

<b>Administrative Application</b>	
<b>Fiscal Management 4200</b> <hr/> <b>Purchasing</b>	<b>Last Reviewed /Approved on:</b> January 15, 2020
	<b>References:</b> The Education Act, 1995 Sec 85(1) MASH Sector Procurement Agreement New West Partnership Agreement SaskTenders Purchasing Card Program Handbook Employee Acknowledgement of Responsibilities Form Policy 2 – Role of the Board Policy 12 – Role of the Director
	<b>Status:</b> Operational

### Preamble

The purchasing of goods and services for the Regina Catholic School Division (RCSD) shall be conducted in accordance with *The Education Act, 1995* of the Province of Saskatchewan and shall be made in accordance with principles and procedures to acquire the best value for the operation of the school division.

### Definitions

The following definitions are sited to ensure consistent interpretation of terms used in this administrative application.

1. **Tender** - A process where bids are received through a formal competition open to all interested parties.
2. **Formal Quotation** - A process where bids are received by request from qualified vendors or contractors selected by the Purchasing Supervisor.
3. **Informal Quotation** - A more informal process of securing price quotations from selected vendors either verbally, by facsimile or email.
4. **Request for Proposals** - A request to suppliers to submit proposals for goods and/or services. Request for proposals do not tie vendors to existing process or rigid specifications but, rather, encourage new approaches, techniques and methods for meeting the school division's requirements.
5. **Standing Order** - A contract that provides for a vendor to supply specified goods or services for a specified period of time with actual requirements to be determined, requested and delivered when and as required.

### Application

1. **Goods & Services**
  - a. Purchasing of all goods and services shall be conducted through the Purchasing Department in accordance with the purchasing policy unless otherwise stated (see sections B and C) or approved by the Director of Education or designate.

- b. The Purchasing Supervisor shall develop procedures and guidelines for all purchasing activities.
- c. The Purchasing Supervisor may contract for goods and services, subject to budget limitations, in accordance with the following guidelines:
  - i. Goods and services valued at \$3,000 or less, without tendering or receiving quotations. While no competitive solicitation is required, the Purchasing Supervisor shall take necessary steps to ensure the reasonableness of the price.
  - ii. Goods and services valued from \$3,000 to \$20,000, on the basis of quotation (three [3] if possible) obtained from suppliers in writing; by telephone, by facsimile or by email.
  - iii. Goods or services valued in excess of \$20,000 on the basis of tenders. The tendering practices shall be transparent and shall not discriminate based on the province of origin of goods, services or construction materials, or against suppliers of the foregoing.
  - iv. Normally all awards shall be made on the basis of the lowest price complying with all applicable specifications, but where appropriate, suitability, quality, availability, service related administrative costs, disposal value, and supplier's previous record of performance shall be taken into account.
  - v. In cases where it is difficult to determine the lowest evaluated bid, preference shall be given first to suppliers located in the City of Regina, second to suppliers situated elsewhere in Saskatchewan and third to suppliers situated elsewhere in Canada.
- d. The Purchasing Department shall process all tenders or quotations involving expenditures over \$20,000 for the purchase of goods and services.
- e. A Purchasing Department purchase order shall be required for any purchases that cannot be placed on a school division purchasing card. These purchases will be initiated with a requisition to the Purchasing Department prior to the goods or services being ordered.

## **2. Construction and Building Projects**

- a. The purchase of construction and building projects, services and supplies shall be processed by the Controller of Plant and Accommodation Services or designate, in accordance with the following guidelines and pending approval from the Director:
  - i. Construction and building projects, services and supplies valued at \$10,000 or less, without tendering or receiving quotations. While no competitive solicitation is required, the Controller of Plant and Accommodation Services shall take the necessary steps to ensure the reasonableness of the price.
  - ii. Construction and building projects, services and supplies valued from \$10,000 to \$75,000, on the basis of quotations (three [3] if possible) obtained from suppliers in writing, by telephone, by facsimile or by email.
  - iii. Construction and building, projects, services and supplies valued in excess of \$75,000 on the basis of tenders.

