

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 515 – Purchasing	
Related LCSD AP's	AP 500 – Budget AP 510 – Financial Accounting and Auditing AP 516 – Appendix A Purchasing and Payment Procedures AP 517 – Appendix B Purchase Card User Manual AP 518 – Pcard Holder (Purchasing/Approval Matrix)	
Form(s)	F 515.1 – Pcard Holders F 515.2 – BMO New Account F 515.3 – Missing Purchase Card Receipt	
References:	<i>The Education Act, 1995</i> sections, 85, 344 The Education Regulations, 2019 sections 72, 73 Annex 502.4 Agreement on Internal Trade Canadian Free Trade Agreement – Chapter Three: Parts A, B New West Partnership Trade Agreement - Article 14: 1(a)(c)	
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Background

The purchase of goods and services for the Division shall be conducted in accordance with the Education Act of the Province of Saskatchewan and be consistent with the following basic principles:

1. Minimum Expenditure – Purchase of quality goods and services at the least total expense to the Division.
2. Open Competition – Goods and services to be purchased through open competition wherever possible.

General Guidelines

1. The authority for the purchase of materials, equipment, supplies and services is approved by the Board through the adoption of the budget.
2. All purchases are to fall within the framework of budget limitations and be consistent with the approved educational goals and programs of the Division.
3. Purchasing authority is delegated to: the Principal of each school relative to the school budget; to the Deputy Directors, CFO or Supervisor(s) relative to the department budgets.
4. Purchases are to be done competitively without prejudice and are to seek maximum educational value for every dollar expended. All things being equal, the lowest price or tender shall be accepted.
5. In purchasing goods and services, practical considerations such as time constraints, availability of vendors, vendor reputation and experience, and the ability to provide after-sales maintenance and service must be weighed against the financial advantage of competitive buying.

6. Purchase is to be made locally whenever goods and services of equal quality at competitive prices are available.
7. All purchases are the property of the Division and shall not personally benefit the purchaser.
8. Subject to approval by the Director of Education, the CFO shall establish administrative procedures to govern the purchasing function and to indicate the employees who have been authorized to purchase on behalf of the Division.

Pecuniary Interest

No Division employee, in a position to recommend or influence purchasing of materials or services from any specific suppliers, should hold a significant interest in any company from which the Division makes purchases without adequate disclosure to the Director of Education. Nor should any member of an employee's immediate family hold such interest.

Definitions

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

Request for Tender

A formal structured invitation that allows suppliers to submit a bid to supply products and/or services. Notice of any tender is advertised locally and nationally where required by the New West Partnership Agreement and/or Agreement on Internal Trade.

Request for 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. The request may require technical expertise, specialized capability, or research and development where the product or service does not yet exist.

Procedures

1. The Division will comply with the requirements of the New West Partnership Trade Agreement and the Canada Free Trade Agreement. Purchasing goods and services required for the Division will be through competitive buying practices as specified below:
 - 1.1 Goods and services purchases over seventy five thousand dollars (\$75,000) and construction over two hundred thousand dollars (\$200,000) shall be publicly posted on the Alberta Purchasing Connection and Sask Tenders.
 - 1.2 All publicly posted tenders must include, the full tender documents, prepared in accordance with appropriate protocol and careful business practice.

2. The Division will acquire all goods and services through competitive buying practices subject to the minimum tendering and quotation requirements as follows:
 - 2.1 Subject to the other provisions contained in these procedures, tenders shall be requested in all the following cases:
 - 2.1.1 All goods and services, including building materials and capital projects, where the projected cost is expected to be in excess of fifteen thousand dollars (\$15,000) in value;
 - 2.1.2 In other cases where it is deemed to be in the best interest of the Division.
 - 2.2 A Request for Proposal process may be substituted where more appropriate for the cases described in Section 2.1. The Request for Proposal will be advertised in the same manner as a tender.
 - 2.3 Quotations shall be requested when the value of the purchase is expected to be between five thousand (\$5,000) and fifteen thousand dollars (\$15,000).
 - 2.4 Informal quotations shall be requested on items valued at less than five thousand (\$5,000) whenever comparative prices and quality exist in the marketplace.
 - 2.5 Where no competitive supply market exists, or it is considered in the best interests of the Division, the Chief Financial Officer shall employ such value analysis and negotiation methods considered appropriate for obtaining acceptable material at the lowest possible cost.
 - 2.6 Orders will not be "split" for the purpose of circumventing the limitations specified in this procedure.
 - 2.7 Subject to the MASH Procurement Policy, where an item required has been previously tendered within the preceding six (6) months and there has been no increase in pricing, the manager is authorized to negotiate the purchase with the successful bidder from the previous tender.

3. Responsibilities and Authorities

- 3.1 The Chief Financial Officer is responsible for the general supervision of the purchasing function in the Division.
- 3.2 The Chief Financial Officer or designate is authorized to effect all purchases and to dispose of all surplus equipment, furniture and materials and to establish procedures to ensure conformity with this purchasing procedure.
- 3.3 Purchase or lease of goods and services shall be initiated by properly authorized personnel.
- 3.4 The Chief Financial Officer shall have the responsibility for obtaining tenders and quotations and will review the information with the originator prior to placing the order if the cost exceeds the estimate given on the requisition.
- 3.5 The Chief Financial Officer or designate shall have the sole authority to execute purchase or lease contracts or purchase orders on behalf of the Division.
- 3.6 In order to gain advantages arising out of quantity buying, the Chief Financial Officer shall, whenever it is reasonably possible, coordinate common requirements from all schools and buy for the entire system at once.

4. Award of Contract

- 4.1 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 taken into account.

5. The Board has reserved approval of the awarding of all contracts and all capital projects in excess of one hundred thousand dollars (\$100,000) not previously approved in budget, and the financing of capital projects.

6. Confidentiality of Information

- 6.1 All tenders/quotations shall be requested in sealed, marked envelopes. Names or numbers of bidders will not be released prior to the closing of tenders/quotations.
- 6.2 All tenders will be publicly open. Bidders are invited to attend the opening where information on pricing will be given.
- 6.3 After an award has been made, the successful bidder's name and pricing detail will be released upon request.
- 6.4 Under exceptional circumstances, when it is deemed to be in the best interests of the Division and suppliers, detailed pricing information will not be disclosed.

7. Conflict of Interest

- 7.1 No staff member of the Division shall purchase or lease any goods or services from or through the Division for personal use or gain. If any purchase or contract is made contrary to this Administrative Procedure the Division shall not be bound thereby.