

**PURPOSE:**

To provide purchasing guidelines/instructions for the efficient and cost effective acquisition of all goods and/or services on behalf of the Board, taking into consideration the "Total Acquisition Cost" method of procurement (i.e. consideration of all costs, including acquisition, installation, removal, operating and disposal costs) rather than basing a decision to purchase solely on the lowest bid price received.

Note: This operating procedure recognizes that fair and open competition is a basic tenet of public purchasing and this is accomplished using a variety of procurement and source selection methods under varying market conditions. Further, to encourage open competitive bidding and promote the most cost effective use of Board funds leads to the Board receiving optimum quality, price, delivery and performance of required goods and/or services.

**SCOPE:**

Any employee of the Peel District School Board who has the authority to purchase goods and/or services on behalf of the Board.

**1. CODE OF ETHICS**

(A) Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

(B) Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

(C) Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics, the Board's Conflict of Interest Policy (#8) and the laws of Canada and Ontario. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

**2.1 HOW TO ORDER WITHIN DOLLAR THRESHOLDS (ACQUISITION PROCESS) – Applies to all departments except Maintenance Services. For Maintenance Services see 3.1.**

The following represent the approved dollar thresholds assigned for individual purchases (including all applicable taxes). Board employees are prohibited from making separate, sequential or component purchases to avoid competitive bidding requirements, where applicable.

- (A) Less than \$200.00
- (B) More than \$200.00 and less than \$2500.00;
- (C) More than \$2500.00 and less than \$25,000.00;
- (D) More than \$25,000.00 and less than \$100,000.00;
- (E) More than \$100,000.00.

## **RESPONSIBILITIES**

The Peel District School Board requires competitive bidding for Board purchases exceeding \$2500.00, with very few exceptions.

The Board's purchase dollar thresholds are outlined below. Purchases of goods and/or services fall within one of these thresholds. Please refer to these threshold limits to determine the correct ordering process to follow when making your purchase(s).

### **2.2 DOLLAR THRESHOLDS, INCLUDING RESPONSIBILITIES OF THE PERSON DOING THE ORDERING AND THE PURCHASING DEPARTMENT – Applies to all departments except Maintenance Services. For Maintenance Services see 3.2:**

- (A) \$0 to \$200.00 per transaction (before all applicable taxes)

#### **Responsibility of Person Doing the Ordering**

- a. Contact vendor.
- b. Place order.

For payment, use petty cash; purchasing card in accordance with Finance Support Services 20 or, create an invoice entry and once approved send to Accounts Payable for payment.

**IMPORTANT:** For purchases less than \$200.00 no purchase order will be issued.

- (B) \$200.00 to \$2500.00 per transaction (before all applicable taxes)

#### **Responsibility of Person Doing the Ordering**

- a. Contact vendor
- b. Place order

For payment, use purchasing card in accordance with Finance Support Services 20 or, create an invoice entry and once approved send to Accounts Payable for payment. If applicable, receive the WSIB (Workers Safety Insurance Board) and insurance certificates from the vendor.

#### **Purchasing Dept. Responsibility**

For this dollar threshold the Purchasing Department's involvement is not required, unless the person doing the ordering wants Purchasing to issue a purchase order at which time the person doing the ordering would send a requisition electronically to Purchasing and Purchasing will Issue a purchase order.

**NOTE:** All purchases not exceeding the \$2500.00 limit (excluding all applicable taxes) (i.e. categories A & B above) may be made using the methodologies explained, however, for the purchase of Tendered products and/or services where the Board is under contract the required

products and/or services must be purchased from the contracted vendors. For a listing of all tendered products and/or services staff are directed to the Purchasing site on the Board's intranet which contains all relevant catalogues and lists.

(C) \$2500.00 to \$25,000.00 per transaction (before all applicable taxes)

**Responsibility of Person Doing Ordering**

Issue requisition electronically to the Purchasing Department including complete specifications of requested goods and/or services.

**Purchasing Dept. Responsibility**

Buyer responsible for acquisition will obtain a minimum of three 3 INFORMAL verbal, fax or telephone quotations, where possible, and issue a purchase order to the lowest acceptable bidder. If applicable, receive the WSIB (Workers Safety Insurance Board) and insurance certificates from the successful bidder.