### 3. Agreements

- a. MASH Sector Procurement Agreement – ANNEX 502.4  
All acquisitions of goods and services of \$100,000 or greater, or construction contracts of \$250,000 or greater, shall comply with the requirements of the MASH Sector Procurement Agreement – ANNEX 502.4.
- b. New West Partnership Trade Agreement (Effective July 1, 2017)  
All acquisitions of goods and services of \$75,000 or greater, or construction contracts of \$200,000 or greater shall comply with the requirements of the MASH Sector, New West Partnership Trade Agreement.

### 4. Other Alternative Procedures

- a. Purchasing Cards
  - i. Only those individuals who are authorized by their supervisor may request a card.
  - ii. The Chief Financial Officer or designate shall approve the issuance of all purchasing cards.
  - iii. No one other than the named cardholder is authorized to use the card.
  - iv. Cardholders are authorized to make purchases of goods and services not exceeding \$2,500 for each individual purchase with a \$5,000 monthly limit. The Chief Financial Officer or designate may adjust this limit as warranted.
  - v. All cardholders are required to sign an *Employee Acknowledgement of Responsibilities* form as it pertains to the use of the purchasing card.
  - vi. All cardholders are required to read and comply with the guidelines set forth in Regina Catholic Schools *Purchasing Card Program Handbook*.
- b. Petty Cash
  - i. **Catholic Education Centre**
    - (1) With the approval of the Comptroller, staff purchases of goods and services, not exceeding \$100, may be reimbursed from petty cash funds, subject to submission of original receipts.
    - (2) Staff purchases of goods and services in excess of \$100 shall be processed by EFT through Accounts Payable.
  - ii. **School Office**
    - (1) With the approval of the School Principal, staff purchases of goods and services, not exceeding \$100 may be reimbursed from petty cash funds, subject to submission of original receipts.
    - (2) Staff purchases of goods and services in excess of \$100 shall be processed by cheque through Accounts Payable.

- c. Other  
Professional services contracts, insurance contracts, utilities contracts, lease agreements for the provision of equipment or services in excess of one year's duration, and the acquisition, sale or lease of property are to be directed to the attention of the Chief Financial Officer for appropriate action.

## 5. General Provisions

- a. The Chief Financial Officer shall be responsible for the general supervision of the Purchasing Department and the Purchasing policy. Under the general supervision of the Chief Financial Officer, the Purchasing Supervisor is responsible for the administration of purchasing.
- b. Tenders involving expenditures over \$75,000 may be advertised in a local newspaper and/or posted electronically on *SaskTenders*, with the exception that construction and building contracts up to \$75,000 may be formalized without reference to public advertising.
- c. The Purchasing Supervisor shall, in consultation with appropriate staff, establish and maintain system standards and specifications for supplies and equipment.
- d. The Purchasing Supervisor shall have the authority to revise requisitions according to established standards, provided that such revisions are reviewed with the requisitioner.
- e. RCSD staff are to order goods and services from selected vendors with whom the school division has established contracts at all times.
- f. Surplus materials and equipment shall be disposed of in accordance with established procedures.
- g. Financial commitments made outside the provisions of approved policy and regulations shall not be binding on the school division. When violation of approved policy and regulations has occurred unintentionally, vendor request for payment may be honoured, depending on circumstances.
- h. Any employee in possession of information relative to the commission of prohibited practices (see Section 7) shall immediately bring the matter to the attention of the Director of Education or designate.

## 6. Awarding of Contracts

- a. All submissions shall be regarded as confidential. Information on the successful bids/proposals shall be made in compliance with contract provisions and law.
- b. Quotations shall be solicited only from qualified vendors and contractors.
- c. All awards shall be made on the basis of best value, as determined by appropriate consideration of price, quality, vendor performance and meeting the needs of the school division.
- d. The right to reject any or all bids or quotations shall be reserved.
- e. In keeping with the requirements of the *MASH Sector Procurement Agreement ANNEX 502.4* and the *New West Partnership Trade Agreement*, the school division shall treat

suppliers from other provinces the same as it would treat local suppliers when tendering or issuing proposal requests for goods, services and construction.

