

PURCHASING

Background

The purchase of goods and services for the Division shall be conducted in accordance with the Education Act of the Province of Saskatchewan and be consistent with the following basic principles:

- Minimum Expenditure - Purchase of quality goods and services at the least total expense to the Division.
- Open Competition - Goods and services to be purchased through open competition wherever possible.

Definitions

The following definitions are cited to ensure consistent interpretation of terms used in this administrative procedure.

Tender	A process where bids are received through a formal competition open to all interested parties. Notice of any tender is advertised locally and interprovincially where required by the <i>New West Partnership Trade Agreement</i> (NWPTA). The tender opening is made publicly at a time and place specified in the tender document.
Formal Quotation	A process where bids are received by request from qualified vendors or contractors selected by the Chief Financial Officer. Such quotations are received only up to a specified time and date, are not advertised and are not opened publicly.
Informal Quotation	A more informal process of securing price quotations from selected vendors either by facsimile or electronic mail with no specified closing time and date.
Request for Proposals	A request to suppliers to submit proposals for goods and/or services that are innovative. Request for proposals do not tie firms to existing processes or rigid specifications but, rather, encourage new approaches, techniques and methods for meeting the Division's requirements.

Procedures

1. The Division will adhere to the principles of the New West Partnership (NWP) signed by the provinces of Alberta, British Columbia and Saskatchewan. Goods and services required for the Division will be purchased through competitive buying practices required under the agreement.
 - 1.1 Goods and services purchases over \$75,000 and construction over \$200,000 shall be posted on the designated provincial site *www.SaskTenders.com*
 - 1.2 When utilizing the designated provincial site, the full tender documents, prepared in accordance with appropriate protocol and careful business practice, shall be posted. This practice will avoid the needless copying and forwarding of hardcopy documents.
2. The Division will acquire all goods and services through competitive buying practices subject to the minimum tendering and quotation requirements as follows:
 - 2.1 Subject to the other provisions contained in these procedures, tenders shall be requested in all the following cases:
 - 2.1.1 All goods and services, including building materials and capital projects, where the projected cost is expected to be in excess of \$30,000 in value;
 - 2.1.2 In other cases where it is deemed to be in the best interest of the Division.
 - 2.2 A Request for Proposal process may be substituted where more appropriate for the cases described in subparagraph 2.1 above. The Request for Proposal will be advertised in the same manner as a tender.
 - 2.3 A minimum of three written quotations shall be requested when:
 - 2.3.1 The value of the purchase is expected to be between \$2,000 and \$30,000.
 - 2.3.2 The value is expected to be under \$2,000 but it is deemed to be in the Division's best interest.
 - 2.4 Informal quotations shall be requested on items valued at less than \$2,000 whenever comparative prices and quality exist in the marketplace.
 - 2.5 Where no competitive supply market exists, or it is considered in the best interests of the Division, the Chief Financial Officer shall employ such value analysis and negotiation methods considered appropriate for obtaining acceptable material at the lowest possible cost.
 - 2.6 Orders will not be "split" for the purpose of circumventing the limitations specified in this procedure.
 - 2.7 Subject to the *New West Partnership Trade Agreement*, where an item required has been previously tendered within the preceding six months and there has been no increase in pricing, the manager is authorized to negotiate the purchase with the successful bidder from the previous tender.

3. The following responsibilities and authorities will apply to the various purchasing functions:
 - 3.1 The Chief Financial Officer is responsible for the general supervision of the purchasing function in the Division.
 - 3.2 The Chief Financial Officer or designate is authorized to effect all purchases and to dispose of all surplus equipment, furniture and materials and to establish procedures to ensure conformity with this purchasing procedure.
 - 3.3 Purchase or lease of goods and services shall be initiated by properly authorized personnel using requisition forms or the appropriate contract forwarded to the Manager of Accounting for processing in compliance with this procedure.
 - 3.4 The Chief Financial Officer or designate shall establish and maintain system standards and specifications for commonly used goods and services and shall have the authority to revise requisitions according to these standards, provided such revisions are discussed with the requisitioner.
 - 3.5 The Chief Financial Officer shall have the responsibility for obtaining tenders and quotations, and will review the information with the originator prior to placing the order if the cost exceeds the estimate given on the requisition.
 - 3.6 The Chief Financial Officer or designate shall have the sole authority to execute purchase or lease contracts or purchase orders on behalf of the Division.
 - 3.7 In order to gain advantages arising out of quantity buying, the Chief Financial Officer shall, whenever it is reasonably possible, coordinate common requirements from all schools and buy for the entire system at once.
4. Award of Contract
 - 4.1 Normally all awards shall be made on the basis of the lowest price complying with all applicable specifications, but where appropriate, suitability, quality, availability, service, related administrative costs, disposal value, and supplier's previous record of performance and service will be taken into account.
 - 4.2 Normally contracts will be for a one year duration with provision to extend with the following exceptions:
 - 4.2.1 Audit Services – Three (3) years with an optional two (2) years.
 - 4.2.2 Janitorial Services – Three (3) years with an optional two (2) years.
5. The Board will approve the awarding of all contracts in excess of \$50,000 in value.
6. Confidentiality of Information
 - 6.1 All tenders/quotations shall be requested in sealed, marked envelopes. Names or numbers of bidders will not be released prior to the closing of tenders/quotations.

- 6.2 All tenders will be publicly opened. Bidders are invited to attend the opening where information on pricing will be given.
 - 6.2.1 In the event of a single envelope bid, the school division may choose to leave the envelope closed and re-tender for the goods or services.
- 6.3 After an award has been made, the successful bidder's name and pricing detail will be released upon request.
- 6.4 Under exceptional circumstances, when it is deemed to be in the best interests of the Division and suppliers, detailed pricing information will not be disclosed.

7. Conflict of Interest

- 7.1 No staff member of the Division shall purchase or lease any goods or services from or through the Division for personal use or gain. If any purchase or contract is made contrary to this regulation the Division shall not be bound thereby.
- 7.2 Notwithstanding procedure 7.1, employees who utilize the Division's employee purchase plan to buy personal computers are not in a conflict of interest situation.

Reference: Section 69, 85,108, 109, 110, 344, 349, 352, 354, 355, Education Act
Annex 502.4 Agreement on Internal Trade

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