



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Purchasing

	Policy Number:	700.01	
Adopted:	September 24, 2003	Former Policy Number:	N/A
Revised:	May 25, 2010; June 28, 2011	Policy Category:	Finance
Subsequent Review Dates:		Pages:	1

Belief Statement:

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will purchase, rent or lease all goods and services with the lowest total cost of ownership. Factors to be considered when determining the lowest total cost of ownership should be, but not limited to, price, quality, service, delivery, operating, maintenance and disposal costs. In doing so, the Board will ensure that all transactions:

- are conducted in an efficient and cost-effective manner;
- ensure transparency and accountability;
- protect the Board's financial interests;
- ensure compliance with all statutory and regulatory laws through open competition, where appropriate;
- adhere to socially acceptable and legal standards for fair labour practices.

Glossary of Key Policy Terms:

Total Cost of Ownership

The sum of all costs (direct and indirect) associated with the acquisition of goods and/or services. This includes, but is not limited to, delivery, maintenance, operational, service, down time, etc.

Transparency

An openness or willingness to accept public scrutiny, which diminishes the capacity for an agency to practice or harbour potentially unacceptable policies/practices.

Economies of Scale

Increasing efficiencies in the acquisition of goods and services through common product/service specifications, where feasible.

References

- Education Act, Section 217
- Agreement on Internal Trade
- Municipal Freedom of Information & Protection of Privacy Act
- Ontario-Quebec Procurement Agreement
- Bill 122, Broader Public Sector Accountability Act, 2010
- Broader Public Sector Procurement Directive (Management Board of Cabinet)
- Criminal Background Checks
- Employee Expense Reimbursement Policy
- Ontario Regulation 612/00 School Councils
- Professional Standards & Conflict of Interest Policy for Employees
- Purchasing Terms and Conditions
- Public Service of Ontario Act, 2006
- School Funds Policy



Purchasing AP 700.01

Procedure for:	All Staff	Adopted:	September 24, 2003
Submitted by:	Associate Director & Treasurer	Revised:	May 25, 2010; June 28, 2011
Category:	Finance		

Purpose

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

Responsibilities

Requisitioner

- Ensure items are purchased at the lowest possible price, are of an adequate quality for the intended purpose and the purchase order is completed properly.
- Purchase from existing tenders and quotations, wherever possible.

Superintendents/Principals/Consultants/Managers

- Responsible for the purchase of goods and services related to their areas of responsibility as listed in their cost centre budget statements.
- Ensure that the items are necessary and that sufficient funds are available within their budgets.
- Approve acquisitions/commit funds up to \$2,000.

Coordinator of Purchasing Services

- Tender, evaluate and recommend the purchase/rental/lease of Board-approved goods and services.
- Ensure compliance with Board purchasing policies and procedures by all departments and schools.
- Provide support to Board staff with sourcing information for all purchasing needs.
- Monitor vendor performance.
- Amend/update purchasing policy and procedures as necessary.
- Issue purchase orders for approved acquisitions when required, i.e., commitment of funds.
- Authorize the release of all competitive procurement documents issued by a designate/third party on behalf of the Board.
- Manage the bid dispute resolution process

Accounting Clerks

- Ensure purchase orders are completed properly.
- Ensure the budget account is correct.
- Ensure that all extensions are added correctly.
- Process payment to the supplier.



Supervisor of Accounting

- Review monthly budgets and provide monthly reports to schools.
- Ensure the budget allocation is not exceeded. When a budget has been exceeded, inform the Manager of Finance or the Associate Director, Corporate Services & Treasurer.
- Act as a resource/back-up to the Accounting Clerks.
- Ensure compliance with Board purchasing procedures and guidelines.
- Authorize payment to the supplier upon proof of receipt.

Manager of Finance

- Develop, implement, monitor and maintain appropriate purchasing controls.
- Approve acquisitions (budget approval) up to \$10,000.

Associate Director, Corporate Services & Treasurer or Designate

- Ensure adherence to all Board policies, relating to the purchasing process.
- Approve acquisitions (budget approval) up to \$100,000.
- Manage the bid dispute resolution process.

