000. However, wherever possible, two or more competitive bids should be secured.
4. The Board may waive purchasing procedures of public tender, individual tender or request for proposal when it is deemed to be in the best interest of the division.
5. Schools or departments may perform the purchasing function that normally would be conducted through the Business Services Department; however, where possible, all purchases will be made through the use of division purchasing cards. Where purchasing cards are not available, purchases can only be made by purchase order and authorized by the appropriate agent such as: Superintendent, Deputy Superintendent, Associate Superintendent, Principal, Plant Operations Coordinator, maintenance personnel, Director of Finance, and Secretary-Treasurer.
6. Holders of purchasing cards must adhere to the terms and conditions set out in the cardholder agreement.
7. All tenders and replies to requests for proposals must be submitted in a sealed envelope and addressed to the Secretary-Treasurer, or designate. Tenders and replies to requests for proposals will be opened at the time specified and open to the general public.

8. Tenders and replies to requests for proposals may be withdrawn prior to the scheduled opening. Those tenders and replies to requests for proposals received after the specified date of opening will not be considered.
9. All tender calls and requests for proposals will be subject to any or all of the following conditions:
  - 9.1 The Board reserves the right to accept or reject any or all tenders, bids, and replies to requests for proposals that appear to be in the best interests of the division.
  - 9.2 The Board reserves the right to accept or reject any proposal and, further, reserves the right to negotiate with the selected firm to clarify and enhance the contract tender or proposal.
  - 9.3 The Board reserves the right to seek proposal clarification with the proposers to assist in making evaluations.