

District School Board of Niagara
POLICY

SECTION:	BUSINESS	POLICY:	B-01
TOPIC:	PURCHASING OF GOODS AND SERVICES	PAGE:	1 of 2
REVIEW DATE:	October 2019	DATE:	October 2014
		REVISED:	November 2015

Definitions

Total Life Cycle Cost: Refers to the sum of all costs including acquisition cost (purchase price and other initial costs), warranty, operating and disposal costs

Requisitioning: is the process of justifying and specifying the need for goods or services, and requesting that Purchasing Services proceed to source the good or service.

1. General Policy Objectives

The District School Board of Niagara (DSBN) is committed to obtaining maximum value for each dollar spent on its purchases of goods and services, consistent with the educational goals of the DSBN and fair business principles.

The DSBN Shall:

- Comply with the Government of Ontario Broader Public Sector Procurement Directives
- Consider Accessibility for Ontarians with Disabilities Act (AODA) requirements when developing competitive bids
- Encourage open competitive bidding on the acquisition of all goods and services where feasible, practical and cost effective
- Engage in transparent practices by providing access to information on procurement opportunities and processes.
- Select vendors on the basis of appropriate selection criteria, including meeting of required technical and business performance specifications, expertise and approach, and lowest total life cycle costs (not just lowest purchase price)
- Implement the necessary procedures, systems, administrative controls and trained personnel to ensure compliance with professional practices, public accountability, public sector supply chain code of ethics and DSBN code of conduct and conflict of interest guidelines
- Incorporate responsible environmental criteria in procurement practices without impacting total life cycle costs

2. Scope and Application

- This policy governs the acquisition of goods and services with DSBN funds from all sources including Ministry of Education grants, other Ministry or government funding, fundraising activities, donations and/or other school funds
- This policy applies to all DSBN trustees, employees, and agents involved in the requisitioning and purchasing of goods and services and shall be implemented in accordance with authorized procedures, authorities and within approved budgets
- The Superintendent of Business Services has overall responsibility for administering this policy, supported by the Manager of Purchasing and Central Services
- The DSBN encourages cooperative purchasing with other school boards and broader public sector agencies when it is in the DSBN's best interest to do so. The procedures and policies of the agency calling the tender, proposal or quotation will be followed and must be in compliance with the Broader Public Sector Procurement Directives

District School Board of Niagara
POLICY

SECTION:	BUSINESS	POLICY:	B-01
TOPIC:	PURCHASING OF GOODS AND SERVICES	PAGE:	2 of 2
REVIEW DATE:	October 2019	DATE:	October 2014
		REVISED:	November 2015

3. Approvals and Delegation of Signing Authority

- a) Requisitioning Approval: The DSBN delegates authority to requisition goods or services as follows:

Total Contract Value / Purchase Amount	Delegated Authority Level
Less than \$100,000 and within authorized budget limit	Superintendent, Administrator, Manager
Greater than \$100,000 or outside of authorized budget limit	Director or Superintendent of Business Services
Exceptions	
Less than \$500,000 Computer Hardware / Software	Chief Information Officer
Less than \$500,000 Facilities Maintenance and Construction	Manager of Projects and Maintenance
Greater than \$500,000 Computer Hardware / Software OR Facilities Maintenance and Construction	Superintendent of Business Services subject to Budgetary or Project Approval

- b) Purchasing Approval and Delegation of Signing Authority: The DSBN delegates the authority to approve purchases and award contracts for the acquisition of goods and services on behalf of the DSBN as follows:

Total Contract Value / Purchase Amount	Delegated Authority Level
Less than \$3,000	Director, Superintendent, Principal, Vice-Principal, Manager, Supervisor under local purchasing authority and paid by P-Card, Petty Cash, Cheque or Expense Reimbursement
Less than \$5,000	Purchasing Services – General Business Clerk (process requisitions only for tendered items)
Less than \$100,000	Purchasing Services – Purchasing Coordinator, Buyers (process requisitions only)
\$100,001 - \$500,000	Manager of Purchasing and Central Services or Purchasing and Central Services Supervisor or Superintendent of Business Services
\$500,001 - \$1,000,000	Superintendent of Business Services and Manager of Purchasing and Central Services, subject to review by the Finance Committee and approval by the Board of Trustees
Less than \$500,000	All non-competitive consulting services require the approval of the Director of Education
\$500,001 to \$1,000,000	All non-competitive consulting services require the approval of the Director of Education, subject to review by the Finance Committee and approval by the Board of Trustees
Greater than \$1,000,000	Two Signatures Required: Director of Education, Superintendent of Business Services or Manager of Purchasing & Central Services, subject to review by the Finance Committee and approval by the Board of Trustees

References

Broader Public Sector Procurement Directive
 Policy A-18: Environmental Sustainability
 Administrative Procedure 1-33: Purchasing of Goods and Services