

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name PURCHASING 303

Board Approved: Sept. 7, 2004

Revised: March 20, 2007

Review Prior To: December 2012

POLICY

The Superior-Greenstone District School Board will attempt to obtain the maximum value for each expenditure consistent with good purchasing practices and the educational needs of the system.

PROCEDURES

1.0 Scope

The scope of this policy does not cover the purchase of real estate, construction contracts for Board-owned facilities, transportation, insurance, consultants, or legal, audit and medical services.

2.0 Chief Financial Officer

The guidelines as provided herein and as implemented through the direction of the Board's Chief Financial Officer and any amendment or modification shall be the basis to endeavour to achieve the effective and consistent implementation of this policy.

3.0 Non-Authorized Purchases

Purchases made in the name of the Superior-Greenstone DSB without authorization by purchase order or other approval shall be considered an obligation of the individual and not an obligation of the Board.

4.0 Purchases for Personal Use

Items for personal use of employees may not be purchased through the Board.

5.0 Local Purchasing

Purchases shall be made locally provided quality, service, delivery and price are equal to those furnished by other suppliers.

6.0 Canadian Product Preference

Canadian manufactured products, supplies and equipment shall be given preference provided quality, service, delivery and price are equal to those furnished by a foreign supplier.

7.0 Definitions

The following definitions are understood to apply:

- a) Quotation: A request for prices which is made to a supplier(s) by the Board;
- b) Tender: A publicly advertised request for prices, leaving the onus on the supplier to obtain specifications and submit a bid.

8.0 Guidelines: Purchasing

Purchases are to be made within the following guidelines:

- a) Up to \$5,000
 - Processed directly by the department manager, school principal or designate;
- b) From \$5,001 to \$10,000
 - Verbal quotes (3 or more quotes to be sought);
- c) From \$10,001 to \$50,000
 - Written quotes (3 or more quotes to be sought);
- d) Over \$50,000
 - Advertised tenders required.

9.0 Guidelines: Applications

The Board's senior Financial Officer shall be permitted discretion in the application of the above guidelines, if:

- a) the preferred number of competitive bids cannot be obtained, or,
- b) it is more appropriate to purchase a particular make or model or brand to ensure compatibility with existing equipment and/or procedures, or,
- c) it is more appropriate to deal with a particular supplier for reasons of service or delivery.

10.0 Bids: Release of Information

In all cases, information on a successful bid shall only be made available upon written request from a supplier who had submitted a written, competitive bid for the item(s) in question.

11.0 Staff: Gifts and Gratuities

No Board employee connected either directly or indirectly with the purchasing function shall accept any gift, gratuity or any other complimentary gesture from a supplier or potential supplier to the Board.

Cross Reference:

Policy 529 – Announcements and Advertisements in Schools
Management Guidelines 704 – Recruitment, Selection and Hiring