

**PREAMBLE**

The purpose of this administrative procedure is to provide direction and guidance for all Board personnel when making purchases of goods and/or services on behalf of the Board.

The facilities or agencies of the Board shall not be used to purchase or otherwise acquire goods, services, or materials for the personal use, benefit, or enjoyment of any employee except where an employee purchase plan has been approved by the Board.

**1.0 METHODS OF PROCUREMENT**

Goods and/or services shall be procured using the following methods:

**1.1 Petty Cash**

The purchaser is reimbursed for an approved purchase for nominal expenses under \$50 and with proof of purchase (i.e. official bill of sale or invoice marked paid).

**1.2 Purchase Orders**

The purchaser completes an online purchase order for goods or services required and forwards to the appropriate supervisor designated in Table 2.3 for approval prior to placing the order.

**1.3 Payment Request**

The Board recognizes that there may be, at times, occasions where a cheque or payment is required for goods or services for which no Purchase Order has been prepared. When the goods are received, an online Payment Request is completed and forwarded to the appropriate supervisor designated in Table 2.3 for approval.

**1.4 Purchasing Cards**

The Board has established a corporate credit card program for senior staff and designated Board Office personnel. The personnel participating must complete and sign the Cardholder Agreement Form and forward to the appropriate Supervisor for approval. See Appendix B for the required form 3E:21B.

The cardholder shall prepare a Monthly Summary of purchases charged to the card once the statement is received and forward along with original receipts to the appropriate supervisor for approval. See Appendix B for the required form 3E:21C. Charges to the card shall follow the approved procedures for purchasing.

**1.5 Price Quotations, Requests for Proposals (RFP) and Tenders**

When the scope of a purchase exceeds a fixed dollar amount; or to secure volume pricing; or to implement regular maintenance plans; or to procure items of a capital nature, the Board requires a formal process to comply with policy objectives.

**2.0 ROLES AND RESPONSIBILITIES**

**2.1** The Board delegates the authority to purchase in the name of the Board to the Director of Education and/or Superintendent of Business and Treasurer. The Director of Education and/or Superintendent of Business and Treasurer may delegate further the authority to purchase goods and/or services on behalf of the Board.

**2.2** All staff having purchasing responsibility need to be properly informed on the current policy and procedures to ensure that he/she is in compliance.

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Purchasing Policy 3E:21

APPENDIX A – ADMINISTRATIVE GUIDELINES

**2.3 Purchasing Limits and Approvals**

2.3.1 The following table demonstrates the limits established for purchasing goods and/or services with the corresponding personnel responsible for approving the purchases.

TABLE 2.3.1

| <b>Position</b>            | <b>Authorized to Purchase</b>   | <b>Approving Personnel required if over limit</b>                       |
|----------------------------|---|---|
| Managers                   | < \$3,000 for purchases and routine supplies as it pertains to individual's department.                                   | Superintendent of Business and Treasurer or Superintendent of Education |
| Principals                 | < \$3,000 for specific school related goods and/or services on pre-approved budget.                                       | Superintendent of Education   |
| Learning Coordination Team | < \$3,000 for specific program related goods and/or services on pre-approved budget or other funding sources as required. | Superintendent of Education   |
| Superintendents            | < \$20,000  | Director of Education   |

**2.4 Approval Thresholds**

2.4.1 The following table lists the personnel responsible for approving purchases of goods and/or services of the Board and their corresponding limit.

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Purchasing Policy 3E:21

APPENDIX A – ADMINISTRATIVE GUIDELINES

2.4.2 When the purchase requisition/order exceeds the individual's limit it must be forwarded to their immediate Supervisor.

| <b>Position</b>            | <b>Approval Limit<br/>(including applicable taxes)</b> |
|----------------------------|--|
| Manager/Principal          | < \$3,000  |
| Learning Coordination Team | < \$3,000  |
| Superintendent             | < \$20,000   |
| Director of Education      | \$20,000 +   |

**2.5 Process**

2.5.1 Once the need for a purchase or service arises the following process shall be followed:

- **<\$50**

A purchase order is not required. Original receipts must be obtained, signed by the approving personnel with the applicable account and program clearly identified on the receipt. Account descriptions are not acceptable. If the vendor requires a purchase order, the Purchase Order System (POS) must be used, where available.

