

## ADMINISTRATIVE PROCEDURE #3.80

# PURCHASING GOODS AND SERVICES

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### BACKGROUND

The Board, in the performance of its duties as defined by the School Act, is responsible for ensuring that all services, supplies and equipment required for ongoing operations of the School District are procured in an efficient and cost-effective manner to obtain maximum value for the District in accordance with good business practices.

**THE BOARD, THROUGH THE SECRETARY-TREASURER, WILL UTILIZE SOUND AND PROFESSIONAL BUSINESS PRACTICES WHILE OBTAINING THE BEST VALUE FOR THE PROCUREMENT OF GOODS, SERVICES AND EQUIPMENT. PROCUREMENT FUNCTIONS WILL BE UNDERTAKEN USING COMPETITIVE PUBLIC SERVICE PURCHASING PRACTICES.**

### OBJECTIVES

1. To obtain maximum value for the District on all purchases including the life cycle cost of purchases.
2. To provide reasonable opportunities for qualified suppliers and contractors to seek the School District's business.
3. To conduct purchasing in an efficient and cost effective manner in accordance with competitive public service purchasing practices.
4. To select vendors through processes that are transparent and competitive, and to balance the administrative effort and cost with commensurate value of the purchase.
5. To provide purchasing discretion and flexibility for the District, schools, and departments within granted purchasing authority and subject to optimizing best value for the School District as a whole.

### REGULATIONS

1. Purchasing Services' responsibilities shall include but not be limited to:
  - a. Procurement of goods and services as required by School District 41 – Burnaby.
  - b. Disposal of surplus goods.

Purchasing Services will service all District schools and departments and will work cooperatively with other public agencies, as appropriate.

2. Purchasing Services will maintain a uniform set of procedures, terms and conditions, standard documents and a comprehensive, impartial evaluation process for the solicitation of bids. The bid process will be sufficient to adequately represent a diverse cross-section of the competitive market.
3. All District personnel who participate in the procurement process will act in an ethical manner. The Administrative Procedure #4.46 Conflict of Interest and the code of purchasing ethics established by the Purchasing Management Association of Canada will apply to all personnel involved in the procurement process.
4. Under the terms of the Agreement of Internal Trade, procurement opportunities exceeding \$100,000.00 for goods/services and \$250,000.00 for capital projects must be accessible to all Canadian suppliers. To satisfy this requirement, Purchasing Services will advertise these opportunities through the provincial BC Bid website.
5. Prior to the awarding of a contract, the contract must be approved as indicated below:
  - a. up to \$10,000 Principal of school or department supervisor
  - b. \$10,001 to \$50,000 Senior Buyer, Purchasing Services
  - c. \$50,001 to \$250,000 Deputy Secretary-Treasurer
  - d. \$250,001 to \$1,000,000 Secretary-Treasurer or designate
  
  - e. Over \$1,000,000 Secretary-Treasurer (with an information report to the Finance Committee of the Board of School Trustees)
6. The Secretary-Treasurer, through the Manager of Financial Services, is responsible for procedures, standard documents and an evaluation process for the solicitation of bids. Subject to the exclusions identified in procedure 7, all goods and services with a value of:
  - a. up to \$10,000 at a minimum, require a verbal quotation
  - b. \$10,001 to \$20,000 at a minimum, require a written quotation
  - c. \$20,001 to \$75,000 at a minimum require three written quotations
  - d. Over \$75,000 require solicitation of public bids
7. Quotations and public bids may not be requested if:
  - a. There is an urgent need and delay would be injurious to the public interest.
  - b. The nature of the requirement is such that it would not be in the public interest to invite competitive quotes/bids.
  - c. Only one bidder is capable of providing the goods/services.
  - d. Competition is precluded because of the existence of patent rights, copyrights, intellectual property or trade secrets.
  - e. The goods/services require compatibility with existing goods/services logistics, or may void any warranties or guarantees.
  - f. Pricing has been established by another public agency or cooperative purchasing venture.

8. Where appropriate, the District will actively participate with other public agencies in cooperative purchasing ventures.
9. Financial Services will release documentation in accordance with the Freedom of Information and Protection of Privacy Act.

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Date Adopted: 2007-01  
Date(s) Revised:

Cross References: [AP #4.46 Conflict of Interest](#)  
[AP #5.15 Student and other School](#)  
[Records: Access, Storage & Transfer](#)  
Statutory: FIOPPA, School Act 141 (1)  
Other: