

ADMINISTRATIVE GUIDELINE

Title: Purchasing

Effect

- **Quality Service Delivery**
Front-line services provided by the Board must receive the right product, at the right time, in the right place.
- **Process Standardization**
Standardized processes should provide efficiencies and create a level playing field.

Purchasing Code of Ethics

The Board expects that honesty, integrity, professionalism, and responsible management guide all procurement decisions. All individuals involved in the purchasing or other supply-chain related activities must comply with the Board's Purchasing Code of Ethics and the laws of Canada and Ontario.

Refer to Appendix # 1 for the Purchasing Code of Ethics.

Conflict of Interest

In procurement activities with suppliers seeking to do business with the Board, staff are responsible for using good judgment and to avoid situations that may present a conflict of interest.

No employee of the Near North District School Board shall knowingly purchase on behalf of the Board any goods or services from a supplier that is owned or operated by an employee of the Board or by a relative of an employee of the Board (including parent, child, spouse, partner, sibling, in-law). No employee nor trustee shall have a pecuniary interest, either directly or indirectly, in any contract with the Board or with any person acting for the Board in any contract for the supply of goods or services for which the Board pays or is liable, directly or indirectly. Such supplier, or employee, could be perceived to have a direct influence on the use of a particular good or service by the Board.

In procurement activities with suppliers, staff must declare a conflict of interest if the circumstances could give, or be perceived to give a supplier an unfair advantage. Where a conflict of interest arises, it must be evaluated and an appropriate mitigating action must be taken.

All Board staff must adhere to Section 217 of the *Education Act* regarding the promotion or salary of staff.

Our mission is to educate learners to their fullest potential in preparation for life-long learning

General Purchasing Direction

The following outlines the methods by which a purchasing transaction can be carried out:

- Petty Cash (up to \$200) – refer to Administrative Guideline – Petty Cash
- Board Purchasing Cards – refer to Administrative Guideline – Purchasing Cards
- Purchase requisitions/purchase orders
- Local and out-of-town travel expense claims

Criteria for Dollar Limits on Purchases related to Quotations, Tenders and Proposals

The following outlines the dollar limits on purchases related to quotations, tenders and proposals:

<p>\$50,000 - \$100,000</p>	<p>Request for Quotation (RFQ) – Formal/Sealed response.</p> <p>Three (3) written quotations on Board Bid Form to be completed with suggested suppliers by requesting department/school submitted to the Purchasing Department, Date and Time as prescribed. RFQ shall describe exactly the goods and/or services to be provided. The RFQ evaluations to be based solely on price. Award to be made in collaboration with Purchasing.</p>	<p>Required</p>
<p>\$100,001- +</p>	<p>Request for Tender (RFT) or Request for Proposal (RFP)</p> <p>Request for Tender (RFT) and/or Request for Proposal (RFP) are to be advertised and posted on the Board’s website, local newspapers, and available through an electronic tendering system that is readily accessible by all Canadian Suppliers nationally. Vendor responses are sealed. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to Superintendent of</p>	

Commitment Approval Authority Schedule:

Board of Trustees D Td(u)Tj0Tw 0.61 0 Td0752 77.52 662.8239.04	Over \$300,000
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Outstanding Purchase Orders and Closing Purchase Orders

