

Administrative Procedure 515

PROCUREMENT

Background

In order for the Division to demonstrate sound financial management practices, sound purchasing practices, which ensure that funds are efficiently spent, must be in place.

The Division will ensure that equitable, economical, sustainable and consistent practices are implemented for the procurement of goods and services.

Procedures

1. This procedure applies to all schools of the Division.
2. The Secretary-Treasurer is delegated the authority to accept any tender, quotation or request for proposal, the value of which does not exceed \$200,000 subject to the following:
 - 2.1 The goods and/or services are identified within the approved capital or operating budget.
 - 2.2 The contract is to be awarded to the lowest tender or quotation. In the event where the contract is to be awarded to any firm other than that offering the lowest tender, the tender shall be submitted to the Board for approval.
 - 2.3 The contract is to be awarded to the highest rated request for proposal.
 - 2.4 Division employees shall, whenever appropriate, use local firms as suppliers of goods and services providing their prices and quality of goods and/or services are competitive.

3. Procurement Methods

The following are descriptions of the tendering methods to be employed by the Division:

3.1 Public Tendering

If a contract is to be awarded based on the tenders and if the Board called the tender, then the Board shall award the contract by motion; otherwise, it shall be awarded by the Secretary-Treasurer.

3.2 Invitation to Tender

Vendors will be invited to submit tenders based on written specifications. Where possible, a minimum of three vendors will be invited to submit tenders. The Secretary-Treasurer shall receive the bids and shall open them in public. If a contract is to be awarded based on the tenders and if the Board called



the tender, then the Board shall award the contract by motion; otherwise, it shall be awarded by the Secretary-Treasurer.

3.3 Requests for Proposals (RFP's)

The request for proposal format is part of a methodology used to determine exactly what is available in the market. The RFP codifies a set of requirements and specifications so that each vendor is dealing with the same information simultaneously. This is designed to facilitate evaluation of suppliers' proposals. The following steps are used in the RFP format:

3.3.1 Establish Selection Committee. The committee will include the Secretary-Treasurer and least two other members.

3.3.2 Select the suppliers.

3.3.3 Prepare the RFP specifications

3.3.4 Set the evaluation criteria

3.3.5 Clarification of proposals

3.3.6 Evaluate proposals

A closing date and time must be used to avoid delinquent receipt. Proposals which are received after the closing date will be returned.

4. Partnerships

4.1 Public organizations are defined as those organizations funded by public dollars, such as school boards, municipalities, health authority boards, hospitals, colleges, universities and other federal/provincial organizations.

4.2 A partnership may be established with another public organization where it is deemed to be of benefit to Medicine Hat Catholic Board of Education.

4.3 Partnerships with public organizations must be approved by the Board.

5. Tender Procedures

5.1 Tenders or request for proposals normally will be advertised by a minimum of one newspaper advertisement in the local newspaper.

5.2 The Secretary-Treasurer shall receive the sealed bids and open all tenders in public.

5.3 Normally a tender will close at 10.00 am local time on Tuesday or Thursday, unless otherwise designated by the Secretary-Treasurer.

5.4 The posting period normally will be two (2) weeks unless otherwise designated by the Secretary-Treasurer. Generally, the posting period will not be less than seven (7) calendar days.

6. Procurement of material and services under \$15,000 need not be tendered. Verbal quotations followed up by written confirmation may be obtained for purchases of standard or non-complex material. Prices are to be recorded to serve as a back up if documentation is required after the order is placed. A minimum of two quotations is acceptable for verbal or written quotations.



7. Procurement of goods and services between \$15,000 and \$50,000
 - 7.1 Are to be awarded on the basis of written quotations. When time permits and the need and specifications are sufficiently defined, tenders may be deemed appropriate.
 - 7.2 When purchasing materials and/or services requiring written quotations, prices will be solicited from three or more vendors. In the case of proprietary items, more than one price is often not possible and is to be so noted on the requisition.
 - 7.3 Quotations will be solicited only from vendors deemed qualified by the Secretary-Treasurer.
 - 7.4 Answers to technical questions arising during the quotation period are to be provided by the requisitioner. In an effort to limit the number of contracts, the requisitioner is to ensure all potential suppliers are provided the same information.
 - 7.5 After all quotations have been received and examined for completeness, a summary sheet is to be prepared noting all pertinent data. Determination of the low quotation and award of the order will be made only after all aspects, including preferences of the requisitioner, have been considered. The information gathered will be kept with the purchase order as back up.
 - 7.6 When circumstances warrant the solicitation of a quotation is inappropriate, the facts will be documented and the approval of the Secretary-Treasurer shall be obtained and noted.
 - 7.7 Unless a specific exception has been obtained from the Secretary-Treasurer, quotations shall not be solicited from, nor any order placed with a company that:
 - 7.7.1 Is owned, controlled or actively influenced by any Division employee or immediate relative of said employee.
 - 7.7.2 Employs in a management, consulting or sales capacity, any employee who is a Division employee
 - 7.7.3 Employs in any capacity a Division employee who is in a position to influence the selection of, or conduct business with, such a supplier.
8. Procurement of goods and services between 50,000 and \$200,000
 - 8.1 Procurement of materials and /or services between \$50,000 and \$200,000 may be by competitive tender, invitational tender, or request for proposal.
9. Procurement of goods and services over \$200,000
 - 9.1 Procurement of material and/or services over \$200,000 shall be by public tender or public request for proposal.

Reference: Section 27, 60, 61, 80, 113, 116, 121, 195 School Act
 Freedom of Information and Protection of Privacy Act
 Agreement on Internal Trade; Annex 502.4
 School Buildings and Tendering Regulation 383/88

