

Administrative Procedure 515

PURCHASING

Background

Purchases are to be made in the most cost effective manner possible. Tendering, as a strategy, contributes both to sound stewardship and fairness.

Procedures

1. Before purchasing, employees responsible will check with alternate suppliers' price lists to ensure purchases are done in the most economical manner. Purchases may be subject to tendering.

2. Requisitions must be prepared for all purchases.

2.1 The requisition is to be prepared by the appropriate individual i.e. Principal, Area Maintenance personnel, consultants, etc.

2.2 The requisition must be approved by any one (1) of the following:

2.2.1 Superintendent of Education,

2.2.2 Superintendent of Facilities,

2.2.3 Director,

2.2.4 Secretary Treasurer

2.2.5 Designate of above.

2.3 A purchase order will be prepared from the approved requisition form.

2.4 Secretary Treasurer or designate will approve the purchase order prior to goods and/or services being purchased.

3. Tendering Process

The Secretary Treasurer has the responsibility to ensure that detailed procedures with respect to the tendering process are developed and followed in accordance with existing legislation, sound financial management principles and the general procedures of the Division.

3.1 All tenders are to be developed in consultation with the Director, Secretary Treasurer and Superintendent of Facilities (where applicable) and will be offered under the signature of the Secretary Treasurer of the Division.

3.2 Tenders will be publicly advertised throughout the community, Division and where appropriate elsewhere.

3.3 All bids are to be clearly marked, sealed and addressed to the Secretary Treasurer of the Division.

3.4 Sealed tenders will be opened by the Secretary Treasurer or designate in the presence of another Division employee.

3.5 The Secretary Treasurer will examine all tenders for compliance and will summarize all tenders.

3.6 Tenders for amounts up to \$25,000.00 may be accepted by the Secretary Treasurer

3.7 Tenders for amounts of \$25,000.00 or more and tenders for the sale of land must be presented to the Board for approval.

4. Requirement to Tender

4.1 The Division shall call for tenders

- a) when required to do so by *The Education Act, 1995*;
- b) when directed by the Director or the Secretary Treasurer.

5. Awarding of Contracts

5.1 All calls for tenders shall set out the criteria for acceptance which shall include, but are not limited to, the following:

- a) dollar value of bid;
- b) past performance of bidder;
- c) ability to provide on-site support and service in a timely manner;
- d) knowledge of and experience with northern and aboriginal communities;

5.2 Where legal and appropriate a Local and/or Northern Contractor may be awarded the contract provided however that:

- a) the services or products to be provided are of equivalent or greater quality than that of the bidder who would, except for this provision, be the successful bidder;
- b) the bid of the Local or Northern Contractor is compliant with the call for tenders;
- c) the difference between the dollar value of the Local or Northern bidder and the bidder who would otherwise be the successful bidder is not greater than:

\$ Value of Contract (Annual)	Northern Contractors	Local Contractors
10,000 – 100,000	10% of low bid	15% of low bid
100,000 +	5% of low bid	10% of low bid

d) The above table does not apply to capital projects funded by the Ministry of Education.

5.3 A Local Contractor shall be defined as:

- a) in the case of a corporate bidder, a business whose head office is located in the community in which the service is to be provided or to which the product is to be delivered;
- b) in the case of an individual bidder, a person who has resided in the community for not less than fifteen (15) years in which the service is to be provided, or to which the product is to be delivered.

5.4 A Northern Contractor shall be defined as:

- a) in the case of a corporate bidder, a business whose head office is located within the boundaries of the Northern Lights School Division as defined pursuant to *The Education Act, 1995*; or
- b) in the case of an individual bidder, a person who has resided within the boundaries of the Northern Lights School Division as defined pursuant to *The Education Act, 1995* for a period of not less than fifteen (15) years.

6. Encouragement for Local and Northern Contractors

6.1 The Secretary Treasurer may develop a list of Local Contractors and Northern Contractors and may:

- a) where appropriate provide Local or Northern Contractors with copies of invitations to tender;
- b) from time to time provide information sessions for Local and Northern Contractors concerning the general purchasing needs of the boards, board policies on tendering and general tendering requirements or any other information that the Secretary Treasurer believes will encourage or assist such Contractors in submitting competitive bids provided however that such information shall not be specific to any one contract or tender.