(D) \$25,000.00 to \$100,000.00 per transaction (before all applicable taxes)

**Responsibility of Person Doing Ordering**

Issue requisition electronically to the Purchasing Department and, if applicable, submit complete specifications and/or drawings (under separate cover) to the Buyer responsible for the goods and/or services requested.

**Purchasing Dept. Responsibility**

Buyer responsible for acquisition will obtain a minimum of three 3 FORMAL written bids, where possible. A recommendation of award for the successful bidder will be prepared and signed off by the Buyer and presented to the person requesting the goods and/or services for approval. Once approved by the requestor the recommendation will be presented to the responsible Superintendent/Controller of the area for approval and finally to the Materials Manager for signature. When all approvals and signatures have been obtained then the Buyer will issue a purchase order to the successful bidder. If applicable, the buyer will receive the WSIB (Workers Safety Insurance Board) and insurance certificates from the successful bidder.

(E) Over \$100,000.00 per transaction (before all applicable taxes)

**Responsibility of Person Doing Ordering**

Issue requisition electronically to the Purchasing Department and, if applicable, submit complete specifications and/or drawings (under separate cover) to the Buyer responsible for the goods and/or services requested.

**Purchasing Dept. Responsibility**

Buyer responsible for acquisition will issue a formal Tender or Proposal to the marketplace in accordance with this operating procedure and shall receive a minimum of three (3) bids, where possible. Further, except in the case where suppliers have been pre-qualified as described below, the buyer will ensure that the Tender or Proposal is posted (advertised) on-line on the Board's Purchasing website via link to BidDingo; and on the BidDingo website in order to inform the marketplace of the bidding opportunity. Prospective bidders will be given a minimum of 15 calendar days to respond to the Tender or Proposal. Analysis of Tenders or Proposals will be conducted by the Evaluation Team. A recommendation of award for the successful bidder will be prepared by the Buyer and presented to the person or user group requesting the goods and/or services for approval. In addition to the requestor, the recommendation must also be approved by

the manager for the area or designate the superintendent/controller or designate for the area and the associate director or designate. Once the recommendation has been approved by all referenced parties, the user group will issue an electronic requisition and the Buyer will issue a purchase order to the successful vendor. If applicable, the buyer will receive the WSIB (Workers Safety Insurance Board) and insurance certificates from the successful bidder.

### **3.1 HOW TO ORDER WITHIN DOLLAR THRESHOLDS (ACQUISITION PROCESS) – Maintenance Services Department Only**

The following represent the approved dollar thresholds assigned for individual purchases (including all applicable taxes). Maintenance Services employees are prohibited from making separate, sequential or component purchases to avoid competitive bidding requirements, where applicable.

- (A) Less than \$500.00
- (B) More than \$500.00 less than \$5000.00
- (C) More than \$5000.00 and less than \$25,000.00
- (D) More than \$25,000.00 and less than \$100,000.00
- (E) More than \$100,000.00

#### **RESPONSIBILITIES:**

Where there is no bid award in place the Board requires competitive bidding for all purchases exceeding \$5000.00. Exceptions to competitive bidding are as noted in sections 6 and 7 of this document.

Where there is a bid award in place Maintenance Services is to ensure that the awarded rates for goods and/or services are utilized and these rates are indicated on all quotes and invoices. If a set value limit for goods and/or services is noted in the awarded bid document then Maintenance Services must ensure that any purchase in excess of the identified value limit is competitively bid. The Maintenance Services purchase dollar thresholds are outlined below. Purchases of goods and/or services fall within one of these thresholds. Please refer to these threshold limits to determine the correct ordering process to follow when making your purchase(s).

### **3.2 DOLLAR THRESHOLDS, INCLUDING RESPONSIBILITIES OF THE PERSON DOING THE ORDERING AND THE PURCHASING DEPARTMENT – Applies to Maintenance Services department only:**

- (A) \$0 to \$500.00 per transaction (before all applicable taxes)

#### **Responsibility of Person Doing the Ordering**

- Contact vendor
- Place order

For payment, use petty cash; purchasing card in accordance with Finance Support Services 20 or, create an invoice entry and once approved send to Accounts Payable for payment.

**IMPORTANT:** For purchases less than \$200.00 no purchase order will be issued.

- (B) \$500.00 to \$5,000.00 per transaction (before applicable taxes)

### **Maintenance Services Department Responsibility**

Contact Vendor  
Place Order

For payment, use petty cash; purchasing card (in accordance with Finance Support Services 20 or create an invoice entry and once approved send to Accounts Payable for payment.

An electronic requisition may also be initiated for the creation of a purchase order. Note: Within this dollar threshold it is Maintenance Services responsibility to receive the WSIB (Workers Safety Insurance Board) and insurance certificates from the successful vendor and ensure that they are retained in a safe place by the Maintenance Services Supervisor responsible for the purchase.

**NOTE:** All purchases not exceeding the \$5000.00 limit (excluding all applicable taxes) (i.e. categories A & B above) may be made using the methodologies explained, however, for the purchase of Tendered products and/or services where the Board is under contract the required products and/or services must be purchased from the contracted vendors. For a listing of all tendered products and/or services staff are directed to the Purchasing site on the Board's intranet which contains all relevant catalogues and lists

(C) \$5000.00 to \$25,000.00 per transaction (before applicable taxes)

### **Maintenance Services Department Responsibility**

Where there is no bid award in place, receive a minimum of three (3) INFORMAL written or faxed bids (where possible) from reliable vendors and submit them, along with the successful bidder's WSIB clearance certificate and insurance certificate (if applicable) to the responsible Buyer. At the same time Maintenance Services will send an electronic purchase requisition to the responsible Buyer so that the requisition and the above noted documents can be joined together prior to the issuance of the purchase order.

**IMPORTANT NOTE:** Under this dollar threshold, where three (3) INFORMAL bids have been received and the lowest acceptable bid received is in excess of \$25,000.00 (before applicable taxes) no award or commitment to any participating vendor will be made by Maintenance Services. Maintenance Services will immediately contact the responsible Buyer for further direction.

Where it is not possible to receive a minimum of three (3) INFORMAL written or faxed bids then a memo of justification indicating the reason(s) why three (3) bids could not be obtained (eg. Sole Source, etc) will be submitted by Maintenance Services along with the WSIB and insurance certificate, where applicable, of the successful vendor to the respective Buyer. The justification report will be signed by the user dept. Supervisor, the Manager of Maintenance Services, the Controller of Facilities and Maintenance Support Services, the Buyer and the Materials Manager. Again, an electronic purchase requisition will be sent at the same time as the justification report.

### **Purchasing Dept. Responsibility**

The Buyer will review the quotations and/or justification memo along with the WSIB and Insurance certificates and if in order will issue a purchase order and attach all documents to the file copy of the purchase order.

(D) \$25,000.00 to \$100,000.00 per transaction (before applicable taxes)

### **Maintenance Services Department Responsibility**

Where there is no bid award in place, issue a bid initiation form, complete specifications of requested goods and/or services, including drawings where applicable, to the responsible Buyer.

### **Purchasing Department Responsibility**

Buyer responsible for acquisition will obtain a minimum of three (3) FORMAL quotations (where possible) along with the WSIB and Insurance Certificates. An analysis report will be prepared by the Buyer indicating the results of the quotation with a recommendation of award. The report will be sent to Maintenance Services for approval and must be signed off by the Controller of Facilities and Maintenance Support Services. Once approved, Maintenance Services will enter an electronic requisition for the goods and/or services requested on the quotation and indicate the purchase requisition number in the appropriate area of the analysis report. Once the approval has been completed and the requisition number inserted the report will be returned to the Buyer who will issue a purchase order to the successful vendor. Note: Maintenance Services approval signatures for the analysis report will be: user department supervisor; Manager of Maintenance Services.

(E) Over \$100,000.00 per transaction (before applicable taxes)

### **Maintenance Services Department Responsibility**

Where there is no bid award in place, issue complete specifications of requested goods and/or services including drawings where applicable, to the responsible Buyer.