- **>\$50 <\$3,000**

A purchase order is required. For purchases of goods and/or services that fall within the above amount due consideration of value and cost should be given by the purchaser. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order may be e-mailed, or faxed to the vendor.

## HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

### Purchasing Policy 3E:21

#### APPENDIX A – ADMINISTRATIVE GUIDELINES

- **>\$3,000 < \$10,000**

A purchase order is required. For purchases of goods and/or services that fall within the above dollar values three verbal quotations must be obtained and documented in the internal comments section of the online Purchase Order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order may be e-mailed, or faxed to the vendor.

- **> \$10,000 < \$100,000**

For purchases of goods and/or services that fall within the above dollar values three written quotations are required and do not require a formal bid process. Once the quotations (Section 4) have been obtained on the vendor's prescribed letterhead, the quotation summary and relevant information shall be scanned into the POS as an attachment to the purchase order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order must be sent to the vendor by e-mail or fax only.

- **> \$100,000**

For purchases of goods and/or services that fall within the above dollar values an open, competitive procurement process must be undertaken. Once this process (Section 5) is completed and **approved by the Board**, the documents acquired shall be scanned into the POS as an attachment to the purchase order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order may be e-mailed, or faxed to the vendor.

#### General

The purchase order number must be supplied to the vendor at the time of ordering. Intentional separation of purchases to stay within the above limit is prohibited.

The purchase order number must be clearly identified on the invoice. Invoices received without an approved purchase order number will not be paid.

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Purchasing Policy 3E:21

APPENDIX A – ADMINISTRATIVE GUIDELINES

There are occasions where a formal tender process is inappropriate because of the nature of the goods and/or services being acquired. Subject to approval from the Superintendent of Business and Treasurer a formal RFP (Request for Proposal) may replace the tender process.

For specific details on the tender and request for proposal processes, see Section 4 (Tendering) and Section 5 (Request for Proposal).

2.5.2 Conditions

2.5.2.1 The vendor must forward all original copies of invoices directly to the Board Office for processing.

2.5.2.2 Invoices, credit notes, refunds, etc., must clearly identify the customer and billing address as follows:

Huron-Perth Catholic District School Board  
Attention: Accounts Payable Dept  
87 Mill Street  
Box 70  
Dublin, ON  
NOK 1E0

2.5.2.3 The “ship to” address should be identified as the location for which the supplies were delivered.

2.5.2.4 Invoices must clearly indicate the purchase order number assigned from the POS (Purchase Order System).

**3.0 EXCEPTIONS**

**3.1 Unauthorized Purchases**

Based on the authority designated in Section 2.3 the following are designated as unauthorized purchases:

3.1.1 Procurements, except those to be paid from petty cash funds, made in the name of the Board without an authorized purchase order may be considered an obligation of the employee procuring the items and not an obligation of the Board.

# HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

## Purchasing Policy 3E:21

### APPENDIX A – ADMINISTRATIVE GUIDELINES

- 3.1.2 Long term agreements and/or contracts.
- 3.1.3 Personnel are prohibited from unilaterally entering into contracts that bind the Board to products and/or services other than regular operational agreements (i.e. pictures). All agreements must be in writing and authorized by the Superintendent of Business and Treasurer or designate. See Section 12, Appendix A, of Policy 3E:22 (School Generated Funds), for further information on this subject.
- 3.1.4 Purchases whereby any school board personnel may receive any gratuity, favor, direct or indirect payment that exceeds the bounds of normal social courtesy.
- 3.1.5 Personal purchases for employees, members of the Board or others, nor shall its influence be used to obtain preferential treatment for those listed herein.