- f. All items purchased through the school division's purchasing processes or directly by individuals in the name of the school division will become the property of RCSD. All assets of RCSD must be tagged as property of RCSD. Exceptions include formal arrangements with organizations such as other school divisions.

## **7. Conflict of Interests**

- a. No employee of the school division shall purchase or lease any goods or services from or through RCSD for personal use or gain. If any purchase or contract is made contrary to this administrative application the school division shall not be bound thereby.
- b. Except with the approval of the Chief Financial Officer of RCSD shall not purchase any goods or services from school division employees or from companies in which school division employees have an ownership interest. The Chief Financial Officer may approve the purchase of goods and services from employees and from companies in which employees have an ownership interest, only if the goods or services required are not readily available from another source.

## **8. Prohibited Practices**

- a. Orders shall not be divided (split) for the purpose of circumventing the limitations specified in these regulations.
- b. No employee shall solicit any gift or entertainment from a current or potential supplier.
- c. No employee shall accept any gift, other than of nominal value for advertising purposes, or any entertainment, from a current or potential supplier.
- d. No employee shall be influenced in any purchasing decision by considerations of personal gain.
- e. The Purchasing Department shall not participate in any purchasing activity for the personal benefit of an employee of the school division.
- f. Goods and services shall not be purchased for resale with the exception of those purchased for the benefit of students or as approved by the Chief Financial Officer or designate.
- f. No employee shall receive any remuneration, either directly or indirectly, as agent for the sale of furnishings, apparatus or equipment, or any other merchandise whatever for division use.
- h. No employee shall employ an agent for the sale of merchandise mentioned in subsection (g).

## **9. Purchasing Process**

All RCSD staff members may requisition goods or services as follows:

- a. Online requisitions must be completed by the requisitioner and authorized by the appropriate budget manager. The following requisitions procedure needs to be followed:

- i. the requisitioner must provide an adequate description of the required goods and/or services to enable specific preparation.
- ii. the following information must be supplied on the requisition:
  - (1) school name
  - (2) suggested supplier names
  - (3) estimate or current price (if known)
  - (4) budget account number(s); facility number; program number(s) (if required)
  - (5) name and signature of requisitioner
  - (6) attach only quotations/information relevant to the purchase
- b. The Purchasing Department will review the requisition and generate a Purchase Order or facilitate other means of acquiring the goods and services in accordance with Policy 12 – Role of the Director. It is the responsibility of the Purchasing Department to select the source of supply for all purchases. The Purchasing Department shall not alter any specifications for goods and/or services without prior consultation with the requisitioner. Consultation may be done if the item(s) is/are no longer available or if another supplier will fulfil the requirements to better advantage, either in end use or price. Should the requisitioner insist on a specific source of supply, the onus is on the requisitioner to demonstrate the rationale.
- c. Copies of the Purchase Order will be sent to the supplier, accounts payable, and the budget manager or designate.
- d. Incomplete requisitions will be returned to the requisitioner and/or reviewed with the budget manager and/or designate by the Purchasing Department.
- e. Once the goods are received, the budget manager and/or designate checks the shipment for signs of outside damage and that the correct number of boxes were received prior to signing for the goods. In the event that boxes are damaged, do not sign for the goods until the contents are examined.