### **Purchasing Department Responsibility**

Buyer responsible for acquisition will issue a FORMAL Tender or Proposal in accordance with this operating procedure and shall receive a minimum of three (3) bids (where possible). Further, in all instances, other than pre-qualification or Executive Decision, the Buyer will ensure that the Tender or Proposal is posted (advertised) on the Board's Purchasing website via a link to BidDingo; and the BidDingo website in order to inform the marketplace of the bidding opportunity. Prospective bidders will be given a minimum of 15 calendar days to respond to the Tender or Proposal. Once the Tender or Proposal call has closed the Buyer, in consultation with the respective user department Supervisor and the Administrative Manager will prepare an analysis report indicating the results of the Tender or Proposal and present the award recommendation to the Executive of Maintenance Services for approval. Once approved, Maintenance Services will enter an electronic requisition for the goods and/or services requested on the Tender or Proposal. The approved report will be returned to the Buyer who will issue a purchase order to the successful vendor.

**Note:** Maintenance Services approval signatures for the analysis report will be: user department supervisor; Manager of Maintenance Services; the Controller of Facilities and Maintenance Support Services; and the Associate Director of Operational Support Services.

## **4. CONSULTING SERVICES**

For procurement of consulting services, the following thresholds and processes apply:

<b>Value of Consulting Services</b>	<b>Procurement Process</b>
\$0 - \$25,000	Minimum 3 informal quotes required as detailed in section 2.2 (C) of this operating procedure
\$25,000 - \$100,000	Minimum 3 formal written quotes required as detailed in section 2.2 (D) of this operating procedure
Greater than \$100,000	Public Tender or Request for Proposal as detailed in section 2.2 (E) of this operating procedure

In the case of a non-competitive procurement of consulting services, the procurement must be approved as follows:

- \$0 up to but not including \$1,000,000 must be approved by the Director of the Board
- \$1,000,000 must be approved by the Board Trustees

## 5. BID ADVERTISING

All Tenders and Proposals in excess of \$100,000.00 are electronically advertised on the Peel District School Board Purchasing website at: <http://purchasing.peelschools.org> and the BidDingo website with the exception of Tenders and Proposals which are offered by invitation to vendors selected by a formal prequalification process.

It is the sole responsibility of each potential vendor, past or present, to monitor the websites noted above on a regular basis in order to be aware of business opportunities presented by the Peel District School Board. The Board is not responsible for any potential vendor, past or present, not being aware of any or all business opportunities presented by the Peel District School Board.

## 6. TENDERS AND PROPOSALS

The following regulations apply to all Tenders and Proposals for procurements valued at \$100,000.00 or more.

- The evaluation criteria must be developed, reviewed and approved before the Tender or Proposal is issued.
- The Tender or Proposal documents must identify those criteria that are considered mandatory and any technical standards that need to be met.
- The Tender or Proposal documents must fully disclose the evaluation methodology and process to be used in assessing a supplier's submission. This includes the weighting of the criteria and the short listing process, where applicable.
- Analysis of the Tender or Proposal will be done using the evaluation criteria established in the document. The award will be made to the bidder(s) who score highest based on this criteria. In the event of a tie the successful bidder will be determined by a mutually agreeable methodology between all tied bidders which could take the form of formal negotiations with each bidder separately or some other mutually agreed to method.
- Analysis of the Tender or Proposal will be conducted by an Evaluation Team. The Evaluation Team will be chaired by the Buyer and at a minimum will include the person requesting the goods and/or services. Evaluation Team members must sign a conflict-of-interest declaration and non-disclosure agreement.

## 7. NON-COMPETITIVE PROCUREMENT

Prior to commencement, any non-competitive procurement of goods or services must be approved by an authority one level higher than the approval authority established for competitive procurement in sections 2 and 3 of this procedure.

### (A) EMERGENCY PURCHASING

An "Emergency" means a situation where the immediate purchase of goods and/or services is essential to prevent serious delays, further damage or restore minimum service(s).