Director of Education or Director's Designate

- Responsible for the purchase of goods and services related to the Director's Office, as well as those pertaining to the Board of Trustees.

Board of Trustees

- Approve acquisitions over \$100,000 if amount is in excess of budget.

Information

1. **Purchase Orders**

Purchase orders may be initiated (subject to approval authority) by the following personnel:

- Department Heads
- Principals/Vice-Principals
- Consultants
- Senior Library Technician
- Manager of Communications & Public Relations
- Manager of Facilities
- Manager of Finance
- Manager of Human Resources
- Manager of Information Technology
- Purchasing Department
- Superintendents of Education
- Associate Director, Corporate Services & Treasurer
- Director of Education

Purchase orders must be properly and fully completed by the requisitioner and approved and signed by the individual(s) with budget approval authority, prior to submission to the Catholic Education Centre for processing. The requisitioner must ensure that the proper account code has been listed on the purchase order.

Purchase orders are to be issued for all purchases of equipment, supplies and services over \$100. Purchases under \$100 may be made with Petty Cash funds.



2. **Processing Purchase Orders**

Purchase orders approved by the Principal (purchase order less than \$2,000, including applicable taxes) may be submitted directly to the vendor from the school. In such cases, the Catholic Education Centre copy (yellow) should be forwarded to the Catholic Education Centre. Once the goods are received, the Receiving Report (pink) should be completed, signed and forwarded to the Catholic Education Centre.

Purchase orders greater than \$2,000 must be forwarded to the Catholic Education Centre for approval. The school should retain the School's copy (green). After approval, the Receiving Report (pink) will be returned to the school, pending receipt of goods.

3. **Purchase Discounts**

Purchase discounts should be utilized, when available. Every effort should be made by all staff to ensure invoices are approved and Receiving Reports are forwarded to the Catholic Education Centre in a timely manner so discounts may be realized.

Where the total discount is less than \$10, the Manager of Finance will decide whether a discount is feasible. Where the discount is over \$10, and the invoice is received in a timely manner to be eligible for a discount, payment should be made to take advantage of the discount. The Manager of Finance has the authority to circumvent this procedure.

Where lack of proper documentation results in the loss of a discount, this matter should be brought to the attention of the person responsible for the department, i.e., Principal, as well as the Manager of Finance.

4. **Receiving Reports**

All goods and services are to be delivered to the requisitioner's location.

4.1. **Receiving Procedure at all Locations**

When goods are delivered to a location, the receiver is responsible for ensuring that the quantity delivered matches the packing slip. Any shortage, overage or visible damage should be noted on the packing slip before it is signed. The receiver is to notify the vendor immediately of any short shipments in order that the appropriate credit can be issued. The purchaser must note on the Receiving Report (pink) of the purchase order when the vendor was contacted to point out this discrepancy. The Receiving Report as well as a copy of the packing slip and cartage bill is to be forwarded to the Catholic Education Centre.

4.2. **Complete Shipments - Receiving Report of the Purchase Order**

If a shipment is complete, the receiver must sign and date the Receiving Report (pink) of the purchase order and forward it to the Accounts Payable Department. The Receiving Report, with the attached packing slip and cartage bill, will serve as authority for payment of the invoice.

4.3. **Incomplete Shipment - Interim Receiving Report**

If a shipment is not complete, the receiver will complete the Receiving Report (pink) of the purchase order, noting the back ordered items. A photocopy must be retained by the receiving location. The signed Receiving Report (pink) should be sent to the Accounts Payable Department.

The receiver must indicate the items received match the list of items originally ordered on the Originator's Copy (green) of the purchase order. When the order is complete, the final items received are to be indicated on the photocopy of the Receiving Report and sent to the Accounts Payable Department. The items received earlier and approved on the original Receiving Report are to be crossed-out on the photocopied final Receiving Report.

In order to take advantage of early payment discounts and/or ensure accurate and timely payment to all our vendors, Receiving Reports (pink), including photocopies, must be dated, signed and submitted immediately to the Accounts Payable Department.



