



## Purchasing

**Board Received:** November 24, 2014

**Review Date:** December 2018

### Accountability:

1. Frequency of Reports – As needed
2. Severity Threshold – As needed
3. Criteria for Success – Complies with Broader Public Sector Procurement Directive  
– Is shared with all stakeholders

### Procedures:

These procedures will make Board staff, school councils, community partners, customers and suppliers aware of the directive which governs the planning, acquisition and management of supplies, equipment and services. By following this directive, suppliers and business partners will be treated in a consistent, fair and open manner and internal customers will benefit from efficiency, financial control, quality and value for money.

#### 1.0 **Administrative Responsibility**

- 1.1 It is the responsibility of the Purchasing Supervisor, under the direction of the Manager of Business Services, to implement this Administrative Procedure.
- 1.2 The purchasing department shall be responsible for the acquisition of all supplies, equipment and services required by the Board, with the exception of the following:
  - a) land purchases
  - b) student transportation
  - c) legal services
  - d) employee fringe benefits contracts
  - e) projects in which the Board may partner with one or more school boards or other organizations
  - f) projects in which an Ontario government ministry specifies the goods and/or services to be used
  - g) miscellaneous petty cash
  - h) purchase card purchases
- 1.3 It is the responsibility of each senior administrator, principal, department manager and supervisor to ensure that his/her staff are appropriately informed and comply with the Board's approved Purchasing Policy and Procedures.
- 1.4 This Procedure applies to all staff involved in the purchasing of supplies and services on behalf of the Board.

- 1.5 This Procedure applies for all supplies and acquired for used in the school or by students with school related activities regardless of funding origin. Therefore, school generated funds and /or donated funds are to follow this Procedure.
- 1.6 For the purpose of this Procedure, any reference to the purchase of supplies and services includes all furniture and equipment.
- 1.7 Purchasing department staff shall not make purchases of any kind on behalf of staff or members of the Board for personal use.

## 2.0 Segregation of Duties

- 2.1 There are five key functional roles in the purchasing process. Responsibility for these roles lies within different departments or individuals and requires segregated approval levels. The framework for this segregation of duties is shown below for all purchases other than petty cash and purchasing card.

<b>Roles</b>	<b>Duties</b>	<b>Who</b>
Requisition	Authorize the purchasing department to place an order following approved methods	Board staff requiring supplies and services
Budget	Authorize that funding is available to cover the cost of the order	Department budget holder
Commitment	Authorize release of the order to the supplier under agreed-upon contract terms	Purchasing department role in the acquisition
Receipt	Authorize that the order was physically received, correct and complete for values greater than \$2,500	Individual receiving the supplies and services
Payment	Authorize release of payment to the supplier	Accounts payable role within the finance team

## 3.0 Approval Authority Levels

- 3.1 Authority levels identify the approval required for specific dollar values of purchasing. This delegation of authority corresponds to job roles within the Board.
- 3.2 Approval for purchasing supplies and services is based on the total estimated dollar value, including any agreed-upon renewals, and exclusive of applicable taxes.
- 3.3 When a staff person wishes to request a purchase that has a value greater than his/her authority level, the appropriate supervisor must forward the approval to purchase in writing or email to the Purchasing Supervisor.