- Goods and/or services required to address an "Emergency" (as defined above) shall be acquired as follows:  
When any "Emergency" purchase has been made the Superintendent/Controller/Principal shall submit a report to the Materials Manager explaining the action taken. The Materials Manager will submit a copy of the report to the Controller of Corporate Support Services through the monthly

reporting system established within Corporate Support Services and file the original report with the appropriate purchase order.

## **(B) PURCHASE BY NEGOTIATION**

In the judgment of the Materials Manager, whenever any of the following conditions apply, the Purchasing Department may adopt purchase by negotiation:

- (i) When due to market conditions goods are in short supply;
- (ii) Where the sources of supply are restricted to the extent that there is not effective price competition and consideration of substitute is precluded due to any of the following:
  1. Purchase of type of goods and/or services for which there is no reasonable substitute or competitive product;
  2. Purchase of a component or replacement part for which there is no substitute (i.e. Sole Source);
  3. To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative (sole source);
  4. Purchase of an item in accordance with standards adopted by the Director of Education or the Board Of Trustees;
  5. Other situations specifically authorized by the Director of Education;
  6. Where two or more identical bids have been received;
  7. Where the Board has been previously unsuccessful in breaking identical bids and the same goods and/or services are again required;
  8. Where the lowest bid meeting specifications and tender or Proposal terms and conditions substantially exceeds the estimated cost of the goods and/or services being requested;
  9. When all bids received fail to comply with the specifications or tender or Proposal terms and conditions and it is impractical to cancel and re-issue;
  10. When the extension or reinstatement of an existing contract would prove more cost effective or beneficial to the Board and is authorized by the Director of Education;
  11. Where the goods and/or services are deemed an emergency by the respective Superintendent/Controller/Principal and the lack of time does not permit the use of any other prescribed procurement process.
  12. When only one bid is received;
  13. For the purchase of goods on a commodity market (sole source);
  14. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized workforce (sole source);
  15. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work (sole source);
  16. For a contract to be awarded to the winner of a design contest;
  17. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
  18. For the procurement of subscriptions to newspapers, magazines or other periodicals (sole source);
  19. For the procurement of real property (sole source);.
  20. Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this procedure (single source).

**Note:** Where any of the reasons above apply, the person doing the ordering must provide a written rationale which must be signed in accordance with the authorization levels stipulated in section 3.

## **8. REQUEST FOR INFORMATION**

The purpose of a Request For Information (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.

- (A) Responses to RFI questions normally contribute to the final version of a subsequent Request for Proposals (RFP) and may include targeted questions about the required output/acquisition, seeking combinations of industry leading practices, suggestions, expertise and even concerns and additional questions from proponents.
- (B) A response to an RFI will not pre-qualify a potential supplier and will not influence their chances of being the successful proponent on any subsequent opportunity.

## **9. PRE-QUALIFICATION PROCESS**

A pre-qualification process may be used to gather information on supplier capabilities and qualifications with the intention of creating a list of pre-qualified suppliers. The pre-qualification process may be either an Open Process or a Closed Process as follows:

### **OPEN PROCESS**

This process will be used to identify potential vendors for expected, repetitive annual requirements of goods/services (e.g. Roofing; Paving; Renovations to Buildings; Consultants; etc.). The process will remain open and vendors may apply for inclusion at any time.

### **CLOSED PROCESS**

This process will be used to identify potential vendors for an immediate need of goods/services not included under the Open Process. When this process is used then the timelines for application will be clearly stated in the pre-qualification document and the approved vendors will receive the Request for Tender/Proposal and will be invited to bid

The pre-qualification document will do the following:

- Clearly identify the criteria for inclusion on the list of pre-qualified suppliers;
- Establish the length of time for which the pre-qualification is applicable. After this time, suppliers will be re-evaluated to ensure that they continue to meet the pre-qualification requirements;
- Establish the conditions under which a supplier can be removed from the pre-qualified list;
- Set upper limits, if applicable, for the value of future awards;
- Indicate that suppliers who are not pre-qualified may be excluded from future opportunities to bid at the sole discretion of the board;
- Clearly state that inclusion on the list of pre-qualified suppliers does not guarantee that the supplier will be awarded future contracts.

