Administrative Procedure 505

Last Revised September 2020

CAPITAL PURCHASING

Background

The Holy Spirit Catholic School Division has a responsibility to ensure its purchasing procedures adhere to Government regulations and that all public funds are expended in the most efficient and effective manner.

Value and Core Commitment Link

"Stewardship"

- "We ensure that our resources and efforts best serve the educational needs of all our students."
- "We are accountable to our supporters and will operate in a fiscally responsible manner."
- "We support and provide processes which promote fair and objective decision-making."
- "We ensure that decisions are both fact and Policy-based."

Procedures

1. The Secretary-Treasurer is responsible for developing procedures and guidelines to ensure that:
   - 1.1 There is competitive buying for all goods and services where appropriate.
   - 1.2 Federal and provincial legislation and regulations are adhered to.
   - 1.3 The best possible price is obtained.
   - 1.4 No employee of the Board shall be in a position to personally profit from capital purchase transactions.
2. A tangible capital asset is defined as an expenditure in excess of $5,000 where the item purchased has an estimated useful life of more than one year.
3. Any individual item with a value of more than $30,000.00 shall be approved by the Board prior to any contracts, requests for proposals, tenders or bids being made.
4. The Board may waive purchasing procedures of public tender, individual tender or request for proposal when it is deemed to be in the best interest of the division so long as it does not violate provincial trade regulations.
5. Formal tendering, or requests for proposal, may be waived for contracts that have a value of $30,000 or less. However, three competitive bids or quotes must be secured.

6. Schools or departments may perform the purchasing function that normally would be conducted through the Business Services Department.–All purchase transactions must be made by way of purchase order.

7. Capital purchases must not be made using division purchase card without prior approval from the Secretary Treasurer.

8. Instructional funding must not be used for the purchase of maintenance equipment.

9. Individual school budgets must not be used for the purchase of computer equipment and student electronic devices.

Formal Tendering

1. Purchasing will be in compliance with the Trade, Investment, and Labour Mobility Agreement (TILMA) and the New West Partnership Trade Agreement (NWPTA).
   1.1 The purchase of goods and/or services where the cost is expected to exceed $75,000; and
   1.2 Construction projects where the cost is estimated to exceed $200,000

2. All tenders and replies to requests for proposals must be submitted in a sealed envelope and addressed to the Secretary-Treasurer, or designate. Tenders and replies to requests for proposals will be opened at the time specified and open to the general public.

3. Tenders and replies to requests for proposals may be withdrawn prior to the scheduled opening. Those tenders and replies to requests for proposals received after the specified date of opening will not be considered.

4. All tender calls and requests for proposals will be subject to any or all of the following conditions:
   4.1 The Board reserves the right to accept or reject any or all tenders, bids, and replies to requests for proposals that appear to be in the best interests of the division.
   4.2 The Board reserves the right to accept or reject any proposal and, further, reserves the right to negotiate with the selected firm to clarify and enhance the contract tender or proposal.
   4.3 The Board reserves the right to seek proposal clarification with the proposers to assist in making evaluations.

Reference: **Public Sector Accounting Standards**