

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 515	
Effective	August 21, 2019
Last Revised	August 15, 2023

PURCHASING PROCEDURES

PURPOSE

This administrative procedure has been developed by system administrators of the James Bay Lowlands Secondary School Board to support Board Governance Policy GOV-25 Financial Stewardship: Budget Process.

The Board encourages effective procurement practices in order to obtain maximum value for each dollar spent, consistent with the educational goals of the Board and fair business principles.

DEFINITIONS

Tender: Tender refers to a bid price received through a formal competition advertised on relevant websites, the community channel, and community notice boards, and open to all interested parties.

Quotation: A quotation is a bid price received by request from qualified suppliers selected by the finance and human resources administrator.

Proposal: Proposal refers to a submission from interested suppliers setting out proposed specifications and price in response to a general request for such submissions.

Bid: A bid is a tender, quotation or proposal, as appropriate.

PROCEDURES

1. The Board is committed to ensuring that all goods and services shall be procured in such a manner so as to ensure timely delivery of goods and services of the quality required by the end user at the prices which are competitive in accordance with the following guidelines. Where practicable, every effort shall be made to incorporate accessibility features into the procurement of goods, services, or facilities.
2. The finance and human resources administrator shall act as the Board's purchasing agent. The purchase of all supplies, equipment and services shall be conducted through the finance and human resources administrator unless alternative procedures are approved by the Board.

3. Exclusions:

Purchases of the following items or services are handled in other ways and are excluded from this administrative procedure:

- a) Construction and building projects requiring Ministry of Education approval;
- b) Professional service contracts;
- c) Utility contracts;
- d) Purchase of property;
- e) Purchases from petty cash funds;
- f) Service contracts, and
- g) Transportation contracts.

4. Responsibilities: Finance and Human Resources Administrator

- 4.1. The finance and human resources administrator shall ensure that all purchases are authorized by the appropriate official.
- 4.2. The finance and human resources administrator shall be responsible for the selection of sources of supply or service and the negotiation and administration of related purchase orders and contracts. Where necessary these duties will be carried out in consultation with the requisitioner or other appropriate officials.
- 4.3. Requisitions for goods and services shall provide sufficient information to enable the finance and human resources administrator to initiate a purchase order or to obtain proper bids or quotations. If sufficient information is not provided, the finance and human resources administrator shall determine the specifications to fulfill the requirements and report back to the requisitioner for further direction. The finance and human resources administrator shall have the authority to revise requisitions according to established standards, provided such revisions are discussed with the requisitioner.

5. Price Guidelines

- 5.1. The following guideline shall be used to determine the method by which the finance and human resources administrator shall obtain prices for purchases. Orders shall not be divided for the purpose of circumventing the specified limitations.
 - a) Up to \$1000.00 for general supplies and services: catalogue prices, on-line shopping cart or written quotations are required.
 - b) From \$1000.01 to \$5,000.00 for general supplies and services: catalogue prices on-line shopping cart or written quotations are required, if feasible three (3) written quotations should be investigated and shared with finance and human resources administrator.
 - c) Over \$5,000.00: Board approval is first required and then it goes to public tender, public tenders or request for proposals are required. If feasible three (3) written quotations should be secured.

Note: Public tenders may be called for purchases valued less than \$5,000.00 if the finance and human resources administrator deems it to be in the best interest of the Board.

5.2. The finance and human resources administrator, subject to the approval of the Board and the Ministry of Education, if required, may be permitted discretion in the application of these procedures if:

- a) the required number of competitive bids cannot be obtained: or
- b) it is appropriate to purchase a particular make or model to ensure compatibility with existing equipment, and competitive sources of supply are not available; or
- c) it is appropriate to deal with a particular supplier for reasons of service or quality.

5.3. Where such discretion is exercised, the reasons for doing so shall be recorded in writing and included in the purchase file.

6. Purchasing Guidelines

6.1. The finance and human resources administrator shall determine those goods which may be readily purchased in bulk quantities and, if bulk purchasing will result in price reduction and can be carried out efficiently, the finance and human resources administrator shall co-ordinate requests for supplies to be purchased in this manner.

