

PURCHASING PROCEDURES

Background

Purchasing of necessary supplies, equipment, and services for use in the educational program and for the various support programs represents a significant expenditure. A competitive method of purchasing shall be utilized to obtain maximum value for every dollar expended consistent with good purchasing practices.

Purchasing procedures shall reflect sound business practice, financial practice, environmentally friendly practice, and value in obtaining prices.

The Division shall, wherever financially appropriate, utilize local firms as suppliers of goods and services.

Procedures

- 1 The following factors shall apply in the selection of suppliers:
 - 1.1 Cost.
 - 1.2 Reliability of the product and the supplier.
 - 1.3 Ability to deliver on time.
 - 1.4 After sales service, maintenance, and warranty.
 - 1.5 Features of a product.
2. All purchases made with Division funds shall be made on appropriate purchase order forms and shall include the signature of the Assistant Superintendent (Business and Financial Affairs) or designate.
 - 2.1 The Division will not be responsible for any purchase order which does not bear the signature of the Assistant Superintendent (Business and Financial Affairs) or designate.
 - 2.2 The decision as to how to obtain the best price rests with each site based manager.
3. The Division will provide information in reference to suppliers upon request by schools.
4. A minimum of two (2) verbal quotations shall be requested when the individual item value of the purchase is expected to be between \$1000.00 and \$5,000.00, through the assistance of the divisions purchasing agent.
5. The purchase of goods and services exceeding an aggregate cost of \$5,000.00 are to be forwarded to the Assistant Superintendent (Business and Financial Affairs) or designate for determination of appropriate purchasing procedure and approval.

6. Agreements and contracts exceeding \$1,000.00 and/or in excess of a 12 month period must be approved by the Assistant Superintendent (Business and Financial Affairs) or designate.
 7. All proposed expenditures of foods and services in excess of \$75,000 or \$200,000 in the case of construction projects, must be tendered using Alberta Purchasing Connection Electronic tendering System (APC) in accordance with the Trade, Investment and Labour Mobility Agreement (TILMA).
 8. Procurement exemptions to the TILMA Agreement are outlined in Part V of the Agreement and include, but not limited to:
 - 8.1 Health and Social Services;
 - 8.2 Where it can be demonstrated that only one supplier is able to meet the requirements of the procurement;
 - 8.3 Where an unforeseeable urgency exists;
 - 8.4 Of services provided by doctors or lawyers;
 - 8.5 Of goods intended for resale to the public; and
 - 8.6 Procurement of treasury services.
 9. If purchasing is deemed advantageous to the Division by an invitation to bid or a Request for Proposal or a tendering process by the department or site manager then the following shall apply:
 - 9.1 The Assistant Superintendent (Business and Financial Affairs) shall be responsible for all Division level bidding, tendering or RFP's to be sent out.
 - 9.2 The purchasing process shall be conducted in accordance with the following guidelines:
 - 9.2.1 Written specifications shall be prepared wherever possible by the department or manager.
 - 9.2.2 Invitations to bid shall be sent to appropriate suppliers.
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- 9.2.3 A public invitation to tender shall be advertised through local newspapers where appropriate.
 - 9.2.4 Bids or tenders shall remain sealed until the specified opening date and time and shall be opened in the presence of at least two Division staff members to serve as witnesses,
 - 9.2.4.1 No bids or tenders will be accepted after a specified deadline.
 - 9.2.5 Suppliers shall be invited to attend the opening of bids or tenders.
 - 9.2.6 The lowest bid or tender price will normally be accepted,
 - 9.2.6.1 Where the lowest price is not accepted justification shall be provided.
10. Standing offer contracts shall be reviewed at the end of their term to ensure the lowest possible competitive price.