- 3.4 The Board has delegated purchasing authorities as follows:
- a) The Board of Trustees  
The Board shall approve all purchase contracts, except as noted in 3.5, in excess of \$250,000 and all Facility related contracts in excess of \$500,000. All contracts for consulting services in excess of \$100,000 shall be approved by the Board.
  - b) Director of Education & Secretary or Superintendent of Business & Treasurer:  
All purchase contracts for supplies and services in excess of \$50,000 and up to \$250,000, and all Facility related contracts in excess of \$100,000 and up to \$500,000.
  - c) Manager of Facility Services:  
Facility related contracts with a value up to \$100,000.
  - d) Managers, Academic Superintendents, Facility Services Division Managers and Purchasing Supervisor:  
All purchase contracts with a value up to \$50,000.
  - e) Principals, Principal Leaders, Academic Coordinators, Teacher Consultants, Facility Services Supervisors, Non-Union Management, Board Buyer, Health and Safety Officer:  
All purchase contracts with a value up to \$15,000.
  - f) Teachers, clerical support staff, custodial / maintenance support staff, non-union support staff that make purchases on behalf of the Board are required to stay within the dollar spending limit granted to them by their supervisor and are expected to insure the budgeted funds are available to cover the purchase.
  - g) Purchasing staff who receive requests for purchase from the system will, unless there are explicit instructions otherwise, assume the customer / department requesting the supplies and services has authority to expend the funds and that prior budget approval has been obtained.
- 3.5 Special Approvals  
The Director and/or Superintendent of Business, in consultation with the Chair or Vice-Chair of the Board, may approve contracts for supplies and services in excess of \$250,000 and Facility related contracts in excess of \$500,000 during months when there is no scheduled Board meeting, e.g. July and August, and report such approvals at the first scheduled Board meeting following approval.
- 3.6 Purchasing Law
- a) Staff members who are delegated purchasing authority on behalf of the Board are governed by the “Law of Agency”. Purchases are binding upon the Board when the Board buyer is operating within the limits of his/her level of authority.
  - b) So long as the Board buyer acts within these limits and is not negligent, dishonest, or acts in bad faith, the Board buyer is not likely to become

personally liable for such actions. Personal liability may occur, however, if the scope of one's authority level is exceeded.

#### 4.0 **Methods of Purchasing**

- 4.1 There are five approved methods for purchasing supplies and services — petty cash, purchasing card, purchase order, Canadian Construction Documents Committee (CCDC) contract and an industry-standard contract form following a competitive process.
- 4.2 If the value of the required supplies and services exceeds the spending limits of petty cash or the purchase card, a purchase order will be issued to the supplier as a legal contract from Purchasing Services.
- 4.3 Spending limits for petty cash are: \$75 per item and \$100 per transaction.
- 4.4 Spending limits for purchasing cards are set according to the Purchasing Card Manual.

#### 5.0 **Unauthorized Purchases**

- 5.1 Unauthorized purchases occur when a staff person has circumvented one of the purchasing methods by placing orders without a purchase order or uses his/her personal credit card to make the purchase.
- 5.2 To seek payment for unauthorized purchases, a cheque request shall be forwarded to the respective Superintendent for action or approval. If approval is given, it shall be in writing complete with an explanation of reasons why policy was not followed. This will be attached to the cheque request and forwarded to Business Services.
- 5.3 Should the Superintendent not approve payment / reimbursement, the staff person would be responsible for his/her own payment.

#### 6.0 **Dollar Thresholds That Require a Competitive Process**

- 6.1 When supplies and services that are acquired on behalf of the Board are expected to exceed specific estimated dollar thresholds set out below, a competitive bid process shall be followed. The process will promote fair and transparent business practices.
- 6.2 For supplies and services within the lowest threshold only one quote is needed, either verbal or written, and the supplier may be determined by the end user.
- 6.3 It is the school's / department's responsibility to first determine if the required supplies and services are already on a quotation or tender contract awarded by the Purchasing Department.
- 6.4 The Purchasing Supervisor or the Board Buyer will issue the competitive bid document on behalf of the school / department end user, who shall provide the written details of the purchase request including relevant specifications, (function, part number, colour), budget number(s), approval authority and any terms and condition unique to the acquisition.

The following dollar thresholds indicate the purchasing process to be followed by all staff when procuring goods, services or a consultant (with the exception of Facility Services as listed below):

\$0 – \$2,500	one quote required when within the authority and budget limit of the staff person
\$2,501 – \$10,000	Purchasing Supervisor or Board Buyer will obtain a minimum of three (3) verbal or informal written quotes on the firm's letterhead, if possible
\$10,001 – \$25,000	Purchasing Supervisor or Board Buyer will. Complete a quotation process. The competitive process request will be posted on an electronic bulletin board.
\$25,001 – \$100,000	Purchasing Supervisor or Board Buyer will issue a bid document. The competitive process will be posted on an electronic bulletin board within the Province of Ontario.
Over \$100,000	Purchases that exceed \$100,000 will be made by an open competitive procurement process. The bid document will be advertised on a nationally recognized electronic bulletin board and follow a prescribed evaluation process set out in 8.0.

