

**PURCHASING GOODS AND SERVICES**

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**PREAMBLE**

The Board, in the performance of its duties as defined by the School Act, is responsible for

Purchasing Services will service all district schools and departments and will work cooperatively with other public agencies, as appropriate.

2. Purchasing Services will maintain a uniform set of procedures, terms and conditions, standard documents and a comprehensive, impartial evaluation process for the solicitation of bids. The bid process will be sufficient to adequately represent a diverse cross-section of the competitive market.
3. All district personnel who participate in the procurement process will act in an ethical manner. The Policy Statement 4.46: Conflict of Interest and the code of purchasing ethics established by the Purchasing Management Association of Canada will apply to all personnel involved in the procurement process.
4. Under the terms of the Agreement of Internal Trade, procurement opportunities exceeding \$100,000.00 for goods/services and \$250,000.00 for capital projects must be accessible to all Canadian suppliers. To satisfy this requirement, Purchasing Services will advertise these opportunities through the provincial BC Bid website.
5. Prior to the awarding of a contract, the contract must be approved as indicated below:
  - a. up to \$10,000 Principal of school or department supervisor
  - b. \$10,001 to \$50,000 Senior Buyer, Purchasing Services
  - c. \$50,001 to \$250,000 Deputy Secretary-Treasurer
  - d. \$250,001 to \$1,000,000 Secretary-Treasurer or designate
  - e. Over \$1,000,000 Secretary-Treasurer (with an information report to the Finance Committee of the Board of School Trustees)
6. The Secretary-Treasurer, through the Manager of Financial Services, is responsible for procedures, standard documents and an evaluation process for the solicitation of bids. Subject to the exclusions identified in procedure 7, all goods and services with a value of:
  - a. up to \$10,000 at a minimum, require a verbal quotation
  - b. \$10,001 to \$20,000 at a minimum, require a written quotation
  - c. \$20,001 to \$75,000 at a minimum require three written quotations
  - d. Over \$75,000 require solicitation of public bids
7. Quotations and public bids may not be requested if:
  - a.

8. Where appropriate, the district will actively participate with other public agencies in cooperative purchasing ventures.
9. Financial Services will release documentation in accordance with the Freedom of Information and Protection of Privacy Act.

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Date Adopted: 2007-01  
Date(s) Revised:

Cross References: Policy 4.00, 4.46, 5.15  
Statutory: FIOPPA, School Act 141 (1)  
Other: