Administrative Procedure 515

PURCHASING

Belief

The Division has a responsibility to establish purchasing procedures that will result in quality purchases within the financial constraints of the Division.

The Division has a responsibility to establish purchasing procedures that will obtain maximum value for every purchase, to purchase competitively, and to consistently use responsible purchasing practices.

Guidelines

1. The prime consideration for purchasing is that all purchases fall within the framework of budget limitations and that they be consistent with good purchasing practices and the approved educational goals and programs of the Division.

2. Within specified limitations, employees specifically charged with the responsibility and accountability are authorized to purchase on behalf of the Division.

3. As a public institution, the Division encourages all interested suppliers to quote on the requirements of the Division.

4. The Division will attempt to obtain the maximum value for each dollar expended consistent with good educational and purchasing practices. Consideration will be given to the supplier’s reputation, experience, the ability to deliver or perform within the time specified, and the ability to provide after-sales maintenance, warranties and service or other criteria deemed to be relevant to the purchase. Past experience on previous orders will also be considered.

5. All other factors being equal, the Division’s policy is to purchase from local, provincial and Canadian suppliers in that order of preference.

6. All items purchased in the name of a school or the Division shall become the property of Wetaskiwin Regional Division No.11

7. All Requests for Proposals, contractual obligations in excess of a 12 month period, or that exceed 10% of a site budget must be approved by the Associate Superintendent: Business.

8. As a MASH entity (Municipalities, Academic Institutions, School Boards and Regional Health Authorities) we are required by NWPTA (New West Partnership Trade Agreement) to use a fair tendering process. For goods and services of $75,000 or greater, and for construction $200,000 or greater, we are required to post tender notices electronically on the Alberta Purchasing Connection (APC), Alberta’s electronic tendering system.
<table>
<thead>
<tr>
<th>Aggregate Value of the Goods or Services</th>
<th>Method of Quotations</th>
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</thead>
<tbody>
<tr>
<td>Up to $20,000</td>
<td>No quotation/proposal is required but purchaser must ensure competitive pricing</td>
</tr>
<tr>
<td>Up to $50,000 (Construction only)</td>
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</tr>
<tr>
<td>$20,001 - $75,000</td>
<td>Written quotations/proposals from at least three (3) qualified vendors, where possible.</td>
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<tr>
<td>$50,001 - $200,000 (Construction Only)</td>
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</tr>
<tr>
<td>$75,001 +</td>
<td>A formal tender on the APC is required</td>
</tr>
<tr>
<td>$200,001 + (Construction Only)</td>
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</tbody>
</table>

9. The lowest bid consistent with the specifications will normally be accepted. However, a tender other than the lowest may be accepted if the reasons in support of such action are deemed by the Associate Superintendent, Business to be in the best interests of the Division.

10. When considering the pre-qualification of a construction contractor, the following criteria must be met:

   a. Current business license,
   b. Minimum of 2.0 million dollars liability insurance, and
   c. Worker’s Compensation Board coverage

11. Competition among vendors will be waived only in special circumstances, such as:

   a. For immediate emergency repairs necessitated through fire, water, sewage, wind, electrical damage or hazardous abatement, the Director, Facilities and the Associate Superintendent, Business shall take whatever action necessary to restore operation; and
   b. A product or vendor is of a proprietary nature and obtainable from only one source

12. A record of tenders or quotations on each good or service for which prices are called shall be retained for 6 years.

13. The name of the successful bidder and the price on each tender/quotation call may be made available upon request.

14. Purchases may not be made from any Board member or employee of the Division or any of their immediate families unless in compliance with the conflict of interest provisions contained in the School Act.

15. Rewards earned for Division purchases shall not be used for personal benefit.

16. The Division has established a purchasing card program to provide a more convenient, efficient, cost-effective method of purchase and payment for small dollar transactions and to provide schools with a simple method of direct purchases. All purchasing card purchases are in effect pre-approved by the site administrator when the site administrator authorizes a purchasing card for a particular employee. The credit limits (single transaction and monthly) as well as the general ledger distribution should reflect the amount and nature of purchasing that the site administrator is
approving. No Division employee should split transactions with the willfull intent of circumventing purchasing limits. All expenses are subject to approval after the fact by the site administrator.

17. Invoice payment on all outstanding accounts shall be made in accordance with the Financial Procedures Handbook.

18. A capital purchase is defined as an asset which costs $5,000 or greater AND will be used for more than one year.

19. To facilitate the purchase of a capital asset funded from School Generated Funds (SGF), the asset should be paid for directly by Central Office via a site-based general ledger budget code. The school purchasing the capital asset would then subsequently reimburse the site-based budget from SGF.

20. All purchases related to building operations and maintenance for the Division is the responsibility of the Director, Facilities.

21. The Division requires that all equipment purchased for use in schools/departments requiring lines, for gas, water, drains, special electrical connections or facility renovations be approved by the Director, Facilities.

Reference:
- Section 60, 61, 80, 121, School Act
- Freedom of Information and Protection of Privacy Act
- New West Partnership Trade Agreement
- WRPS Financial Procedure Handbook