Due to the frequency and higher cost of many supplies and services purchased by the Facility Services Department, the dollar thresholds are set at higher limits, as follows:

\$ 0 – \$5,000	one quote required when within the authority and budget limit of the staff person
\$5,001 – \$15,000	Facility Services staff will engage in a competitive process and request quotation from a minimum of three (3) vendors
\$15,001 – \$50,000	Facility Services staff will engage in a competitive process to obtain a minimum of three (3) written quotations with the assistance of the Purchasing Clerk.
\$50,001 – \$100,000	Facility Services Manager, in consultation with the Purchasing Department, will issue a bid document. The competitive process will be advertised on an electronic bulletin board within the Province of Ontario
Over \$100,000	When the dollar value is expected to exceed \$100,000, the Purchasing Department, in consultation with the Facility Services Manager, will follow the Broader Public Sector Procurement Directive and complete an open competitive process. The competitive process will be advertised on a nationally recognized electronic bulletin board and follow a prescribed evaluation process set out in 8.0.

6.5 Splitting requirements into multiple procurements to reduce the estimated value of a single procurement and avoid the application of the identified value threshold is not permitted

## 6.6 Consulting Services

Prior to commencement, any procurement of consulting services must be approved in accordance with the following dollar thresholds:

\$0 - \$99,999 The Purchasing Department will complete a competitive process with the intent of acquiring three (3) bids whenever possible.

Over \$100,000 The Purchasing Department will issue an open competitive bid document. The competitive process will be advertised on a nationally recognized electronic bulletin board; staff will follow prescribed evaluation process; and the acquisition will be approved by the Board.

## 7.0 **Exceptions**

7.1 When it is neither practical nor possible to obtain a minimum of three prices, the Department Manager (or Designate), will consult with the Supervisor of Purchasing or the Board Buyer to obtain approval to proceed. Appropriate written documentation supporting this action will be submitted to Purchasing for attachment to subsequent purchase order.

7.2 Approval levels shall not apply in the event of an emergency which includes, but is not limited to, situations where a risk exists to the health and/or safety of students and/or staff, or situations where a risk exists of imminent damage to any of the Board schools, properties or facilities. In such cases, the Director of Education, Superintendent of Business or Manager of Facility Services may waive these Procedures and authorize the purchase from a single source. All such exceptions will be reported to the Board at the first scheduled Board meeting following the approval for values greater than \$25,000.

7.3 If the procurement request is for consulting services using a non-competitive process (citing an exemption under the Agreement of Internal Trade [AIT]), the following written approvals must be obtain prior to sourcing the service;

7.3.1 For any value between \$0 - \$99,999, written approval from the Superintendent is required, and written authority is to be submitted to the Purchasing Supervisor.

7.3.2 For a value of \$100,000 or more, written approval from the Board of Trustee (chair and/or Vice Chair) is to be submitted to the Purchasing Supervisor.

## 8.0 **Information Required in a Competitive Process at the \$100,000 Threshold**

To achieve an open and transparent competitive process, bid documents will include, as a minimum, the following information:

- a) a description of the needed goods, services or construction in generic and/or functional terms specific to the business needs
- b) full disclosure of the evaluation criteria, process and methodology to be used in assessing submissions, including identification of criteria considered mandatory, any technical standards that need to be met, and methods of weighting and evaluating the criteria
- c) a period of irrevocability where bids cannot be withdrawn
- d) a statement that the procurement is subject to Ontario's trade agreements