5. **Cancellation of Purchase Order**

All requests for cancellation of a purchase order, either complete or in part, are to be made in writing, to the Accounts Payable Department, only after confirming the cancellation with the vendor.

6. **Requests from the Accounting Department**

When Accounts Payable personnel request completion of a Receiving Report, immediate follow-up is a must. Requests are made only when supplier invoices are received and the Accounts Payable Department does not have appropriate documentation to process payment. Any undue delay could result in the vendor's refusal to deliver future orders until payment is made or the supplier may add interest charges to the cost of the order.

7. **Receiving Report (Pink Copy of Purchase Order) – Summer Procedure**

When Receiving Reports (pink) are sent to the Accounts Payable Department, all invoices will be paid.

If the Receiving Report (pink) has not been sent to the Accounts Payable Department by September 10th of the current year, the Accounts Payable Department will email a Request for a Receiving Report and scan a copy of each invoice to the department/school. This procedure is time consuming for both the school and Board staff and should, therefore, be avoided.

Procedures

The following administrative procedures apply to all staff involved in the purchase of goods and services on behalf of the Board as well as all purchases of goods and services from school-generated funds.

1.0 Purchasing Thresholds

The following dollar thresholds (including applicable taxes) indicate the purchasing process to be followed by all staff for goods and services not included on a quotation, tender and/or contract awarded through the Board's Purchasing Department or a collaborative purchasing effort done on behalf of the Board. Note: The Facilities Department may operate under different thresholds based on the unique requirements within that department.

1.1 Quotations and Competitive Procurements

1.1.1 The purchase of goods and non-consulting services shall be made in accordance with the following:

Goods, Non-Consulting Services and Construction	
Total Value	Purchasing Process to be Followed
\$0 to \$2,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment shall be exercised by the individual when determining if quotations should be obtained regardless of this value range.
\$2,001 to \$25,000	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor quotes (fax, email or written).
\$25,001 to \$99,999	The Purchasing Department (or designate/third party on behalf of Board) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website (excluding second stage competitive procurements).
\$100,000 +	The Purchasing Department (or third party on behalf of Board) to issue open competitive procurement. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

The Facilities Department shall follow the purchasing process for goods and non-consulting services (including applicable taxes) that are not already on a quotation, tender and/or contract awarded through the Purchasing Department or a collaborative purchasing effort done on behalf of the Board as outlined below:



Goods, Non-Consulting Services and Construction	
Total Value	Purchasing Process to be Followed
\$0 to \$5,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment shall be exercised by the individual when determining if quotations should be obtained regardless of this value range.
\$5,001 to \$25,000	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor quotes (fax, email or written).
\$25,001 to \$99,999	The Purchasing Department (or designate/third party on behalf of Board) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website (excluding second stage competitive procurements).
\$100,000 +	The Purchasing Department (or third party on behalf of Board) to issue open competitive bid document. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

1.1.2 The purchase of consulting services shall be made in accordance with the following:

Consulting Services	
Total Value	Purchasing Process to be Followed
\$0 to \$99,999	The Purchasing Department (or designate/third party on behalf of Board) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website (excluding second stage competitive procurements).
\$100,000 +	The Purchasing Department (or third party on behalf of Board) to issue open competitive bid document. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

1.1.3 All quotations received are to be attached to the purchase order by the initiating department and/or school.

1.1.4 It is the department and/or school's responsibility to determine if the required goods and/or services are already available on a quotation, tender and/or contract awarded through the Purchasing Department (or a collaborative purchasing effort done on behalf of the Board).

1.1.5 The Purchasing Department may decide to purchase any goods or services through a formal or informal quotation process, regardless of the estimated dollar value.

1.1.6 Where the unit cost of an item is less than \$2,001, but the quantity required exceeds a total value of \$2,001, three vendor quotes are required as per the above thresholds.

i.e.: one utility table = \$250 = no quotation
 ten utility tables = \$2,500 = three quotes required

A division of requirements into multiple purchases to reduce the estimated value of a single purchase and avoid the application of the above thresholds is not permitted.



1.2 Competitive Procurement

There are two main types of competitive procurement: Information Gathering and Purchasing.