The contents of shipments need to be checked for:

- i. purchase order number
- ii. correct quantity as specified on the packing slip
- iii. quality is as ordered
- iv. goods are not damaged. In the event goods are damaged;
  - (1) record the details of the damage on the packing slip and sign and date the slip

- (2) have the delivery person (if available) acknowledge the damage and sign and date the packing slip or complete the delivery company's damage report form
  - (3) return a copy of the packing slip or damage report form and send a copy to the Purchasing Department
- f. The budget manager and/or designate checks off the items received on the packing slip, signs and dates the packing slip, and returns the packing slip to the Purchasing Department as the packing slip is the only indication the school division has that goods have been received. If no packing slip is included with the shipment, the budget manager and/or designate completes a Receiving Report indicating:
- i. name of supplier
  - ii. quantity of goods received
  - iii. description of goods
  - iv. date and signature

A Receiving Report serves the same function as a Packing Slip.

- g. The budget manager and/or designate signs, dates and returns the packing slips immediately to the Purchasing Department regardless of back orders. If an order has several back ordered items, each order will be accompanied by an individual packing slip that must be forwarded immediately upon receipt to the Purchasing Department. The school division is invoiced as shipments are made and received.
- h. All suppliers are instructed to forward all invoices to the Catholic Education Centre. In the event that the invoice is inadvertently received by the budget manager and/or designate, send the invoice immediately to Accounts Payable, Catholic Education Centre, for processing.
- i. The Purchasing Department will verify receipt of the goods and services by matching the requisition, purchase order, packing slip, and invoice.
- j. Once verified, the Purchasing Department forwards the invoice to Accounts Payable for payment to the vendor.
- k. The Purchasing Department must be notified of any changes made to the original order.

#### 10. Exclusions

The following items may be purchased by the budget manager or designate without a requisition:

- a. Purchasing Card  
Purchasing Cards are to be used for purchases of goods and services with a value of \$2,500.00 or less. Purchasing cards were established to provide a more efficient, user friendly, cost effective method for the purchase and payment of small dollar transactions.

- b. Petty Cash  
Petty Cash funds are to be used solely for reimbursement to staff up to \$100 for the payment or purchase of postage, minor office supplies, consumables, instructional supplies and other incidentals, as may be necessary from time to time.
- c. Shop Supplies  
Standing orders are used for major items such as plywood, lumber, etc. as determined by the Facilities Department. Standing orders are renewed on an annual basis with all other shop supplies being requisitioned using the purchasing process. The Controller of Plant and Accommodation Services designates those individuals that have signing authority for these purchases.
- d. Busing  
Busing services are procured through the school division's current busing contractor.
- e. Emergency Purchases  
The procurement of goods and services may constitute an emergency purchase. An emergency purchase may be essential to prevent danger to life, damage to property or disruption of work. The budget manager or designate are required to contact the Purchasing Supervisor for each emergency purchase and explain the rationale behind the emergent nature.

#### 11. **Returning Goods**

Most suppliers will not accept unauthorized returns and returns may be subject to a restocking fee. It is the responsibility of the purchaser, budget manager and/or designate to return any items that are incorrect, damaged or no longer required. The supplier should be immediately contacted with the details of the product(s) to be returned. The supplier will specify their return process and provide a Returned Material Authorization Number (RMA), if required.

#### 12. **U.S. Purchases**

The Purchasing Department discourages the purchase of supplies and services from foreign sources. The cost of foreign exchange, customs duty, excise taxes and brokerage fees are considered as part of the cost of the goods. Budget managers and/or designates are encouraged, whenever possible, to select Canadian sources rather than incur the additional exchange, customs, clearance charges and transportation costs. The Purchasing Department will scrutinize requests for purchases outside Canada to ensure that an acceptable Canadian supplier is not available.

If, after all Canadian sources to purchase an item have been exhausted, a purchase is made from the United States, budget managers and/or designates responsible for ensuring that all documentation required by Canada Customs to properly import materials from foreign suppliers is provided.

#### 13. **Purchasing Cut-Off Date**

An annual purchasing cut-off date in early May of each year has been established to allow sufficient time for all orders to be received before the end of the School Year. Requisitions received after this Purchasing Cut-Off Date will be processed, but with no guarantee of delivery prior to year-end (August 31<sup>st</sup>).