- e) notice that any confidential information supplied may be disclosed by the Board where it is obliged to do so under MFIPPA, or otherwise required by a court of law
- f) documents will have a minimum response time of 15 calendar days and must have a closing date set on a normal working day. (Vendor submissions must be received prior to the deadline in order to be considered.)
- g) all addenda will be issued at least seven (7) days prior to the closing date; if this is not possible, the closing date should be extended accordingly
- h) notice of bidder or proponent entitlement to a post-award debriefing
- i) procedures for a supplier to follow in the event that it wants to submit protests concerning any aspect of the procurement process (must be compliant with procedures set out in the Agreement on Internal Trade (AIT) and the Ontario-Quebec Procurement Agreement.
- j) the reference number for the bid document issued by Purchasing Department staff. The reference number is kept on file in this department.
- k) all tenders will be opened in a public session and pricing recorded at the time; however , a request for proposal will be only acknowledge the names of proponents not pricing.

## 9.0 Other Procurement Processes

### 9.1 Request For Information (RFI)

The purpose of an RFI is to gather general supplier or product information. This mechanism may be used when the Board is researching a contemplated procurement and has not yet determined what characteristics the ideal solution would have. RFIs normally contribute to the final version of a subsequent RFP.

### 9.2 Request for Expression of Interest (RFEI)

The purpose of an RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when the Board wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected in an RFEI can also facilitate selecting the best procurement process for a follow-up competition.

Note: A response to an RFI or RFEI will not pre-qualify a potential supplier and must not influence its chances of being the successful proponent on any subsequent opportunity.

### 9.3 Request for Supplier Qualifications (RFSQ)

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers or a Vendor of Record (VOR). This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The terms and conditions built into the RFSQ will contain specific language to disclaim any obligation on the part of the Board to actually call on any supplier as a result of the pre-qualification to supply such materials or services. A pre-qualified suppliers list or VOR list may be used for purchases up to a dollar value of \$100,000.

#### 9.4 Single Sourcing

May be used where an unforeseen situation of urgency exists and the supplies, services or construction cannot be obtained by means of a competitive procurement process. Where such an urgency exists, Board management staff may conduct the procurement prior to obtaining the appropriate approval provided that the urgency has been justified in writing. Documentation describing the rationale for this decision and the process that was followed must be completed and may be used as supporting document in the case of a competitive dispute.

#### 9.5 Sole Sourcing

May be used in the situation where only one supplier is able to meet the requirements of a procurement. Examples of this situation are: to ensure compatibility with existing products, to recognize exclusive rights (licences, copyright / patents) or to retain a warranty. Documentation describing the rationale for this decision and the process that was followed must be completed and may be used as supporting document in the case of a competitive dispute.

### 10.0 Requisition Review

Purchasing Services shall have the responsibility and authority to review specifications and sources of each purchase requisition. This review shall include, but not be limited to:

- a) requests for “single or sole source” purchases
- b) requests for goods of a quality that seem to be greater than or less than required
- c) requests for material which seems inconsistent with the requirement
- d) requests that do not conform to established standards
- e) consideration will be given to not only lowest price but also the total cost of ownership, which may include purchase price, implementation fees, upgrades, maintenance contracts, license fees and disposal

### 11.0 Blanket Purchase Orders

11.1 At the request of the customer / end user, the Purchasing Department will release a blanket purchase order to identified suppliers for frequently used low dollar supplies and services where the actual demand is unknown in advance. The blanket order request will be created and forwarded to Purchasing using the online purchasing software.

11.2 The blanket purchase order request will state the name of the staff person(s) who will be placing orders, the term for which the purchase order (PO) will be in effect, and the maximum dollar that may be expended per order.

11.3 The supplier will show the unique blanket purchase order number on all of invoices used through this method. The supplier is not authorized to deliver more frequently or in any greater quantity than what has been ordered by Board staff.

11.4 Blanket purchase orders will have a maximum per transaction spending limit, as follows:

- a) For all sites, other than Facility Services, the maximum amount that may be charged to a blanket purchase order for each order is \$500.
- b) For Facility Services, the maximum amount that may be charged to a blanket purchase order for each order is \$2,000.



- 11.5 If the total dollar amount charged to the same blanket POs exceeds \$15,000 per year, the commodity type and/or supplier will be reviewed to ensure the requirements of competitive bidding is not been neglected.

