

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Procurement Procedures
Section: Business and Administrative Services

Policy Code: BA5.1

Established: December 17, 1998

Revised or

Revised on: 2004; 2010; February

Vendor of Record

A Contracted Vendor of Record or Prequalified Vendor of Record established through an open competitive bid process for the acquisition of common goods, services and construction.

4. APPLICATION

This policy applies to employees and the Board of Trustees involved with procurement activities and shall ensure all Board resources including Board budget, special funding and School Generated Funds are used in a responsible manner and in alignment with this policy.

5. RESPONSIBILITY

5.1 Board of Trustees

The Board of Trustees is responsible for understanding and applying this policy in their work with regard to approval of competitive bids as described herein, and for communicating with members of the community about this policy as required.

5.2 Manager of Procurement and Central Services

The Manager of Procurement and Central Services is responsible for the Board's commitment in conducting open, fair and transparent procurement activities by:

5.2.1 ensuring procurement activities of the Board are in adherence of the policy;

5.2.2 providing advice and guidance, upon request, to superintendents, principals, vice principals and other individuals with supervisory responsibility in carrying out their responsibilities under this policy

5.2.3 advancing the objectives of this policy to align with KPR and departmental strategic plan

5.2.4 ensuring procurement activities are performed in an open, fair and transparent manner with an objective to obtain the best overall value-for-money ensuring alignment with the KPR's Mission, Vision and Values.

5.3 Supervisory Officers

Individuals with supervisory authority (both school and non-school administrative academic units) are entrusted with the responsibility to ensure their department are conducting procurement activities in compliance with the policy.

5.4 Director of Education and Superintendent of Business and Corporate Services

The Director of Education and Superintendent of Business and Corporate Services have oversight and jurisdiction in determining the parameters of this policy and the associated administrative regulation.

6. POLICY

6.2 Approvals

Board of Trustees approval shall be required for:

- x capital project tenders and consulting services in excess of \$200,000,
- x expenditures which exceed the budgeted amount by 10% and \$200,000 and/or,
- x multi-year commitments where the annual budget amount is greater than \$250,000.

This policy provides a comprehensive process detailed in an administrative regulation for procurement procedures. Procurement activities shall always be performed according to this policy and corresponding administrative regulations.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-1.4, Signing Officers of the Board](#)

[BA-1.1, Records Management](#)

[BA-1.8, Privacy and Information Management](#)

[BA-4.3, Petty Cash Funds](#)

[BA-4.9, Expenses and Reimbursements for Trustees](#)

[BA-4.10, Expenses and Reimbursements for Employees](#)

[BA-5.2, Disposal of Surplus or Obsolete Materials, Furniture and Equipment](#)

[BA-6.5, Surplus Board Real Estate – Disposal/Rental](#)

[BA-7.3, School Generated Funds](#)

Administrative Regulations:

[BA-5.1.1, Procurement Procedures](#)

[BA-5.1.1A, Procurement Procedures -Appendix A-Competitive Procurement Processes](#)

[BA-5.1.1B, Procurement Procedures-Appendix B-Guidelines for Exemptions from](#)

[Competitive Procurement](#)

[BA-5.1.1C, Procurement Procedures-Appendix C-Bid Irregularities](#)

[BA-5.1.1D, Procurement Procedures-Appendix D-Purchasing Cards](#)

[BA-5.1.1E, Procurement Procedures-Appendix E- Vendor Suspension Protocol](#)

Other Documents (Internal):

[Purchasing Policy and Regulations Guide](#)

8. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)

Canadian Free Trade Agreement (CFTA), Chapter Five –