



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Purchasing**

		<b>Policy Number:</b>	700.01
<b>Adopted:</b>	September 24, 2003	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	May 25, 2010; June 28, 2011; June 27, 2017	<b>Policy Category:</b>	Finance
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	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



**Brant Haldimand Norfolk  
Catholic District School Board**

School Funds Policy



**Purchasing  
AP 700.01**

<b>Procedure for:</b>	All Staff	<b>Adopted:</b>	September 24, 2003
<b>Submitted by:</b>	Superintendent of Business & Treasurer	<b>Revised:</b>	May 25, 2010; June 28, 2011
<b>Category:</b>	Finance		June 27, 2017

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**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**

- Responsible for being familiar with and compliant with the Board's Purchasing Policy and Administrative Procedures.
- Ensure items are purchased at the lowest possible price, are of an adequate quality for the intended purpose and the requisition is completed properly.
- Requisition from existing tenders and quotations, wherever possible.

**Superintendents/Principals/Consultants/Managers**

- Responsible for the purchase of goods and services related to their areas of budget responsibility and in accordance with the Board's Purchasing Policy and Administrative Procedures.
- Ensure that the items are necessary and that sufficient funds are available within their budgets.
- Approve requisitions up to \$2,000.

**Coordinator of Purchasing Services**

- Responsible for 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 the Board's Purchasing Policy and Administrative Procedures as necessary.
- Issue purchase orders for approved requisitions.
- Ensure budget is not exceeded and re-direct for approval as necessary
- 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 Clerk**

- Issue purchase orders for approved standard commodity-type requisitions as directed by the Coordinator of Purchasing Services.
- Ensure the budget account is correct.
- Monitor compliance to the Board's Purchasing Policy and Administrative Procedures.
- Process payment to the supplier with consideration for purchase discounts where applicable.



**Supervisor of Accounting**

- Act as a resource/back-up to the Accounting Clerks.
- Monitor compliance to the Board's Purchasing Policy and Administrative Procedures.
- Authorize payment to the supplier upon proof of receipt.

**Manager of Finance**

- Develop, implement, monitor and maintain appropriate purchasing controls.
- Approve requisitions up to \$10,000.

**Superintendent of Business & Treasurer or Designate**

- Ensure compliance to the Board's Purchasing Policy and Administrative Procedures.
- Approve operating acquisitions up to \$150,000.
- Approve capital acquisitions up to \$500,000 that are within pre-approved budget values or Ministry Capital Allocations.
- 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 operating acquisitions over \$150,000; if value is in excess of budget approved amount.
- Approve capital acquisitions over \$200,000, if value is in excess of pre-approved budget value or Ministry Capital Allocation.

**Information**

1. **Requisitions**

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

- Secretaries, Office and Clerical, Assistants
- Department Heads and some Teaching Staff
- Program Leads
- Consultants
- Principals/Vice-Principals
- Managers, Supervisors, Coordinators
- Purchasing Services
- Senior Administration

Requisitions must be accurately completed by the requisitioner and approved by the individual(s) with budget approval authority.

Requisitions must be issued for all purchases of equipment, supplies and services over \$100. Purchases under \$100 may be made with Petty Cash funds (subject to pre-approval). Please reference the employee portal for additional information on petty cash purchases.

2. **Processing Purchase Orders**

Purchase orders will be generated from approved requisitions and sent directly to the vendor unless otherwise agreed upon.

3. **Purchase Discounts**

Purchase discounts should be utilized, when available. Every effort should be made by all staff to ensure invoices are processed in a timely manner so discounts may be realized.



Where lack of proper documentation results in the loss of a discount, this matter should be brought to the attention of the person with budget responsibility.

**4. Receiving and Expediting Goods and Services**

**4.1 Expediting Purchase Orders**

Expediting is the responsibility of the requisitioner or designate. This includes routine follow-up of purchase orders via direct communication with the vendor in an effort to receive the goods or services without undue delay, handle short shipments, substitutes and/or backorders.

**4.2 Receipt of Goods and Services**

The location in receipt of the goods or services is responsible for immediately confirming receipt of the purchase order in the Board's financial system. Any paperwork that has accompanied the goods or services must be forwarded to the Accounting Department in the subsequent Board courier. The Board will not pay invoices without proof of receipt by the requisitioner or designate.

If there are backordered items, please do not hold back paperwork. Confirmation of receipt in the Board's financial system must be completed immediately following the arrival of the backorder(s).

Shipments must be verified against the accompanying paperwork within 24 hours of its arrival. Note any discrepancies/shortages and contact the vendor immediately.

**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 Accounting Clerks, only after confirming the cancellation with the vendor.

**6. Requisition Year-End Deadline**

Each year, the Coordinator of Purchasing Services will designate a date in May as the deadline for requisition entry for all schools and curriculum-based requirements. This deadline will allow sufficient time for receipt prior to the end of the school year. Exceptions shall apply to Corporate Services.

**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 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 Purchasing Services or a collaborative purchasing effort on behalf of the Board. Note: The Facilities Department and Information Technology Services 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:

<b>Goods or Services (Non-Consulting) (before applicable taxes)</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$2,500	May be requisitioned 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.
\$2,501 to \$50,000	May be requisitioned by the individual with budget authority only after receiving a minimum of three written quotes.