## 12.0 Supplier Selection

For supplies and services requiring more than one competitive bid, the selection of suppliers is the responsibility of the Purchasing Department and requires consideration of the following factors:

- a) close coordination with other departments to obtain adequate and reasonable specifications, brand names and/or product identification numbers
- b) service record of the supplier, quality of goods and services, price and warranty
- c) suppliers that meet mandatory requirements
- d) notwithstanding any inter-provincial or federal agreements, and when all factors are equal, the Board will purchase from the supplier who maintains a business office or manufacturing plant within the Board's jurisdiction, then within Ontario and Canada

## 13.0 Supplier Relations

The Grand Erie District School Board encourages partnership relations with its suppliers. However, it is our policy to maintain and practice the highest possible standards of business ethics, professional courtesy, and competence in our business transactions. In the regard the following should be observed when dealing with suppliers and their representatives:

- a) accord prompt and courteous reception, as well as fair and equal treatment to all suppliers and their representatives
- b) guarantee the confidentiality of all specifications and price quotations made by suppliers (subject to tender opening process and Freedom of Information restrictions)
- c) avoid putting supplier to unnecessary expense or inconvenience on returned goods
- d) explain as clearly and fully as possible the reason for rejection of supplier bid/proposals
- e) remain scrupulously free from obligations to any supplier
- f) keep informed about new sources of supply, methods, services, and materials and product testing
- g) if, for any reason, there is a requirement for bidders to re-quote, competitors will be given the same opportunity

## 14.0 Supplier Obligations

Suppliers are expected to fulfill the following basic responsibilities:

- a) handle all written and personal communications directly with the Purchasing Department, unless otherwise instructed
- b) Negotiate all approved purchasing contracts and all approved sales to the Board through the Purchasing Department, unless otherwise instructed
- c) conduct negotiations ethically, without attempts to influence through offering personal gifts
- d) make available through the Purchasing Department all technical or engineering systems, policies or services that might improve present or future use of supplier's products and services
- e) advise Purchasing staff of any new products or services as soon as such information is available

- f) suggest ways and means of conducting joint efforts in research and development that might be of benefit to both organizations
- g) inform Purchasing staff of changes in economic or other conditions that might effect purchasing and operating decisions
- h) All inquiries/requests for information, instructions or clarifications regarding competitive processes must be set out in writing and directed to the designated representative in the competitive document. No attempts *will be made* to contact or communicate with persons other than the designated representative regarding a tender or request for proposal. *Any* violation of the above requirement may be grounds for disqualification of bid/proposal.

## 15.0 Code of Ethics in Purchasing

- 15.1 All Board members and staff will comply with the Board's Code of Ethics, which has been derived from the purchasing ethics established by the Ontario Public Buyers Association (OPBA) and the Purchasing Management Association of Canada (PMAC) in respect of all procurement processes. See Policy F6 – Appendix A
- 15.2 The Board adheres to and insists upon adherence to a strict ethical standard in all of its purchasing acquisitions by all bidders and vendors, who shall be required to become knowledgeable with and adhere to the Board's policies in this regard.
- 15.3 The following beliefs will guide Board staff in all purchasing activities:
  - a) consider first the interest of the Board and its students when acquiring goods and services
  - b) maintain an unimpeachable standard of integrity in business relationships both within and outside the Board
  - c) act, and be seen to act, in an open, transparent and honest manner
  - d) do not use one's authority of office for personal benefit
  - e) buy without prejudice, seeking to obtain the maximum value for each dollar expended
  - f) accept no business gifts in return for business or the consideration of business.
  - g) do not engage in any business activity that may create, or appear to create, a conflict of interest

