

## Code D: Business Administration

<b>POLICY TITLE AND CODE</b>
<b>PURCHASING</b> <span style="float: right;"><b>DCB</b></span>

### STATEMENT OF POLICY

The Board of Education of Greater Saskatoon Catholic Schools requires that all procurement of goods and services are handled with consideration of, the total acquisition cost including life cycle cost, and adheres to the principles of non-discrimination, access by qualified suppliers, fair acquisition processes, and transparency of policy and procedure to the best overall value of the organization.

### RATIONALE

In certain specific circumstances, schools and suppliers need to be aware of the procurement obligations of the school division and that goods and services are obtained in accordance with the requirements of this policy.

### AUTHORITY

- *The Education Act*, Sections 349-356
- Policy Governance Manual

### 1.0 GUIDELINES

1. **Procurement up to \$2,500** - Any one item, or an accumulation of items, not exceeding \$2,500 in value may be purchased based on the department/school knowledge of and experience with the supplier, or based on the department/school's knowledge of last purchased price or verbal quotation. These purchases should be made using the Procurement Card (PCard).

In all procurement circumstances, Board policy DKA - [Conflict of Interest](#) applies.

2. **Procurement over \$2,500 and up to \$20,000** - Any one item, or an accumulation of items over \$2,500 but not exceeding \$20,000 in value may be purchased on the basis of written competitive quotations from no fewer than three (3) suppliers.

If the school/department obtains the quotations, all original quotations must be forwarded to Corporate Services for review, prior to the issuance of a Contract in a

form acceptable to Corporate Services. All procurement commitments must be made through Corporate Services.

3. **Procurement over \$20,000** - Any one item, or an accumulation of items, exceeding \$20,000 in value must be purchased through a formal competitive bid process managed by Corporate Services. All procurement commitments must be made through Corporate Services.

## **2.0 REFERENCES**

1. Statement of Educational Commitment of Greater Saskatoon Catholic Schools:
  - To practice stewardship with respect for all of God's creation
2. Trade Agreements - The New West Partnership Trade Agreement (NWPTA) and the Agreement on Internal Trade (AIT) requirements for posting electronic bid opportunity notices on a designated provincial site applies to construction projects, as well as goods and/or services, at or above the procurement thresholds. Bid notices may also be posted for procurement under the thresholds at the discretion of Corporate Services.
3. Competitive Bids - The term "competitive bids" includes Requests for Proposals (RFP), Requests for Tenders (RFT), Requests for Information (RFI), Requests for Quotations (RFQ) and Requests for Pre-Qualification.

### **DATE APPROVED**

December 10, 2012

### **DATES AMENDED**