1.2.1 Information Gathering

1.2.1.1 Request for Information (RFI)

An RFI should be used to gather general supplier or product information. This mechanism may be used when the Board is researching a contemplated procurement and has not yet determined what characteristics the ideal solution would have. RFIs normally contribute to the final version of a subsequent Request for Proposal (RFP).

1.2.1.2 Request for Expression of Interest (RFEI)

An RFEI should be used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when the Board wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected in an RFEI can also facilitate selecting the best procurement process for a follow-up competitive process.

Note: A response to an RFI or RFEI must not pre-qualify potential suppliers and must not influence their chances of being the successful supplier on any subsequent opportunity.

1.2.1.3 Request for Supplier Qualifications (RFSQ)

An RFSQ should be used to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers or a Vendor of Record (VOR). This mechanism may be used either to identify qualified candidates in advance of expected second stage competitive procurements or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e., bid preparation on the part of suppliers and evaluation on the part of the Board).

Note: The terms and conditions of the RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually contact a supplier to supply such goods or services as a result of the pre-qualification. No Contract A or Contract B shall be formed between the Board and the pre-qualified suppliers as a result of this process.

Contract A is formed when a competitive bid document has been returned in the form of a valid bid. Once formed, the Board has a legal obligation to deal fairly and equally with all bidders and must not show favouritism or prejudice. During Contract A, the Board cannot deviate from the process described in the competitive bid document (i.e., change specifications to unfairly benefit a particular bidder).

Contract B is formed when the Board formally accepts a bid. It is the result of fair and equitable treatment of all bidders in arriving at acceptance of a bid. Contract B creates an agreement with obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract, remedies, etc.



1.2.2 Purchasing

1.2.2.1 Request for Proposal (RFP)

An RFP should be used to request suppliers to provide solutions for the delivery of complex goods, services or construction or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

1.2.2.2 Request for Tender (RFT)

An RFT should be used to request suppliers' bids to provide goods, services or construction based on stated delivery requirements, performance specifications and terms and conditions. An RFT usually focuses the evaluation criteria predominantly on price and delivery requirements. This document may also be called a Request for Quotation (RFQ) where the organization has described exactly what needs to be purchased and the evaluation is made solely on price.

1.2.2.3 Vendor of Record (VOR)/Preferred Supplier List

A VOR/Preferred Supplier List should be used to establish a procurement arrangement authorizing the Board to select from one or more pre-qualified vendor(s), typically by way of a formal second-stage process, for a defined period on terms and conditions, including pricing, as set out in the particular VOR agreement. VORs/Preferred Suppliers Lists are used to reduce costs to the Board through the establishment of strategic relationships with a small group of suppliers.

1.2.3. The goal of competitive procurement is to achieve the highest number of quality bids possible, so as to maximize the Board's ability to achieve better value for money. The Board shall provide a minimum response time of 15 calendar days for all competitive procurements valued at \$100,000 or more with the exception of urgent and/or emergency procurements. The Board will consider increasing minimum response time to 30 calendar days for procurements of high complexity, risk and/or dollar value.

1.2.4 All competitive procurements issued by the Board will have a pre-defined closing date and time during normal business hours (Monday to Friday, excluding provincial and national holidays). All submissions received after the closing date and time will not be considered and will be returned unopened.

1.2.5 Evaluation of Competitive Procurements

1.2.5.1 Competitive procurements must establish and fully disclose evaluation criteria and methodology/process to be used in evaluating a supplier's submission, including the method to resolve a tie score, prior to commencement of the competitive procurement process. The Board shall outline these criteria and processes, where applicable, in the competitive bid documents. Any mandatory criteria shall be clearly defined. Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria. Once the competitive process has begun, the above can only be changed or altered by means of addendum to the competitive bid documents.

1.2.5.2 For competitive procurements requiring an Evaluation Team, the Board will attempt to select and confirm each member's participation prior to issuing the competitive bid documents.

1.2.5.3 All members of the Evaluation Team must be aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a conflict of interest (see Section 3 – Conflict of Interest).

