



Responsibility:	<i>Superintendent, Business Services and Treasurer of the Board</i>
Legal References:	<u><i>Broader Public Sector Accountability Act (2010), S.O. 2010, c. 25</i></u> <u><i>Canadian Free Trade Agreement (CFTA)</i></u> <u><i>Canada-European Union Comprehensive Economic and Trade Agreement (CETA)</i></u> <u><i>Procurement Directive – Ministry of Finance</i></u>
Related References:	<u><i>Board Policy 4005 - Procurement Policy</i></u> <u><i>Board Policy 4008 – Segregation of Duties and Cheque Signing Authority</i></u> <u><i>Administrative Procedure 4360 – Principles of Business Conduct Board</i></u>
<u><i>Employees</i></u>	<u><i>Administrative Procedure 4370 – Ethical Purchasing of Apparel</i></u> <u><i>Administrative Procedure 4460 – Procurement Cards</i></u> <u><i>Administrative Procedure 4450 – Petty Cash</i></u>
Revisions:	<i>May 2016, October 2019, October 2024</i>
Reviewed:	

## 1. Preamble

This Procedure applies to all Board acquisitions (goods and services, purchase, lease or rent) expended from Board operating, capital, ancillary, and special funding unless exempt as noted below.

The Board is responsible to procure goods and services in the most fair, open and transparent competitive and cost-effective manner.

## 2. Scope

This Procedure applies to all employees, school council members, or other persons/organizations acting on behalf of the Waterloo Region District School Board (WRDSB), while acquiring goods or services with Board funds, school generated funds or donated funds.

## 3. Procurement Authority

The Manager of Procurement and Distribution Services is appointed and authorized to represent the WRDSB for all purchases of goods and services, and disposition/disposal of surplus supplies, furniture, and equipment, in accordance with [Board Procedure 4008 Segregation of Duties and Signing Authority](#).

## 4. General

4.1 The WRDSB shall award contracts for goods and services based on the terms described in this Procedure as well as the policy objectives set out in [Board Policy 4005 Procurement](#).

4.2 All persons who acquire products and/or services on behalf of the WRDSB must do so in compliance with provincial and federal laws, trade agreements, the Broader Public

- Sector (BPS) Procurement Directive, Building Ontario Businesses Initiative Act (BOBIA) and all related Board Policies, Procedures and Guidelines.
- 4.3 Restrictions relating to Conflict of Interest, Gifts and Gratuities, and Solicitations or Donations, as set out in the Board Policies and Procedures, shall apply to all procurement activities.
  - 4.4 Goods and services shall be acquired competitively from vendors who meet specific requirements and provide the maximum benefit for funds expended, subject to ethical, environmental, life cycle costing, and legal considerations.
  - 4.5 The WRDSB shall conduct business with vendors who demonstrate good financial standing.
  - 4.6 The WRDSB may acquire goods and services cooperatively with other not for profit agencies/institutions to benefit from leveraged spending.
  - 4.7 The acquisition of goods and services expended from all funds administered by the WRDSB must remain the property of the WRDSB.
  - 4.8 Procurement approvals and supporting documentation shall be retained for review and auditing.
  - 4.9 Change Orders shall be restricted to unforeseen circumstances and notwithstanding shall be subject to a review and approval process.
  - 4.10 The Board will publicly tender purchases of goods and services in values of \$121,200.00 and larger, unless otherwise exempted.
  - 4.11 A Bid Issuance form may be completed and signed by the Authorized Budget Holder/Approver and submitted to Procurement Services for approval prior to planning any projects valued at \$121,200.00 or higher.
  - 4.12 Goods and services shall not be split into lower dollar values to avoid compliance with the Board Policy on Procurement of Goods and Services, Procurement Card Procedure and this Procedure or applicable law.
  - 4.13 All values are before tax.
  - 4.14 To ensure compliance, the Approver is responsible for ensuring that the cumulative purchases from the same vendor do not amount to nor exceed \$121,200.00 (excluding taxes) in a fiscal year.

**5. 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.

Where the WRDSB has established contracts or vendor roster lists, all employees shall acquire goods and/or services against these contracts or from these vendors.

