

## PURCHASING

### Background

Purchases of materials, supplies, and equipment by the Division are to be made in accordance with principles and procedures designed to acquire best value for the Division.

### Definitions

The following definitions are cited to ensure consistent interpretation:

Formal Tender – A process requiring the tender to be advertised on the SaskTenders website in accordance with all applicable trade agreements

Request for Proposal – A formal process for obtaining offers from competing organizations and evaluating those proposals against stated requirements, using a predefined evaluation process and a predefined set of evaluation criteria in which price is not the only factor.

Written Quotation – A process requiring selected vendors to submit written quotations, not required to be opened publicly.

Local Purchase Order – A legal contract between the Division and a vendor that gives the vendor authority to ship and charge for the goods specified in the order.

Standing Order – A contract that provides for a vendor to supply specified products or services for a specified period of time with actual requirements to be determined, requested and delivered when and as required.

Purchasing Card – A credit card offered by a lending institution and authorized for use by the Director to certain employees of the Division for the purchase of business related goods and services. The purchasing card program is administered by the Chief Financial Officer and card payments are guaranteed by the Division.

### Procedures

1. Formal tendering is required when:
  - 1.1 The Director, or designate deems it to be in the best interests of the Division; or
  - 1.2 It is a requirement of the Education Act.
  - 1.3 It is a requirement of a trade agreement.

2. A formal request for proposal process is used when the purchase is not solely a product or commodity, but is more in the nature of a solution to a problem or need where the solutions are expected to be quite varied and/or difficult to evaluate, or cost is not the only selection criterion.
3. A minimum of three (3) written quotations are to be requested when:
  - 3.1 The value of the item is expected to be between five thousand dollars (\$5,000.00) and twenty thousand dollars (\$20,000.00); or
  - 3.2 The Director or designate deems it to be in the best interests of the Division; or
  - 3.3 When materials and/or supplies are readily available from local vendors.
4. Goods and services up to an aggregate cost of five thousand dollars (\$5,000.00) may be purchased directly by budget managers utilizing a local purchase order or a purchasing card. Goods and services obtained through the formal tender process are excluded from this authority.
5. It is expected that all requirements for goods and services purchased through the formal tender process will be ordered by the schools and all Division sites at the time of the formal tender.
6. The lists of goods and services to be obtained through the formal tender process is to be subject to an annual review to determine items of inferior quality and/or items to be added or deleted.
7. The Chief Financial Officer has the lead responsibility for conducting formal tenders.
8. In those cases where the tender or quotation process is utilized, consideration is to be given to process, quality and the supplier's reputation, as evidenced by previous performance and service.
9. Where no competitive supply market exists, or it is considered in the best interests of the Division, purchasing practices are to employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the lowest possible price.
10. All goods and services purchased are to be obtained through the use of an approved purchasing process with the exception of small goods and services purchased by means of petty cash funds, local purchase orders or purchasing cards.
11. Purchasing processes, forms, and services are to be utilized only for authorized Division business.
12. No Division employee utilizing purchasing processes is to accept any gift or benefit, whether in the form of goods, services, loans, or favours, from any individual,

organization, or corporation which is interested directly or indirectly in dealings with the Division, subject to normal exchange or hospitality between persons doing business together.

### 13. Responsibilities and Authorities

- 13.1 The Chief Financial Officer is responsible for purchasing practices and procedures.
- 13.2 The Chief Financial Officer has the authority to revise requisitions according to established standards, provided such revisions are discussed with the requisitioner.
- 13.3 Purchases may be authorized only by budget managers in the person of the Director, Chief Financial Officer, superintendents, managers, supervisors, coordinators, principals, consultants and other designated managers

Reference: Sections 85, 344, 354, 355 Education Act  
Annex 502.4 Agreement on Internal Trade  
The School Division Administration Regulations 45, 48  
Canadian Free Trade Agreement  
Canada-EU Comprehensive Economic and Trade Agreement  
New West Partnership Trade Agreement

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