## **3.2 Specialized Services**

- 3.2.1 Certain goods and/or services and long term arrangements are exempt from this policy as their value is determined by the Board through other contractual agreements, or by resolution. Examples include:
  - Banking services
  - Computer support services
  - Employee benefits
  - Insurance
  - Legal and audit services
  - Student transportation
- 3.2.2 Final selection of the above will be recommended by the Director of Education and/or Superintendent of Business and Treasurer to the Board of Trustees for approval.
- 3.2.3 The Director of Education and/or Superintendent of Business and Treasurer may place a call for tenders and/or requests for proposals when deemed necessary.

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Purchasing Policy 3E:21

APPENDIX A – ADMINISTRATIVE GUIDELINES

**3.3 Consulting Services**

A consultant means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

Prior to commencement, any procurement of consulting services must be approved in accordance with the guidelines below:

| <b>Procurement Method</b> | <b>Procurement Value</b>               | <b>Approval Authority</b>      |
|---------------------------|--|--------------------------------|
| Invitational Competitive  | \$0 up to but not including \$100,000  | In accordance with section 2.5 |
| Open Competitive          | Any Value                              | In accordance with section 2.5 |
| Non-Competitive           | \$ up to but not including \$1,000,000 | Director of Education          |
|                           | \$1,000,000                            | Board of Directors             |

For invitational competitive procurement, written quotes must be requested from a minimum of three qualified vendors.

Approval and justification of non-competitive procurement of consulting services must be documented in form 3E:21D of Appendix B.

Under no circumstances shall hospitality, incidental or food expenses be considered allowable expenses for consultants by way of this purchasing policy or in any contract between the Board and a consultant. Therefore, they cannot claim or be reimbursed for such expenses, including:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependant care
- Home management
- Personal telephone calls

### **3.4 Non-Competitive Procurement**

- 3.4.1 **Single Sourcing:** Where an unforeseen situation of urgency exists, the goods and services may be acquired from a specific vendor. When purchasing such items, justification to support the decision must be formally documented.
- 3.4.2 **Sole Sourcing:** Where only one vendor is able to meet the requirements of procurement in the circumstances. In such cases, the requisition must be preauthorized in accordance with section 2.5.
- 3.4.3 **Collaborative Marketplaces:** Government collaborative sourcing initiatives such as the Ontario Education Collaborative Marketplace (OECM) award tenders in accordance with the BPS Procurement Directive. These buying groups eliminate the competitive procurement requirement at the school board level. When purchasing awarded items from the respective vendors, the requisition must be preauthorized in accordance with section 2.5.

### **3.5 Non-Negotiable Supplies**

Other services that are deemed necessary and for which their value is not open to negotiation include:

- Hydro
- Water
- Gas

## **4.0 WRITTEN QUOTATIONS**

- 4.1 The Board personnel obtaining the written quotations must provide sufficient specifications of the goods and/ or services required to all vendors.
- 4.2 Written quotes must be obtained from a minimum of three vendors.
- 4.3 The written quotations must be:
- 4.3.1 On the vendor's prescribed letterhead;
  - 4.3.2 Completed in ink and/ or typewritten;
  - 4.3.3 Signed by the authorized representative of the vendor.

APPENDIX A – ADMINISTRATIVE GUIDELINES

- 4.4** Vendors selected to provide written quotations may be chosen at the discretion of the Board personnel. Where vendors have been pre-qualified, written quotes should be obtained from this list if applicable.

**4.4.1** Prequalification of Vendors:

The Manager of Plant will maintain a list of vendors and contractors who have expressed an interest in serving the Board as a result of the process outlined in Section 4.4.2. Applicable products and services include:

- Construction and Maintenance Contractors
- Service Contractors

The prequalified vendor list is maintained for a period of one year. A firm may be removed from the list if it fails to reply to written quotation requests or if it fails to meet previous obligations.

**4.4.2** Classified Advertisement:

A general advertisement will be placed in the local newspapers and on the Board website at least once per year inviting vendors to provide necessary information to the Manager of Plant. This information must be provided in order to be considered for the pre-qualified vendor list.

- 4.5** The Board reserves the right to accept or reject any or all of the written quotation. The lowest quote may not necessarily be accepted. Should the purchase not be awarded to the vendor submitting the lowest cost quote, reasons for the selection must be documented in writing.