**6. Consulting Services**

Regardless of total cost and service fees, all consulting services must be competitively bid.

**7. Procurement Values and Categories**

Where the WRDSB has not established contracts or vendor roster lists, the following procedures shall apply based on the total estimated cost of the purchase, excluding taxes:

<b>Estimated Cost</b>	<b>Procedure</b>
\$250 or less	Direct Purchase – Petty Cash, cheque to vendor or expense reimbursement to employee Contact Accounts Payable

<p>\$3,000 or less</p>	<p>Staff shall determine fair market value and use the Board's Procurement Card (PCard) wherever possible.</p> <p>Where a P-Card is not accepted by vendors, invoices shall be submitted to Accounts Payable with appropriate budget account noted and authorized signature (electronic approval) based on Approver's dollar threshold.</p>
<p>\$3,001 up to and including \$10,000</p>	<p>Prior to ordering goods or services, staff shall:</p> <ol style="list-style-type: none"> <li>1. Obtain a written quote from at least one reputable vendor.</li> <li>2. Create/submit an electronic requisition, and attach all compliant quote(s), for processing by Procurement Services.</li> </ol>
<p>\$10,001 up to but not including \$121,200</p>	<p>Open or Invitational Competitive Process</p> <p>The School/Department Project Lead shall complete the Request for Quotation document, and solicit bids through the electronic bidding system.</p> <p>In some situations, based on the Scope of Work and Services, Procurement Services may decide a Request for Proposal (RFP) is the appropriate process.</p> <p>Contact Procurement Services</p>
<p>\$121,200 and higher</p>	<p>Open Formal Competitive Process.</p> <p>Project Lead shall contact Procurement Services who will determine the best acquisition method and shall manage the formal process utilizing the electronic bidding service.</p> <p>A Bid Issuance Form is required.</p>

## 8. Procedures

### 8.1 Invitational/Open Competitive Process (\$10,001 up to but not including \$121,200)

8.1.1 This formal process will be completed by the School/Department Project Lead in consultation with Procurement Services, and will involve obtaining competitive quotes through a Request for Quotation (RFQ), or may take advantage of Prequalification Roster or Cooperative Buying Group Initiatives where a formal competitive process has been undertaken. In some situations, based on the Scope of Work and Services, Procurement Services may decide the Request for Proposal (RFP) is the appropriate process. Refer to steps outlined in Section 8.2 Open Formal Competitive Process (\$121,200 and higher).

8.1.2 The Project Lead is expected to obtain a minimum of three (3) bids through an open or invitational competitive procurement process. The request will be advertised on an electronic tendering service.

8.1.3 Once the Formal Competitive Process is complete, and a successful Bidder has been selected, the Project Lead or authorized designate will create an electronic requisition and attach a Project Summary sheet (generated through the electronic bidding system) for processing into a Purchase Order. Procurement Services will assist as required.

8.1.4 All bids shall be kept on file per record retention procedure.

## **8.2 Open Formal Competitive Process (\$121,200 and higher)**

8.2.1 This formal process will be completed by Procurement Services, in conjunction with the School/Department Project Lead and will involve obtaining competitive bids through a Request for Proposal (RFP), Request for Tender (RFT) or may take advantage of Prequalification Roster or Cooperative Buying Group Initiatives where a formal competitive process has been undertaken.

8.2.2 Budget holders will complete and submit a Bid Issuance form to Procurement Services validating they have sufficient funding in place and that the proposed project timelines are adequate for project completion.

8.2.3 Once the Formal Competitive Process is complete, and a successful Bidder has been selected, the Project Lead or authorized designate will create an electronic requisition and attach a Project Summary sheet (generated through the electronic bidding system) for processing into a Purchase Order. Procurement Services will assist as required.

## **9. Non-Competitive Procurement**

In some limited, and specific, circumstances, a competitive process may not be possible or practical. In such a case, a Non-Compete Justification form validating Single Source or Sole Source is required and must be approved by the Manager of Procurement and Distribution Services based on approval thresholds, IT Manager (if applicable), and, if over \$1,000,000, the Superintendent of Business Services and Treasurer, in advance of the Department making any commitment to the vendor/service provider. 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.