



Responsibility:	<i>Coordinating Superintendent, Business Services and Treasurer of the Board</i>
Legal References:	<i>Public Sector Accountability Act (2010) Agreement on Internal Trade (AIT) Education Act, Broader Public Sector (BPS) Procurement Directive – Ministry of Finance</i>
Related References:	<i>Board Policy 4004 – Emergency Needs Expenditures Board Policy 4005 – Procurement Board Policy 4008 – Signing Authority and Segregation of Duties Administrative Procedure 4360 – Principles of Business Conduct for Board Employees Administrative Procedure 4460 – Procurement Cards Administrative Procedure 4680 – Vendor Registration Administrative Procedure 4450 – Petty Cash Administrative Procedure 4370 – Ethical Purchasing of Apparel</i>
Revisions:	<i>May 2016, October 2019</i>
Reviewed:	

1. Preamble

To provide standardized procedures for the efficient and cost effective acquisition of all goods and services on behalf of the Waterloo District School Board (WRDSB), while ensuring consistency with the Broader Public Sector (BPS) Procurement Directive.

2. Scope

This procedure applies to all employees, school council members, or other persons/organizations acting on behalf of the WRDSB, while acquiring goods or services with school funds, donated funds or funds raised.

3. Procurement Authority

The Manager of Procurement Services is empowered to represent the WRDSB for all purchases of goods and services, and disposition/disposal of surplus supplies, furniture and equipment, in accordance with established guidelines for the WRDSB and is appointed as the signing authority by the WRDSB for all procurement commitments.

4. Procedures

4.1 General

4.1.1 Procurement Services is responsible for the WRDSB's competitive procurement process. Competitive procurement is the contractual acquisition (purchase or lease) of goods, services and construction projects by the WRDSB. The WRDSB will conduct a fair, open and transparent competitive procurement process, where applicable, in order to maximize value for money, while considering total cost of ownership and life cycle costs.

- 4.1.2 Procurement Services' primary goal is to ensure that the required goods, services and/or construction projects are procured in a professional manner in order to satisfy client needs and in adherence to WRDSB policies and procedures and within the requirements of the BPS Procurement Directive as well as other legislated health, environmental and safety factors.

4.2 Procurement Procedure Categories

The following outlines the minimum procurement procedure that must be followed based on the total estimated cost of the purchase.

Estimated Procurement Cost	Procedure
\$250 or less	Direct Purchase - Petty Cash, cheque to vendor or expense reimbursement to employee
\$3,000 or less	Procurement Card or invoice payment where P-Card is not accepted by vendor (invoices shall be submitted to Accounts Payable with appropriate Budget account noted and approval signature provided).
\$3,001 up to and including \$9,999	<p>Obtain a written quote from at least one vendor, and enter an electronic requisition in K212 for processing into a Purchase Order (prior to receiving goods, services or invoice).</p> <p>Procurement will issue the Purchase Order to the vendor.</p>
\$10,000 up to and including \$49,999	<p>Invitational Competitive Process</p> <p>In consultation with Procurement Services, obtain a minimum of three (3) quotes, where possible, from WRDSB Registered vendors.</p> <p>Enter electronic requisition in K212, including all compliant quotes, for processing by Procurement Services. K212</p>
\$50,000 up to and including \$99,999	<p>Formal Competitive Process.</p> <p>Procurement Services will complete the appropriate procurement process (RFQ/RFP/Tender) utilizing the WRDSB's Registered Vendor List and/or an electronic tendering service.</p>

Estimated Procurement Cost	Procedure
\$100,000 or more	<p>Open Formal Competitive Process</p> <p>Procurement Services will complete the appropriate procurement process (RFQ/RFP/Tender) utilizing an Electronic Tendering Service.</p>

Note: Splitting transactions to avoid the processes as described above is not permitted.

4.3 Invitational Competitive Process (\$10,000 up to an including \$49,999)

- 4.3.1 Procurement Services will determine the most effective manner for obtaining competitive bids, or if available, may take advantage of existing Co-Operative Buying Group Contracts. Where possible, a minimum of three (3) bids shall be obtained through an invitational competitive procurement process, which is open to WRDSB Registered Vendors. The request may be advertised on an electronic tendering service, or emailed directly.
- 4.3.2 Enter an electronic requisition, attaching the lowest compliant bid received for processing into a Purchase Order K212. Procurement Services will provide assistance and guidance as required.
- 4.3.3 All bids shall be kept on file per record retention procedure.

4.4 Formal Competitive Process (\$50,000 to \$99,999)

- 4.4.1 This process will be completed by Procurement Services, in conjunction with the client group and will involve obtaining competitive bids through a Request for Quote (RFQ), Request for Proposal (RFP), Request for Tender (RFT) or may take advantage of Co-operative Buying Group Initiatives where a formal competitive process has been undertaken.
- 4.4.2 Budget holders will ensure they have sufficient funding in place and that the proposed project timelines are adequate for project completion.
- 4.4.3 Once the Formal Competitive Process is complete, and a successful Bidder has been selected, an electronic requisition should be entered for processing into a Purchase Order K212. Procurement Services will provide assistance and guidance as required.

4.5 Open Formal Competitive Process (\$100,000 or more)

- 4.5.1 This process will be completed by Procurement Services, in conjunction with the client group, and will involve obtaining competitive bids through a Request for Quote (RFQ), Request for Proposal (RFP), a Request for Tender (RFT) or may take advantage of Co-operative Buying Group Initiatives where a formal competitive process has been undertaken.
- 4.5.2 Budget holders will ensure they have sufficient funding in place and that the proposed project timelines are adequate for project completion.
- 4.5.3 Once the Formal Competitive Process is complete, and a successful Bidder has been selected, an electronic requisition should be entered for processing into a Purchase Order. Procurement Services will provide assistance and guidance as required.

4.6 Exceptions to Competitive Procurement

In some limited, and specific, circumstances, a competitive process may not be possible or practical. In these cases, the Manager of Procurement Services may approve (if formally documented) the use of a single or sole source non-competitive procurement process.

The specific circumstances when non-competitive procurement may be allowed are outlined in the BPS Procurement Directive. An example of one of these specific circumstances would be one of emergency conditions, such as fire, severe weather or capital equipment breakdowns that may cause major financial hardship, health and/or environmental issues.

5.0 Ongoing Contracts

Where the WRDSB requires goods and/or services on an ongoing basis, Procurement Services should be engaged to assist in obtaining a vendor or a group of vendors, through the appropriate procurement process/cooperative agreement, to ensure cost savings, consistency and ease of ordering/use.