1.2.5.4 The Board shall require all members of the Evaluation Team to sign a conflict-of-interest declaration and non-disclosure agreement.



1.2.5.5 Each member of the Evaluation Team must evaluate all supplier submissions using an evaluation matrix. All notes, records, etc., must be auditable, fair, factual and fully defensible as these documents are subject to public scrutiny.

1.2.5.6 The Board shall select only the highest-ranking submission(s) that have met all criteria as established in the original competitive bid document. Unless expressly requested in the competitive bid document, the Board will not consider alternative strategies or solutions proposed by a supplier.

The Board shall refrain from discrimination or preferred treatment in awarding a contract to the preferred supplier from the competitive process in an effort to avoid potential bid protests or disputes from proponents.

1.2.6 Contract Award

1.2.6.1 Once the competitive process is complete and the preferred supplier has been selected, the Board will send a formal contract award letter to initiate the process.

1.2.6.2 A signed written contract must be made between the Board and the successful supplier prior to the provision of the goods and/or services and before construction commences.

1.2.6.3 Where an immediate need exists for goods or services and the Board and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. Details of this action must be documented and approved by the appropriate authority.

1.2.6.4 The form of contract released with the competitive bid document is the only form of contract that will be finalized between the Board and the successful supplier. In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the Board and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.

1.2.6.5 The contract shall include the term of the agreement and any optional extensions that were in the competitive bid document, appropriate cancellation and/or termination clauses and a dispute resolution process to be followed throughout the life of the contract, if required. Changes to the term of the agreement initially established in the competitive bid document must first be approved by the appropriate approval authority, within the Board, as these are considered non-competitive procurements.

1.2.6.6 For procurements valued at \$100,000 or more, the Board will post, in the same manner as the competitive bid was posted, contract award notification, only after the contract has been executed.

1.2.6.7 The contract award notification shall include the name(s) of the successful supplier(s), the agreement start and end dates, including any extension options.

1.2.6.8 For procurements valued at \$100,000 or more, all unsuccessful suppliers will be informed regarding their entitlement to a debriefing. The Board will allow 60 calendar days following the date of contract award notification for unsuccessful suppliers to request a debriefing.



1.2.7 Bid Dispute Resolution

All competitive procurements must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures as established in the applicable trade agreements. The Board shall resolve any bid disputes as indicated below:

- i) Suppliers must forward, in writing, their concerns to the Purchasing department.
- ii) The Purchasing Department will meet with the supplier to resolve the dispute.
- iii) If the supplier has further concerns and/or is unable to resolve the dispute upon meeting with the Purchasing department, the supplier may request, in writing, to meet with the Associate Director, Corporate Services & Treasurer.
- iv) If the above means do not resolve the supplier's dispute, the supplier may then make a written request to the next level of authority at the provincial level to seek resolution.

- 1.2.8 All procurement documents and any other pertinent information relating to the competitive process shall be retained, in recoverable form, for a period of seven years. The Purchasing Department shall be responsible for the process involving what documents will be stored and where they will be stored. The Board shall utilize the Classification & Retention Administrative Guideline.

1.3 Non-Competitive Procurement

In certain circumstances, it may not always be practical or feasible to obtain competitive quotes/bids from vendors. The following processes outline allowable exceptions to the above thresholds:

- 1.3.1 Single Source – When an unforeseen urgency and/or emergency exists that places risk to the health and welfare of students and/or staff or risk of damage to Board property, obtaining goods and/or services from one supplier, irregardless of value, is acceptable. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.
- 1.3.2 Sole Source – When only one supplier is available, obtaining goods and/or services from this supplier, irregardless of value, is acceptable. Examples of this type of purchase are: to ensure compatibility with existing products, to recognize exclusive rights (license, copyright/patents), to retain a warranty, to purchase real property, to maximize exceptionally advantageous circumstances (bankruptcy/receivership sales), and to make newspaper/magazine/periodical subscriptions. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.
- 1.3.3 Exemptions/Exceptions/Non-Application Clause – Where an exemption, exception, or non-application clause exists under the Agreement on Internal Trade or other trade agreement, the Board must formally establish applicability of the appropriate clause when obtaining goods and/or services.