**5.0** **COMPETITIVE PROCUREMENT**

**5.1** **REQUEST FOR TENDER**

5.1.1 Board personnel who request the purchase must provide sufficient specifications of the goods and/or services required to allow the department responsible for preparing the request for tender (RFT) to obtain proper bids.

5.1.2 The RFT shall be prepared, distributed and collected by a member of the Tender Review Committee (Section 5.1.8). The RFT must provide these minimum instructions:

## HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

### Purchasing Policy 3E:21

#### APPENDIX A – ADMINISTRATIVE GUIDELINES

- 5.1.2.1 The vendor must submit the tender in a sealed envelope or by way of a secure online tendering system;
- 5.1.2.2 Closing date and time, which must be a minimum of fifteen days after the RFT is posted and be a normal working day;
- 5.1.2.3 Must be completed in ink and/or typewritten except when submitted electronically;
- 5.1.2.4 Must be signed by the authorized representative of the vendor;
- 5.1.2.5 Holdback details.
- 5.1.3 The RFT must also include the following information:
  - 5.1.3.1 All mandatory, rated and other criteria that will be used to evaluate submissions;
  - 5.1.3.2 The evaluation methodology and process to be used in assessing submissions;
  - 5.1.3.3 Any options to extend the agreement;
  - 5.1.3.4 Bid dispute resolution procedures;
- 5.1.4 A non-refundable fee may be charged for tenders or proposals, in an amount determined by the Business Services Department.

Vendors will be informed of the Board's RFT's through an electronic tendering system that is readily accessible by all Canadian vendors.
- 5.1.5 Board Office personnel will be responsible for date and time stamping the tenders as they are received and for keeping them in a locked cabinet until the time of opening.
- 5.1.6 Any amendments to a RFT already in distribution will be posted in the same manner as the RFT.
- 5.1.7 Tenders shall be received from a minimum of three vendors, except for those occasions where it is neither practical nor possible to obtain three prices, or cases where the products are only available from a limited number of vendors.

## HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

### Purchasing Policy 3E:21

#### APPENDIX A – ADMINISTRATIVE GUIDELINES

5.1.8 Sealed tenders will be opened in the presence of the Superintendent of Business and Treasurer and a minimum of two other members of the Tendering Committee (Section 5.1.9). A complete set of specifications will be provided to all bidders.

5.1.9 Tender Review Committee

5.1.9.1 The Tender Review Committee shall be comprised of the following:

- Superintendent of Business and Treasurer
- Finance/ Business Services Officer
- A representative from the user department

Note: For tenders requiring Board approval Trustees will be notified and may attend tender openings.

5.1.10 The Board reserves the right to accept or reject the whole or any part of the tender. The lowest or any tender may not necessarily be accepted. Tenders will be awarded based on the evaluation process completed by the Tender Review Committee.

5.1.11 Tenders shall be opened in public. Any interested party may attend any public opening.

5.1.12 Tender openings shall take place as soon as possible after the announced closing time for submission of bids. The closing date and time, and tender openings will be clearly identified on the RFT documents.

5.1.13 The tenders shall be checked by the Superintendent of Business and Treasurer or designate to ensure that all criteria requested is included and there are no alterations to the tender request.

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Purchasing Policy 3E:21

APPENDIX A – ADMINISTRATIVE GUIDELINES

- 5.1.14 The Board reserves the right to reject any tender in any of the following circumstances:
- The tender was received after the closing date and time (such tenders will be recorded and returned to the bidder unopened);
  - The tender was incomplete;
  - The tender was not written in ink, typewritten or submitted through the secure online tendering system;
  
  - The tender indicated a change without initialing;
  - The tender contains exceptions, variations or qualifications;
  - The tender lacked clarity;
  - The tender was not signed;
  - The tender is over budget;
  - Other deficiencies.
- 5.1.15 The Superintendent of Business and Treasurer or designate shall be responsible for maintaining appropriate tender opening minutes and/or summary sheets.
- 5.1.16 The Tender Committee shall prepare a list of the tenders received, time of opening, and any reasons that may declare the tender invalid.
- 5.1.17 The Board may elect to hold back a portion of the final payment to the vendor if the work is not completed to the satisfaction of the Board. This clause shall be included in the request for tender documents.
- 5.1.18 Tender results will be posted for bidders as soon as possible following the tender opening in the same manner as the RFT documents, in accordance with [Municipal Freedom of Information and Protection of Privacy Act, R S O 1990](#) guidelines. The vendor name and tender amounts will be published in the formal minutes of the Board upon recommendation of the tender award.
- 5.1.19 Upon award of the tender, the successful vendor must be formally defined in a signed, written contract. This contract must include all terms and conditions as well as a termination clause.