## 16.0 Conflict of Interest

- 16.1 A conflict of interest exists where the decisions made and /or the actions taken in the exercise of duties by a Board employee, Trustee, member of a statutory committee, could be, or could be perceived to be, affected by the personal, financial or business interest of that person or that person's family or business associates.
- 16.2 In procurement activities with suppliers, staff must declare a conflict of interest if the circumstance could give a supplier an unfair advantage.
- 16.3 Staff involved in procurement activities must declare all actual or potential conflicts of interest to their supervisor in writing.
- 16.4 School council members are governed by their individual school council's conflict of interest by-laws (as required by Ontario Regulation 612/00).
- 16.5 In addition, the Education Act of Ontario, Chapter E.2, Section 217 states: No teacher, supervisory officer or other employee of the Board or of the Ministry shall, for compensation of any kind other than his or her salary as such employee, promote,

offer for sale or sell, directly or indirectly, any book or other teaching or learning materials, equipment, furniture, stationery or other article to any board, provincial school or teacher's college, or to any pupil enrolled therein, or shall, directly or indirectly, give or pay compensation to any such teacher, supervisory officer or employee for such purpose."

### 17.0 Cooperative Purchasing

- 17.1 The Board encourages cooperative purchasing initiatives with other school boards and public sector agencies in order to obtain best prices through economies of scale and/or work task efficiencies through shared services.
- 17.2 Purchasing staff are active members of the Grand River Purchasing Cooperative (GRPC) which meets quarterly to discuss various opportunities for cooperative purchasing.
- 17.3 When a member of the GRPC takes the lead on a competitive bid process, the dollar thresholds in this Administrative Procedure will be followed.

### 18.0 Standardization:

Standardization examines a specific common need with the goal of selecting a product or service that best fits that need. Products or services that are used in more than one location may become the standard for that need in order to combine reduced costs through economies of scale and increase efficiencies.

### 19.0 Environmental Protection

Purchasing staff, in consultation with the end user / department, will strive to source, promote and support environmentally sensitive products and services. All criteria being equal, consideration will be to products and services that:

- a) are durable, reusable and contain maximum recycled content
- b) are competitively priced
- c) eliminate waste
- d) are purchased from local sources

### 20.0 Industry Safety Standards

All goods and services purchased by the Board must comply with current Federal, Provincial and Municipal legislation, regulations and standards, and all Board requirements related to health and safety. These include, but are not limited to CSA, Electrical Safety Authority (ESA), Occupational Health and Safety Act, Workplace Hazardous Materials Information Systems (WHIMS) requirements, and Workplace Safety & Insurance Board Act.

### 21.0 Disposal of Surplus / Obsolete Equipment

- 21.1 All furniture and equipment, even if obtained through donation, will be disposed of by central services as per Administrative Procedure FT112.
- 21.1 Purchasing Department works closely with Facility and IT Services, and, where appropriate, the site storing the item(s), to determine the most cost effective method of disposing the surplus and/or obsolete furniture and equipment.
- 21.2 All sites wanting to request pick up and removal of these items will complete the appropriate form, Purchasing Memorandum: Disposal of Books, Furniture and

Equipment, and forward it to the Purchasing Department for action. The document is available on the Purchasing section of the staff portal.

- 21.3 Purchasing will have the authority to sell, exchange or trade-in all items declared surplus or obsolete-by the Board.

## 22.0 **Receiving and Inspection of Purchased Supplies and Services**

22.1 The Site end user who has requisitioned the purchased goods and/or services is responsible for inspecting contents of the order in a timely manner to ensure completeness and accuracy.

22.2 If the value of the purchase order is greater than \$2,500, the end user is required to sign and date the (Site) copy of the PO and forward to the Business Services Department for invoice payment. If an item(s) is found to be damaged or on backorder, the Site / end user must inform accounts payable staff that payment of this item(s) should be held until such time as the order is complete and this confirmation is forwarded to Business Services.

22.3 The Site / end user should inform staff in the Purchasing Department about areas of concern related to these goods and services or some other aspect related to the purchasing process.

22.4 It is recommended that the Site / end user communicate with Purchasing staff when purchase requests have taken an unreasonable length of time to be delivered.

22.5 When the goods / service to be ordered is urgently needed by the end user, the site secretary is encouraged to send an email notice to Purchasing requesting immediate attention. This notice has to include the requisition number.