Prior to commencement of non-competitive procurement (valued at \$100,000 or more), supporting documentation must be completed and approved by the appropriate approval authority within the Board.

1.4 Approval Authority Levels

Approval authority levels identify the approval required for various dollar levels of purchasing. The following approval levels must be obtained for all purchases prior to conducting the purchase and must be adhered to for all goods and services, including consulting services, based on total estimated value of the purchase.



1.4.1 The following approval levels are subject to funds available in an approved budget:

Total Value	Approval Authority
< \$2,000	Individuals with budget responsibility
> \$2,000 to <\$10,000	Manager of Finance Manager of Facilities and Construction Projects (for Facilities Department purchases)
> \$25,000 to < \$100,000	Associate Director, Corporate Services & Treasurer
> \$100,00	Associate Director, Corporate Services & Treasurer with approval of the Board of Trustees, if the amount is in excess of budget

Prior to commencement, any non-competitive purchase for goods and non-consulting services must be approved by an authority one level higher than indicated above.

Prior to commencement, any non-competitive purchase for consulting services (see Section 1.3.3) must be approved by the Associate Director, Corporate Services & Treasurer with approval of the Board of Trustees.

- 1.4.2 Mileage, out-of pocket and/or professional development expenses must be made in accordance with our Employee Expenses policy. Individuals cannot approve their own expenses.
- 1.4.3 Emergency purchases are permitted with the approval of the Director of Education, Associate Director, Corporate Services & Treasurer (or designate) in consultation with the Chair of the Board.
- 1.4.4 Contracts are to be entered into only after consultation with the Purchasing Department along with approval from the Director of Education, Associate Director, Corporate Services & Treasurer (or designate). Contracts must be signed only by the Director of Education or the Associate Director, Corporate Services & Treasurer.
- 1.4.5 Credit applications and vendor accounts are to be processed/established by the Purchasing Department.
- 1.4.6 Written notification must be received a minimum 30 days in advance of any price increases.

1.5 Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

- 1.5.1 Assignments must be properly documented to include sufficient detail of the goods and/or services to be provided and subsequently paid for. Assignments should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- 1.5.2 For services, contracts shall include, only if applicable, expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive. The Board will ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.
- 1.5.3 Payments must be made in accordance with the provisions of the contract.
- 1.5.4 Contracts shall include a dispute resolution process.
- 1.5.5 Supplier performance must be clearly managed and documented, including any performance issues.



2.0 Unauthorized Purchases

- 2.1 Any purchases made in the Board's name, without authority or validation, will be considered an obligation of the person making the purchase and not an obligation of the Board.
- 2.2 No person is authorized to make a purchase and charge it to an account unless he/she is the individual responsible for the budget, has complied with purchasing thresholds listed above and/or has authorized the Purchasing Department to do so on his/her behalf.
- 2.3 Personal purchases are strictly prohibited. This includes, but is not limited to, those placed on purchase order, through a petty cash fund, through a purchasing card and/or on an employee/Board member meal and travel expense report.
- 2.4 Verbal orders are prohibited except with prior approval from the Associate Director – Corporate Services & Treasurer.

3.0 Conflict of Interest

- 3.1 A conflict of interest exists where the decision(s) made and/or actions taken in the exercise of duties by a Board employee, trustee, member of a statutory committee or council of the Board, including school council members, could be, or could be perceived to be, affected by the personal, financial or business interest of that person or that person's family or business associates. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest; a conflict of interest implies only the potential for bias, not likelihood.
- 3.2 All staff involved in procurement activities are responsible and accountable for using good judgement and must:
 - 3.2.1 Declare and disclose, in writing, any conflict of interest in a purchasing decision to their supervisor.
 - 3.2.2 Avoid situations which may present a conflict of interest, while dealing with persons or organizations doing business or seeking to do business with the Board.
- 3.3 School council members are governed by their individual school council's conflict of interest by-laws (as required by Ontario Regulation 612/00).
- 3.4 Where a conflict of interest arises, the Board must evaluate and take appropriate mitigating action.
- 3.5 In accordance with the *Education Act*, it is prohibited for an employee of the Board to promote or sell goods and services for compensation other than their salary to any Board, provincial school or teachers' college, or to any pupil enrolled therein, except as permitted by the *Act*.

