

The Division believes in purchasing competitively and seeking maximum educational value for every dollar expended, consistent with good purchasing practices. All items purchased shall become the property of the Division.

The Division supports the principle of purchasing locally where prices are competitive. To this end, opportunities should be provided for local suppliers to bid on bulk purchases of supplies, equipment and services. The Division is to be **fair, open and transparent** with purchasing of goods and services.

All Division employees acting on behalf of the Board share in the overall responsibility for the sound stewardship of financial resources and assets and each employee has a personal responsibility to understand and comply with the Division's policies and administrative procedures.

Division funds will not be used for the purpose of purchasing gifts for staff, with the exception of long service awards, pursuant to Policy 21 Long Service Awards and Recognition.

Directors and School Principals shall ensure that adequate information is provided to the vendor so that the request for quotations is made in as fair a manner as possible.

Guidelines

1. Any expenditure commitment must normally be part of an approved budget. All purchases are to be consistent with the approved Education Plan and programs of the Division.
2. No person may sign any document that creates an obligation or undertaking on behalf of the Division unless the individual has been delegated the authority.
3. The person that has been delegated authority will remain accountable for any commitment executed by their delegate.

Procedures

1. **Authority to Requisition**
The School Principals, Directors and their designates are granted the specific authority to requisition goods and services in approved annual site budgets.
2. **Process of Requisition** – purchases processed using either Purchasing Card or Purchase Order.

Purchasing cards will be used in accordance with the Administrative Procedure 30-12 Purchasing Card Program.

3. When purchasing from vendors whom provide dividends on account purchases, the Division account number must be used when purchasing on behalf of the Division.

4. Thresholds – The Board will purchase competitively without prejudice and will maximize educational value for the funds expended based on the following factors: service, quality, availability, and price.

The following expenditure guidelines must be followed for the purchase of Goods & Services:

1,000-\$9,999	Verbal Quotes accepted (minimum of 3, written notation required for each quote). If the value is expected to be under \$10,000, but it is deemed to be in the Division's best interest, a written quote may be requested. A department may advertise once per year to develop a Pre-approved Contractor pool. All information is to be documented and attached to Purchase Order or invoice.
\$10,000-\$74,999	Written Quotes required (minimum of 3). Written quotations/proposals shall be solicited by newspaper advertisement, by invitation and/or electronic bidding system.
\$75,000 & over	Public Tenders – Using the Alberta Purchasing Connection (purchasingconnection.ca) electronic bidding system (pursuant to Trade, Investment and Labour Mobility Agreement (TILMA)).

The following expenditure guidelines must be followed for Construction of Buildings:

\$200,000 & over	Public Tenders – Using the Alberta Purchasing Connection (purchasingconnection.ca) electronic bidding system (pursuant to Trade, Investment and Labour Mobility Agreement (TILMA)).
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5. The above quotations must be kept on file for three (3) years. The above values reflect the total purchases (not individual items).
6. Where no competitive supply market exists, or it is considered in the best interest of the Division, purchasing practices shall employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the best possible price.
7. Emergency or unforeseen circumstances will be considered on a case by case basis. In the event of an emergency which does not permit established procedure to be followed, the matter shall be decided by the immediate Supervisor. For immediate emergency repairs necessitated through fire, water, sewage, wind or electrical damage, the site supervisor, in consultation with the Superintendent or designate, shall take whatever action is necessary to restore operations.
8. Purchasing by Quotations and Tenders
 - a. Divisional staff are required to encourage suppliers to provide quotations for purchases. The staff member making the request shall determine the specifications for the tender.
 - b. Purchases shall be based upon the supplier's reputation and experience, the ability to deliver or perform within the time specified; the ability to provide after sales service, past experience and cost.
 - c. Tenders are to be evaluated on the basis of service, quality, availability, suitability, price and the supplier's ability to fulfill the requirements of any standards or specifications that form a part of such contracts. The Division reserves the right to reject the lowest or any bid presented to the Division.

9. Construction Tenders

- a. All successful bidders will be required to complete and sign appropriate Alberta subcontract forms. In addition, for all contracts in excess of \$200,000, one of the following: a Performance Bond, a Labour and Materials Bond, an irrevocable letter of credit or a certified cheque, the latter two for 50% of the contract amount, must be supplied by the successful bidder.

Reference

[Policy 21 Long Service Awards and Recognition](#)

[AP 20-50 School Based Decision Making](#)

[AP 30-11 Contracts](#)

[AP 30-12 Purchasing Card Program](#)

[AP 70-03 Access to Buildings, Equipment and Vehicles](#)

[Guidelines to the Procurement Obligations of Domestic and International Trade Agreements](#)