## 23.0 **Accessibility:**

23.1 The Board will make every reasonable effort to provide purchasing documents in an accessible format upon request as part of our Integrated Accessibility Standards Regulation (ISAR) customer service standards.

23.2 In the event a document cannot be made available in an accessible format (i.e. CAD drawings or blueprints), the Board will provide a written explanation that it is not practicable to do so.

## Glossary of Terms

### Blanket Purchase Order

A Blanket Purchase Order is one that is open for use for a specific period of time, generally a school year or budget year. When requesting a Blanket PO, sites will include the names of staff that are authorized to make purchases against the Blanket. This type of purchase order is intended for repetitive low dollar goods and services and the PO will show a dollar amount that may not be exceeded for each order.

### Bonds

There are various types of bonds that may be requested in competitive bids documents, primarily for services related to building renovation and/or construction projects.

- a) Labour and Material Bond is a bond issued by a surety company to ensure that the contractor will pay its suppliers and thereby protects the Board against items which might be granted to a supplier should the contractor not make proper payments.
- b) Letter of Agreement To Bond is a letter or other form issued by a bonding agency licensed to operate by the Government of Canada or Province of Ontario advising that, if the bidder is successful, the bonding agency will issue the required bonds.
- c) Performance Bond is a bond issued by a surety company executed in connection with a contract and which secures the performance and fulfillment of the undertakings, covenants, terms conditions and agreements contained the contracts.

### Purchase Order

The purchasing document that is a legal contract and used to formalize a purchasing transaction with a vendor.

### Purchase Requisition

A written or electronically produced request in an approved format and duly authorized to obtain goods or services.

### Request for Quotation (RFQ)

A request for prices on specific goods and/or services from selected vendors which are submitted verbally, in writing or transmitted by facsimile as specified in the RFQ. The RFQ describes exactly what needs to be purchased and the evaluation is usually made solely on price. RFQs are best suited to products and services that are as standardized as possible.

### Request for Proposal (RFP)

A document used to request suppliers to supply solutions for the delivery of complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor. The RFP usually leaves all or part of the precise structure and format of the response to the discretion of the proponents

### Request for Tender (RFT)

A document used to request sealed supplier responses for goods and/or services based on a defined need, such as delivery requirements, performance specifications, terms and conditions. A RFT usually focuses the evaluation criteria predominantly on price and delivery requirements.

Tenders may be “invitational” in which three or more suppliers are asked to submit a bid or “open” in which the bid document is available to any supplier that deems itself capable of meeting the needs and specifications defined in the RFT.

**Procurement**

Procurement is acquisition by any means, including by purchase, rental, lease or conditional sale, of goods, services or construction.

**Unauthorized Purchases**

When a staff person has circumvented one of the approved purchasing methods, such as order supplies or services over the phone without having first obtained a purchase order number, or when payment is made with personal funds or credit card. Usually, these actions are followed by attaching the vendor receipt or invoice to a cheque request that is submitted to Business Services for vendor payment or reimbursement.

**Vendors of Record (VOR) Agreement**

A procurement arrangement that authorizes the Board to select from one or more pre-qualified vendors (also know as suppliers), typically by way of a formal second-stage process, for a defined period on terms and conditions, including pricing, as set out in the particular VOR agreement. VOR arrangements are used to reduce costs to the Board by establishing strategic relationships with a small group of suppliers.

**Related Resources**

Bylaw BL 13 Signing Authorities of the Board

Policy F3 Capital Related Fundraising and Community Donations

Policy FT1 Major Construction Projects

Policy FT2 New School Construction Projects

Administrative Procedure F102 Purchasing Card Program

Administrative Procedure FT105 Playground Equipment

Administrative Procedure FT112 Disposal of Furnishings and Equipment

Policy FT10 Green School Construction and Renovation

Administrative Procedure FT117 Green School Construction and Renovation

Policy SO17 – Accessibility – Customer Service Standards

Policy SO23 – Accessibility – Integrated Accessibility Standards Regulation (IASR)

Administrative Procedure SO135 - Accessibility – Customer Service Standards

Administrative Procedure F107 - Purchasing