6.2. The Board, either directly or through its designate, shall reserve the right to accept or reject any and all bids submitted by suppliers.

6.3. Quotations shall be solicited only from qualified suppliers. All written quotations must be on the supplier's letterhead or on forms supplied by the Board.

6.4. All tenders or proposal submissions shall be received by the finance and human resources administrator or their designate. The tenders or proposals shall be opened and reviewed by a committee consisting of the:

- Board chair or delegate
- Finance and human resources administrator
- Individual initiating the purchase

The committee shall prepare a recommendation for the Board.

6.5. All bids shall be regarded as confidential until the contract to purchase is awarded, except as noted in subsection 6.4 above, at which time information on the successful bid shall be made available to interested parties upon request.

6.6. Provided specifications are met, the lower price shall be the basis for selection of goods or services to be purchased [except as noted in subsection 5.2 above] and the supplier from which the purchase is to be made, subject to the following qualifications:

6.6.1. **Local Preference:** If delivery, service, quality and price of goods or services are equal, preference will be given to the vendor whose place of business is located within the boundaries of the James Bay Lowlands Secondary School Board.

If, in the opinion of the finance and human resources administrator a local vendor is able to offer better service, the local vendor may be given preference provided the bid does not exceed the lowest acceptable bid by more than ten (10%) percent. Any deviation from this must meet with the approval of the Board.

6.6.2. **Canadian Content:** After local preference, preference will be given to vendors who maintain a business office or manufacturing plant in Canada provided that delivery, service, quality, and price of goods or services is equal.

6.6.3. **Reducing Administrative Costs:** Where the total award to a single supplier from a bid call would be less than \$500.00, and other suppliers are receiving awards of larger amounts from the same bid call, the finance and human resources administrator may make the award to one of the suppliers to reduce associated administrative and other costs.

6.7. Where a qualification under paragraphs 6.6.1, 6.6.2, or 6.6.3 above is used to select a bid other than the lowest bid, such qualification shall be recorded in writing and included in the purchase file.

6.8. The finance and human resources administrator shall maintain lists of approved vendors for quotation purposes. Prospective vendors shall be added to the list upon application or shall be deleted from the list by failure to bid, failure to meet previous obligations, or by failure to comply with tender specifications.

6.9. Where possible, the finance and human resources administrator shall establish and maintain system standards and specifications for supplies and equipment.

6.10. Personal purchases shall not be made for any employee or member of the Board. Purchases may be made on behalf of outside organizations or the student council if the goods involved are being placed in the school or will be used by students in an activity run by the Board's school, provided the amount of the purchase is prepaid.

6.11. Materials, supplies or services shall not be purchased for resale, with the exception of those purchased for the benefit of the students.

6.12. Board employees connected either directly or indirectly with the purchasing function shall not accept any gifts, gratuities, or any other complimentary gesture from suppliers. [Board Policy GOV-12 Conflict of Interest: Trustees and Staff.]

REFERENCE DOCUMENTS**Legal:**

Education Act, Section 169.1 Duties and Powers of Boards: Ensure effective stewardship of the board's resources

Education Act, Section 169.1 Duties and Powers of Boards: Multi-Year Plan—Allocation of resources

Education Act, Section 217: No Promotion or Sale of Books, etc. by Employees

Education Act, Section 286 Duties of Supervisory Officers: Supervise business functions

Ontario Regulation 298—Operation of Schools, Section 11: Duties of Principals: Organization and management of the school

Ontario Broader Public Sector Accountability Act 2010

Broader Public Sector Expenses Directive

Broader Public Sector Perquisites Directive

Supply Chain Management Procedures Manual

Municipal Conflict of Interest Act

Municipal Freedom of Information and Protection of Privacy Act

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-04 Delegation of Authority

Board Policy GOV-05 Multi-Year Strategic Plan

Board Policy GOV-12 Conflict of Interest: Trustees and Staff

Board Policy GOV-15 Accessibility Standards

Board Policy GOV-25 Financial Stewardship: Budget Process

Administrative Procedure 516 Tendering Construction Projects