Open Purchase Order Reports contained within the K212 K102 K103 K104 K105 K106 K107 K108 K109 K110 K111 K112 K113 K114 K115 K116 K117 K118 K119 K120 K121 K122 K123 K124 K125 K126 K127 K128 K129 K130 K131 K132 K133 K134 K135 K136 K137 K138 K139 K140 K141 K142 K143 K144 K145 K146 K147 K148 K149 K150 K151 K152 K153 K154 K155 K156 K157 K158 K159 K160 K161 K162 K163 K164 K165 K166 K167 K168 K169 K170 K171 K172 K173 K174 K175 K176 K177 K178 K179 K180 K181 K182 K183 K184 K185 K186 K187 K188 K189 K190 K191 K192 K193 K194 K195 K196 K197 K198 K199 K200 K201 K202 K203 K204 K205 K206 K207 K208 K209 K210 K211 K212 K213 K214 K215 K216 K217 K218 K219 K220 K221 K222 K223 K224 K225 K226 K227 K228 K229 K230 K231 K232 K233 K234 K235 K236 K237 K238 K239 K240 K241 K242 K243 K244 K245 K246 K247 K248 K249 K250 K251 K252 K253 K254 K255 K256 K257 K258 K259 K260 K261 K262 K263 K264 K265 K266 K267 K268 K269 K270 K271 K272 K273 K274 K275 K276 K277 K278 K279 K280 K281 K282 K283 K284 K285 K286 K287 K288 K289 K290 K291 K292 K293 K294 K295 K296 K297 K298 K299 K300 K301 K302 K303 K304 K305 K306 K307 K308 K309 K310 K311 K312 K313 K314 K315 K316 K317 K318 K319 K320 K321 K322 K323 K324 K325 K326 K327 K328 K329 K330 K331 K332 K333 K334 K335 K336 K337 K338 K339 K340 K341 K342 K343 K344 K345 K346 K347 K348 K349 K350 K351 K352 K353 K354 K355 K356 K357 K358 K359 K360 K361 K362 K363 K364 K365 K366 K367 K368 K369 K370 K371 K372 K373 K374 K375 K376 K377 K378 K379 K380 K381 K382 K383 K384 K385 K386 K387 K388 K389 K390 K391 K392 K393 K394 K395 K396 K397 K398 K399 K400 K401 K402 K403 K404 K405 K406 K407 K408 K409 K410 K411 K412 K413 K414 K415 K416 K417 K418 K419 K420 K421 K422 K423 K424 K425 K426 K427 K428 K429 K430 K431 K432 K433 K434 K435 K436 K437 K438 K439 K440 K441 K442 K443 K444 K445 K446 K447 K448 K449 K450 K451 K452 K453 K454 K455 K456 K457 K458 K459 K460 K461 K462 K463 K464 K465 K466 K467 K468 K469 K470 K471 K472 K473 K474 K475 K476 K477 K478 K479 K480 K481 K482 K483 K484 K485 K486 K487 K488 K489 K490 K491 K492 K493 K494 K495 K496 K497 K498 K499 K500 K501 K502 K503 K504 K505 K506 K507 K508 K509 K510 K511 K512 K513 K514 K515 K516 K517 K518 K519 K520 K521 K522 K523 K524 K525 K526 K527 K528 K529 K530 K531 K532 K533 K534 K535 K536 K537 K538 K539 K540 K541 K542 K543 K544 K545 K546 K547 K548 K549 K550 K551 K552 K553 K554 K555 K556 K557 K558 K559 K560 K561 K562 K563 K564 K565 K566 K567 K568 K569 K570 K571 K572 K573 K574 K575 K576 K577 K578 K579 K580 K581 K582 K583 K584 K585 K586 K587 K588 K589 K590 K591 K592 K593 K594 K595 K596 K597 K598 K599 K600 K601 K602 K603 K604 K605 K606 K607 K608 K609 K610 K611 K612 K613 K614 K615 K616 K617 K618 K619 K620 K621 K622 K623 K624 K625 K626 K627 K628 K629 K630 K631 K632 K633 K634 K635 K636 K637 K638 K639 K640 K641 K642 K643 K644 K645 K646 K647 K648 K649 K650 K651 K652 K653 K654 K655 K656 K657 K658 K659 K660 K661 K662 K663 K664 K665 K666 K667 K668 K669 K670 K671 K672 K673 K674 K675 K676 K677 K678 K679 K680 K681 K682 K683 K684 K685 K686 K687 K688 K689 K690 K691 K692 K693 K694 K695 K696 K697 K698 K699 K700 K701 K702 K703 K704 K705 K706 K707 K708 K709 K710 K711 K712 K713 K714 K715 K716 K717 K718 K719 K720 K721 K722 K723 K724 K725 K726 K727 K728 K729 K730 K731 K732 K733 K734 K735 K736 K737 K738 K739 K740 K741 K742 K743 K744 K745 K746 K747 K748 K749 K750 K751 K752 K753 K754 K755 K756 K757 K758 K759 K760 K761 K762 K763 K764 K765 K766 K767 K768 K769 K770 K771 K772 K773 K774 K775 K776 K777 K778 K779 K780 K781 K782 K783 K784 K785 K786 K787 K788 K789 K790 K791 K792 K793 K794 K795 K796 K797 K798 K799 K800 K801 K802 K803 K804 K805 K806 K807 K808 K809 K810 K811 K812 K813 K814 K815 K816 K817 K818 K819 K820 K821 K822 K823 K824 K825 K826 K827 K828 K829 K830 K831 K832 K833 K834 K835 K836 K837 K838 K839 K840 K841 K842 K843 K844 K845 K846 K847 K848 K849 K850 K851 K852 K853 K854 K855 K856 K857 K858 K859 K860 K861 K862 K863 K864 K865 K866 K867 K868 K869 K870 K871 K872 K873 K874 K875 K876 K877 K878 K879 K880 K881 K882 K883 K884 K885 K886 K887 K888 K889 K890 K891 K892 K893 K894 K895 K896 K897 K898 K899 K900 K901 K902 K903 K904 K905 K906 K907 K908 K909 K910 K911 K912 K913 K914 K915 K916 K917 K918 K919 K920 K921 K922 K923 K924 K925 K926 K927 K928 K929 K930 K931 K932 K933 K934 K935 K936 K937 K938 K939 K940 K941 K942 K943 K944 K945 K946 K947 K948 K949 K950 K951 K952 K953 K954 K955 K956 K957 K958 K959 K960 K961 K962 K963 K964 K965 K966 K967 K968 K969 K970 K971 K972 K973 K974 K975 K976 K977 K978 K979 K980 K981 K982 K983 K984 K985 K986 K987 K988 K989 K990 K991 K992 K993 K994 K995 K996 K997 K998 K999