4.0 Code of Ethics

- 4.1 All Board staff involved in procurement related activity shall be guided by the Ontario Public Buyers' Association (OPBA) Code of Ethics (<https://www.opba.ca/chapters/nigp-opba/documents/codeofethics04.pdf>) and the Purchasing Management Association of Canada (PMAC) Code of Ethics (http://www.pmac.ca/images/stories/join_pmac_pdf/code%20of%20ethics%20en.pdf).



- 4.2 In accordance with the above Codes of Ethics, Board staff shall conduct all procurement-related activity based on the following:
- i) highest standard of integrity in all business relationships within and outside of the Board;
 - ii) honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders;
 - iii) highly demonstrated level of respect for each other and the environment;
 - iv) confidential information must be safeguarded;
 - v) consideration for the interests of the Board and its students in all transactions;
 - vi) transparency and fairness in obtaining the best value for public funds;
 - vii) demonstrated responsible, efficient and effective manner of using public resources;
 - viii) avoidance of any activity that may create, or appear to create, a conflict of interest;
 - ix) gifts and/or gratuities in excess of reasonable hospitality will not be accepted;
 - x) seek counsel from the Purchasing Department as required;
 - xi) compliance with laws in the Province of Ontario and Canada;
 - xii) buy without prejudice in order to achieve maximum value for money;
 - xiii) avoidance of one's authority being used for personal gain;
 - xiv) continuous improvement in all areas of supply chain (process, knowledge, leading practices, etc.).

5.0 Criminal Background Checks

In accordance with Board Policy 300.15, Section B, *Criminal Background Checks for Service Providers*, all vendors will be required to comply with the regulation. A copy of the Board's policy, *Criminal Background Checks* is available on the Board's website www.bhncdsb.ca

6.0 Environmental Purchasing

The Board will make every reasonable effort to consider environmentally responsible and sustainable products and services as part of the purchasing decision. This will include, but not be limited to, landfill diversion, waste reduction, energy efficiency, ability to be recycled, reusability and supplier selection.

7.0 Disposal of Board Assets

- 7.1 The Board will endeavour to re-use existing resources elsewhere in the system wherever possible. It must be recognized that in our environmentally-conscious society, disposal of surplus or obsolete goods can be expensive. When resources are no longer viable for use, every effort will be made to ensure disposal is both environmentally responsible and cost effective. Should outside agencies be contracted for disposal, they must comply with any applicable government regulation(s).
- 7.2 All furniture and equipment considered surplus will be relocated and/or disposed of by the Purchasing Department in consultation with the originating department and/or school.
- 7.3 The Purchasing Department shall have the authority to sell, exchange, trade-in or otherwise dispose of all goods declared surplus or obsolete where it is cost effective and in the best interest of the Board to do so.
- 7.4 The sale of Real Property shall be in accordance with Ontario Regulation 444/98.



8.0 Cooperative Purchasing

- 8.1 The Board will actively participate in cooperative purchasing ventures with other school boards and other branches of government or their agencies of public authorities to obtain maximum value for money through economies of scale and/or shared services. This may also include the Board utilizing a piggy-back clause to existing Ministry or government services contracts and/or other cooperative groups. The Board reserves the right to exercise any of the above; providing these ventures adhere to the Board's policies and procedures and serve the best interests of the Board.
- 8.2 The Purchasing Department is an active member of the Grand River Purchasing Cooperative (GRPC) that meets quarterly to explore and/or manage all opportunities for collaborative purchasing.

9.0 Standardization

- 9.1 The Board will standardize goods and services wherever possible in an effort to ensure an acceptable level of quality as well as to increase cost and service efficiencies.
- 9.2 All computer-related products (desktops, laptops, printers, monitors, etc.) shall be purchased only after consulting with the Information Technology Department and/or the Purchasing Department to obtain the recommended product and the appropriate vendor information.
- 9.3 **Centralized Purchases**
- 9.3.1 In order to ensure uniformity across the Board, the Purchasing Department will oversee the purchase and/or lease of office furniture, classroom furniture, office equipment and wireless communications.