## **10. CO-OPERATIVE PURCHASING**

The Board encourages co-operative purchasing with other school boards and other units of Government or their agencies or public authorities whenever the best interest of the Board would be served. Contracts shall be awarded on the basis of lowest acceptable bids and the policies and procedures of the participant responsible for issuing the tender or proposal call shall apply.

## **11. DISPOSAL OF BOARD ASSETS**

Notwithstanding the provisions provided for within Board Policy 12, the following shall apply:

- (A) The Materials Manager shall be informed of all property belonging to the Board which has been declared surplus to its particular use by the respective Superintendent/Principal. The Materials Manager shall ensure that all surplus property be disposed of only by means of public auction, tender or quotation, unless it has been determined by the Materials Manager that the item(s) declared surplus have little or no value then such item(s) will be scrapped (See item F below) provided that any usable equipment or material has first been offered to other schools and administrative offices within the Board;
- (B) The Materials Manager shall have the authority to sell, exchange, trade-in or otherwise dispose of all goods declared surplus to need and where it is cost effective and in the best interest of the Board to do so;
- (C) The sale of Real Property shall be in accordance with Ministry of Education policies;
- (D) If it is determined that a higher return of net disposal costs can be achieved by sale of surplus goods to the original vendor or vendors in that line of business, the Materials Manager shall negotiate to sell such goods at the highest return once the requirements of clause 6.A has been met;
- (E) Where it is deemed appropriate by the Materials Manager and/or the respective Superintendent/Principal, a reserve price may be established and in the case of disposal by tender may be published and disclosed; and in the case of auction or quotation shall be used as an internal estimate and not disclosed;
- (F) Where items have been declared surplus and are determined by the Materials Manager to have little or no value, the Materials Manager, in consultation with the respective Superintendent/Principal, shall have such items scrapped.

## **12. PROHIBITIONS**

- (A) No contract or purchase shall be divided to avoid the requirements of this operating procedure and the annual or total project requirement shall be considered;
- (B) No employee or elected official shall purchase or offer to purchase, on behalf of the Board, any goods or services, except in accordance with this operating procedure;
- (C) No personal purchases shall be made by the Board for elected members, or any appointed member of the Board or for any Board employee;
- (D) No employee or elected official of the Board or direct family member of an employee or elected official of the Board may bid on the Board's purchase of goods and services;
- (E) No employee or elected official shall bid on the sale of goods except those disposed of by public auction.  
In addition, no employee of the Board who is assigned to work at an auction may bid on any Board assets being offered for sale at the auction. Also, no employee of the Board having the responsibility for identifying items as surplus may bid on such items at the auction sale;
- (F) Any elected official, officer or employee of the Board is expressly prohibited from accepting, directly or indirectly from any person, company, firm or corporation to which any purchase order or contract is, or might be awarded, any rebate, gift or money, except;
  - 1) Gifts of a very small intrinsic value;
  - 2) Gifts given for the use and benefit of the Board;
  - 3) Moderate hospitality during the normal course of business that would not significantly exceed what the Board, through the employee's expense account, would likely be in return and would not be perceived by others as the making of a business decision(s).

## **13. MISCELLANEOUS**

- (A) Tenders or Proposals which are late, illegible, unsigned, contain insufficient bid deposit, or do not include surety in the form requested will be rejected.

- (B) When budget funding for approved projects or programs has been allocated and the respective Superintendent/Principal is ready to initiate the procurement process the Materials Manager shall be consulted prior to any request for prices or demonstrations.

