



School District No. 27 (Cariboo-Chilcotin)

PURCHASING

Policy No. 3310

Effective: November 2017

Initial Adoption: March 1996

Preamble

The Board expects that:

1. All procurement practices will be in compliance with the British Columbia-Alberta Trade, Investment, and Labour Mobility Agreement (TILMA).
2. Fair business practices will be consistently applied to all purchasing transactions.
3. Qualified suppliers are provided with an equal opportunity to provide goods and services to the District.

Policy

The Board of Education requires that all purchasing activities are undertaken in a visibly fair, ethical and prudent manner and that all transactions are handled with honesty.

The Board of Education requires that assets, materials, and services be purchased by the School District in the most economical and expeditious manner possible, at the lowest available cost for the quality of the product or service required.

Regulations

A. Shared Service Partners

The Board of Education authorizes the Secretary Treasurer to utilize Provincial authorized purchasing consortiums for School District purchases to either replace or complement the Tenders and Quotes process below.

The budget manager shall work with the Secretary Treasurer to investigate shared service agreements to achieve cost and administrative savings for the School District through collaborative procurement.

One such service is BC Education Marketplace (BCEM). BCEM services include the establishment of shared contracts for select goods and services as well as serving as a resource for school districts regarding best practices in the area of procurement. BCEM services are intended to complement procurement activities at the individual district level, not replace them. BCEM leverages the purchasing volumes of the sector to establish cost-effective products and services contract for school district.

B. Tenders and Quotes

The budget manager shall solicit prices from suppliers for goods or services in the following manner:

1. An item or group of items estimated to cost more than \$10,000 and less than \$25,000 - by obtaining three or more verbal quotations.
2. An item or group of items estimated to cost \$25,000 but less than \$75,000 - by obtaining three or more written quotations.
3. As regulated by the TILMA, a service, item or group of items with an estimated cost of \$75,000 or more must be advertised by posting on BC Bid and/or any other electronic advertising system. Pricing for these items will be received by sealed tender only.
4. When market conditions, quality of product, and delivery considerations, manufacturing set up costs or partnership is warranted, the lowest bid may not necessarily be accepted, subject to the approval of the Board.
5. Capital Purchasing / Services in excess of \$200,000 will require Board approval and follow the same process of advertising as indicated in part 3 above.

C. Sealed Tenders

1. Sealed tenders received up to the deadline specified in the tender request shall be opened by the Secretary Treasurer or his/her delegate and/or the appropriate Manager in the presence of witnesses to record the opening.
2. Sealed tenders received after the specified deadline shall be rejected and returned unopened to the supplier.
3. When procurement becomes difficult because of material shortages and/or fugitive pricing, it is recognized that better value may be obtained through a negotiated purchase. Under these circumstances the Manager may negotiate such purchases without the use of sealed tenders, subject to the approval of the Board.
4. The following procurement tools may still be used so long as they are non-discriminatory:
 - Pre-qualified lists of suppliers
 - Purchasing co-ops, buying groups
 - Long-term supply contracts
 - Specifications for service (e.g.: time, maintenance)