APPENDIX A – ADMINISTRATIVE GUIDELINES

5.1.20 All tenders will be retained on file for a period of seven years.

5.1.21 All vendor information must be maintained in a secure and confidential manner.

**5.2 REQUEST FOR PROPOSAL**

A Request for Proposal (RFP) may be used in place of a Request for Tender (RFT) when the Board or Senior Administration wishes to consider a variety of factors in addition to price in awarding a contract.

5.2.1 The call for proposals and receipt thereof shall be handled in the same manner as a RFT (Section 5.1).

**6.0 CONFLICT OF INTEREST**

**6.1** Any person involved in the ownership or operation as a potential vendor to the Board who is an employee or whose parent, spouse, child or other immediate family is an employee of the Board shall be considered to have a potential conflict of interest and will, therefore, declare this potential conflict prior to any sale, quote, bid or proposal.

**6.2** All purchases from Board employees shall be governed by applicable legislation including but is not limited to Section 17 of the [Education Act, R.S.O. 1990, c. E.2.](#)

**7.0 GLOSSARY OF TERMS**

|                                 |   |
|---------------------------------|---|
| <b>Approval</b>                 | Authorization has been given to proceed with the purchase of products and/or services.  |
| <b>Bid</b>                      | An offer from a vendor in reply to a request for quotation, tender or proposal which is subject to acceptance or rejection.   |
| <b>Bid Bond</b>                 | A bond which guarantees that if the order is awarded to a specific bidder, the bidder will accept the purchase contract. If the vendor refuses, the extra costs to the buyer of going to an alternate source are the insurer's liability. |
| <b>Bidder</b>                   | A vendor who submits a bid to supply a product and/or service.  |
| <b>Board</b>                    | The Huron-Perth Catholic District School Board.   |
| <b>Credit Note</b>              | When goods are returned to a vendor for which an invoice has previously been processed.   |
| <b>Gratuity</b>                 | A small gift to show appreciation.  |
| <b>POS</b>                      | Purchase Order System.  |
| <b>Procurement</b>              | To purchase an item and/or service on behalf of an organization.  |
| <b>Products and/or Services</b> | Includes but is not limited to supplies, equipment, materials, maintenance, service contracts, professional services, construction items.   |
| <b>Proposal</b>                 | An offer from a bidder for products and services in response to a request for a sealed proposal, acceptance of which may be subject to further negotiation.   |
| <b>Purchase Order</b>           | A document which confirms a contract to purchase specific goods and/or services.  |
| <b>Quote</b>                    | An offer from a vendor to sell products and/or services to the Board.   |

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Purchasing Policy 3E:21

APPENDIX A – ADMINISTRATIVE GUIDELINES

|                                |  |
|--------------------------------|--|
| <b>Quote, written</b>          | An offer obtained in writing, and requiring documentation for purchases (i.e. written quotations from vendors).  |
| <b>Request for Proposal</b>    | An offer to execute work or supply goods for requesting pricing when a proposed method of accomplishing the objective for an item or service for which definitive specifications cannot be written and only the desired end result can be specified.   |
| <b>Tangible Capital Assets</b> | Non-financial assets having physical substance that are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for sale in the ordinary course of operations. |
| <b>Tender</b>                  | An offer to execute specified work or supply specified goods at a fixed price that exceeds the limitations set in Section 2.5.   |
| <b>Trustee</b>                 | Elected members of the Board.  |
| <b>Vendor</b>                  | A supplier of products and/or services who is an established company or proprietorship.  |