#### **14. ITEMS NOT REQUIRING A PURCHASE ORDER**

- (A) Purchasing Card Purchases (see item 2.A)
- (B) Petty Cash Items - purchases less than \$200.00 including taxes
- (C) Cheque Requisition (Invoice Entry) - purchases less than \$2,500.00 including taxes
- (D) Training and Education
  - 1) Conferences
  - 2) Courses
  - 3) Seminars
  - 4) Conventions
  - 5) Memberships
  - 6) Periodicals
  - 7) Magazines
  - 8) Subscriptions
  - 9) Staff Training
  - 10) Staff Development
  - 11) Staff Workshops
- (E) Refundable Employee Expenses
  - 1) Cash Advances
  - 2) Meal Allowances
  - 3) Travel Expenses
  - 4) Entertainment
  - 5) Miscellaneous - Non-Travel
  - 6) Hotel Accommodation
  - 7) Mileage
- (F) General Expenses
  - 1) Licenses (vehicles, elevators, radios, etc.)
  - 2) Charges to or from other government bodies or Crown Corporations except for construction and/or maintenance projects
  - 3) Real Estate including land, buildings, leasehold interests, easements, encroachments and licenses
  - 4) Items of a confidential nature
  - 5) Special services, including appraisals, medical, etc.
  - 6) Freight charges
- (G) Utilities
  - 1) Postage
  - 2) Water and Sewage Charges
  - 3) Hydro
  - 4) Natural Gas
  - 5) Telephone Service i.e. Bell Canada
  - 6) Cable Television Service

#### **15. DEFINITIONS AND INTERPRETATIONS**

In this operating procedure;

- 1) "acquisition" means the process for obtaining goods and services;

- 2) "approval" means authorization to proceed with the purchase of goods and/or services;
- 3) "Board" means The Peel District School Board;
- 4) "contract" means a binding agreement between two or more parties;
- 5) "Board of Trustees" means the elected or appointed members of The Peel District School Board;
- 6) "emergency" means a situation where the immediate purchase of goods or services is essential to prevent serious delays, further damage or restore minimum service;
- 7) "goods and services" means supplies, equipment, property, insurance, construction, maintenance and service contracts, professional and consulting services;
- 8) (A) Purchasing Card (P-Card) means a charge card issued to authorized Board staff for the purchase of low dollar valued items.  
  
(B) Ghost Card means a virtual charge card that is set up by the Purchasing Department with specific vendors for the purchase of Tendered/Contracted items.
- 9) "Materials Manager" means the manager of the section within Corporate Support Services who is in charge of the Board's Materials Management program and is hereby authorized to act as agent in all such matters pertaining thereto;
- 10) "open market procedure" means obtaining price quotations from suppliers verbally or in writing;
- 11) "real property" includes lands, building and any interest, estate or right of easement affecting same;
- 12) "personal property" means any property not within the definition of real property;
- 13) "personal purchases" means a purchase of goods and services, the requirement for which is not for Board or any of its purpose but is personal to the person requesting the purchase;
- 14) "professional and consulting services" includes architects, engineers, designers, surveyors, management and financial consultants, brokers, legal representation, and any other professional and consulting services rendered on behalf of the Board;
- 15) "proposal" means an offer from a supplier to provide goods and services, acceptance of which may be subject to further negotiation;
- 16) "purchase order" means a written offer to purchase goods and services or a written acceptance of an offer where such offer has been made on forms prescribed by the Board;
- 17) "quotation" means an offer from a supplier to sell goods and services to or buy them from the Board;
- 18) "Responsive and Responsible Vendor" means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation references, performance on previous contracts; and sufficiency of financial and other resources;
- 19) "surety" means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the Board;
- 20) "tender" means an offer received from a supplier of goods and services in response to a request and/or public advertisement requesting prices and/or information on their goods and services and which shall be submitted in a sealed envelope at a prescribed time and place;
- 21) "procurement" means the combined functions of purchasing, contract administration and disposal of surplus equipment and supplies;
- 22) Where the title of Superintendent, Principal and Materials Manager is used within this document it is implied to further mean "or their designate(s)" also;
- 23) In the absence of the Materials Manager, the Acting Materials Manager shall act as the authorized designate.

- 24) "single source" – is the use of a non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same goods, services or construction.
- 25) "sole sourcing" – means the use of a non-competitive procurement process to acquire goods or service where there is only one available supplier for the source of the goods or services.

## **REFERENCES**

Board Policy 8

Board Policy 12

Finance Support Services 1

Finance Support Services 7

Finance Support Services 20

Environmental Health and Safety 1.5.1

Environmental Health and Safety 1.5.2

81 03 10

82 10 14 Reviewed

90 03 19 Revised

97 03 31 Revised

97 12 01 Revised

09 04 27 Revised

09 10 22 Revised

11 04 07 Revised