10.0 Geographic Preference

- 10.1 **Agreement on Internal Trade/Ontario-Québec Procurement Agreement**
- 10.1.1 The Board will endeavour to provide equal access to qualified suppliers in consideration of the Agreement on Internal Trade and the Ontario-Québec Procurement Agreement.
- 10.1.2. The Board shall advertise all opportunities for goods and services valued at (pre-tax) \$100,000 or greater on the Board's website www.bhncdsb.ca and a nationally-recognized electronic bulletin board available within Canada.

11.0 Freedom of Information

- 11.1 All vendor quotations/bids submitted become the property of the Brant Haldimand Norfolk Catholic District School Board and are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
- 11.2 Any information supplied by the vendor that is considered confidential must be clearly identified as such by the vendor.
- 11.3 Although the Act provides for some protection for third party business interests, the Brant Haldimand Norfolk Catholic District School Board cannot guarantee that any information provided to the Board can be held in confidence.



12.0 Fair Labour Practices

- 12.1 The Board supports the rights of all workers and will, therefore, strive to ensure that all suppliers of student and staff uniforms, as well as spirit wear, provide the necessary assurances that the items are manufactured under safe, just and healthy conditions.

13.0 Purchase Orders

- 13.1 All purchases for goods and services must be made using the Board's standard purchase order form.

Exceptions are as follows:

- i) Purchase is made with petty cash funds (for purchases less than \$100).
- ii) Purchase is made using a Board purchase card.
- iii) Purchase is authorized by the Manager of Facilities & Construction Projects/Manager of Finance, Supervisor of Accounting or the Purchasing Department, in situations where it is not appropriate or feasible to issue a purchase order.
- iv) Retail store purchases.

14.0 Retail Store Purchases

- 14.1 The Board will, from time-to-time, make purchases through local retail stores to satisfy emergency and/or time-sensitive requirements. Board employees requiring this type of purchase are encouraged, where possible, to purchase through stores which provide the Board with open terms (i.e., invoice the Board for payment later) and/or in which blanket orders are in place.
- 14.2 Transactions will be made in accordance with the Board's purchasing thresholds listed above.
- 14.3 All invoices/original cash register receipts must be approved by the appropriate individual with budget responsibility (i.e., Manager/Principal/Superintendent).
- 14.4 Purchases of this nature will be monitored at regular intervals by the Purchasing Department to ensure value-for-money and policy adherence.

15.0 Facilities Department

- 15.1 The Facilities Department will issue purchase orders and/or blanket orders to pre-qualified contractors on an *as required* basis. Each contractor will have an estimated dollar limit per work order, which must be approved by the Manager of Facilities & Construction Projects.
- 15.2 The above circumstances are conducted with the understanding that in some situations, it is not practical to obtain three quotations in advance of the work being performed (see Section 1.3.4 – Emergency Purchases).
- 15.3 Blanket orders will be issued by the Facilities Department to companies for general contracting services based on competitive procurements as outlined in Section 1 – Purchasing Thresholds.
- 15.4 All invoices must show the purchase order number/blanket order number as well a description of the work performed. The Manager of Facilities & Construction Projects will approve the invoices for payment.



Definitions

Consulting Services

The provision of securing expertise or strategic advice for consideration and decision-making.

Emergency Purchases

Necessary purchases made to avoid any potential loss of life, property or financial burden.

References

Education Act, Section 217

Agreement on Internal Trade

Municipal Freedom of Information & Protection of Privacy Act

Ontario-Quebec Procurement Agreement

Bill 122, Broader Public Sector Accountability Act, 2010

Broader Public Sector Procurement Directive (Management Board of Cabinet), 2011

Criminal Background Checks

Employee Expense Reimbursement Policy

Ontario Regulation 612/00 School Councils

Professional Standards & Conflict of Interest Policy for Employees

Purchasing Terms and Conditions

Public Service of Ontario Act, 2006

School Funds Policy