\$50,001 to \$99,999	Purchasing Services (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 +	Purchasing Services (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 and Information Technology Services shall follow the purchasing process for goods and non-consulting services that are not included on a quotation, tender and/or contract awarded through Purchasing Services or a collaborative purchasing effort done on behalf of the Board as outlined below:

<b>Goods or Services (Non-Consulting) *Facility Services &amp; Information Technology Services*</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$5,000	May be requisitioned 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 \$50,000	May be requisitioned by the individual with budget authority only after receiving a minimum of three written quotes.
\$50,001 to \$99,999	Purchasing Services (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 +	Purchasing Services (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:

<b>Consulting Services</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$99,999	Purchasing Services (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 +	Purchasing Services (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 must be submitted with the requisition and are subject to review by Purchasing Services.

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 Purchasing Services (or a collaborative purchasing effort done on behalf of the Board).

1.1.5 Purchasing Services 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 \$2,501, but the quantity required exceeds a total value of \$2,501, three quotes are required as per the above thresholds.



i.e.: one utility table = \$300 = no quotation  
ten utility tables = \$3,000 = 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 pre-defined 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.

### 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 Purchasing Services.
- ii) Purchasing Services 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 Purchasing Services, the supplier may request, in writing, to meet with the Superintendent of Business & 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. Purchasing Services 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, regardless 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, regardless 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:

<b>Total Value</b>	<b>Approval Authority</b>
Less than \$2,000	Individuals with budget responsibility
Greater than \$2,000 to less than \$10,000	Manager of Finance Manager of Facilities and Construction Projects (for Facilities Department purchases)



Greater than \$10,000 to less than \$150,000	Superintendent of Business & Treasurer
Greater than \$150,000	Superintendent of Business & Treasurer with approval of the Board of Trustees, if the amount is in excess of budget or Ministry Capital Allocation.

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 Superintendent of Business & 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 the Board’s Employee Expense Reimbursement policy. Individuals cannot approve their own expenses.
- 1.4.3 Emergency purchases are permitted with the approval of the Director of Education, Superintendent of Business & Treasurer (or designate) in consultation with the Chair of the Board.
- 1.4.4 Contracts are to be entered into only after consultation with Purchasing Services as well as approval from the Director of Education, Superintendent of Business & Treasurer (or designate). Contracts must be signed only by the Director of Education or the Superintendent of Business & Treasurer.
- 1.4.5 Credit applications and vendor accounts are to be processed/established by Purchasing Services.
- 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 The term of the contract and any options to extend must be set out in the original procurement documents (bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority must be obtained before changing the contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non-competitive procurement; thus requiring the Board to obtain appropriate approval authority prior to proceeding.
- 1.5.5 Contracts shall include a dispute resolution process.
- 1.5.6 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 Purchasing Services 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 Superintendent of Business & 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 judgment 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 Buyer's Association \(OPBA\) Code of Ethics](#) and the [Supply Chain Management Association Code of Ethics](#).
- 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 Purchasing Services 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](http://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 Purchasing Services in consultation with the originating department and/or school.
- 7.3 Purchasing Services 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 No employee or Trustee shall purchase, or receive free, any goods declared surplus by the Board, unless done so through public auction.
- 7.5 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, district school boards and/or other cooperative group contracts. 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.

## **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 Information Technology Services and/or Purchasing Services 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, Purchasing Services will oversee the purchase and/or lease of office furniture, classroom furniture, office equipment and wireless communications.

**10.0 Geographic Preference**

**10.1 Canadian Free Trade Agreement/Other Trade Agreements**

10.1.1 The Board will endeavour to provide equal access to qualified suppliers in consideration of the Canadian Free Trade Agreement and other Trade agreements.

10.1.2. The Board shall advertise all opportunities for goods and services valued at (pre-tax) \$100,000 or greater electronically.

**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 a Board authorized purchase order.

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 Purchasing Services, in situations where it is not appropriate or feasible to issue a purchase order.
- iv) Retail store purchases (see below).

**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 Purchasing Services 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 as 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**

Agreement on Internal Trade  
Education Act, Section 217  
Bill 122, Broader Public Sector Accountability Act, 2010  
Broader Public Sector Expenses Directive (Management Board of Cabinet), 2011  
Broader Public Sector Procurement Directive (Management Board of Cabinet), 2011  
Criminal Background Checks for Service Providers Policy and Administrative Procedures  
Employee Expense Reimbursement Policy and Administrative Procedures  
Municipal Freedom of Information & Protection of Privacy Act  
Ontario Public Buyer's Association (OPBA) Code of Ethics  
Ontario-Quebec Procurement Agreement  
Ontario Regulation 444/98: Disposition of Surplus Real Property  
Ontario Regulation 612/00: School Councils and Parent Involvement Committees  
Professional Standards & Conflict of Interest Policy for Employees  
Purchasing Terms and Conditions  
Public Service of Ontario Act, 2006  
School Funds Policy and Administrative Procedures  
Supply Chain Management Association Code of Ethics