



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

**Regulation Name:** Procurement Procedures      **Regulation Code:** BA-5.1.1  
**Section:** Business and Administrative Services      **Policy Code Reference:** BA-5.1

Established: February 1, 1999

Revised or

Reviewed: June 17, 2004; March 30, 2010; January 24, 2012; January 16, 2023

---

### 1. OBJECTIVE

This administrative regulation outlines Kawartha Pine Ridge District School Board's (KPR) procedures to fulfill the co-ordination for the procurement of all goods, services, and construction as necessary for the effective operation of the Board in order to achieve the right materials, source, quantity, service, time, price and place.

Employees and the Board of Trustees involved with procurement activities are required to follow the procedures outlined herein. These procedures ensure Board resources are used in a responsible manner and are in alignment with Board Policy BA-5.1, Procurement Procedures.

### 2. DEFINITIONS

**Board of Trustees**

The elected governance branch of the Board.

**Collaborative Procurement**

Collaborative procurement is a coordinated event that facilitates purchasing on behalf of multiple organizations with a goal to: leverage the increased buying power of aggregating total spend with other organizations; standardize processes by streamlining through one centralized buying organization; controls; and generate savings/efficiencies that benefit the collective participants.

**Consultant**

A person or entity, that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

**Consulting Services**

The provision of expertise or strategic advice that is presented for consideration and decision-making.

**Contracted Vendor of Record (CVOR)**

A contract established with a vendor(s), from an open competitive procurement process, for the direct acquisition of particular goods, services or construction regardless of the dollar amount.

**Departmental Budget Holder**

Employee responsible for managing a department's annual Board budget.

**Direct Acquisition**

The acquisition of goods, services and construction that can be ordered directly by the end user. A competitive process is not required.

**Employees**

All KPR staff members and management personnel, including occasional, temporary and full-time staff.

**End User**

Department or individual within the department, identifying the need for the goods, services or construction.

**Good, Services and Construction**

Any goods, services and construction required for the effective operation of the Board including but not limited to Information, Communications and Technology and consulting services.

**Prequalified Vendor of Record (VOR)**

A list of qualified vendors established and resulting from an open competitive procurement process. Prequalified VORs will be eligible to participate in invitational second-stage competitive processes to supply specific goods, services or construction in accordance with specific terms and conditions.

**Procurement**

Purchasing, or otherwise obtaining any goods, services, or construction; includes all functions that pertain to the procurement, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

The combined functions of purchasing, inventory control, traffic and transportation, receiving, inspection, storekeeping, salvage, and disposal operations.

**Procurement Services**

The department responsible for the support, advice and guidance to the end user for the procurement of goods, services or construction, and responsible to ensure procurement activities of the Board are in adherence with this administrative regulation and the corresponding policy.

**3. APPLICATION**

This administrative regulation applies to employees and the Board of Trustees involved with procurement activities and shall ensure all Board resources including Board budget, special funding and School Generated Funds are used in a responsible manner and in alignment with this administrative regulation and policy.

#### 4. RESPONSIBILITY

Responsibilities have been outlined in the procedures herein.

##### Segregation of Duties

Segregation of duties prevents any one person from controlling the entire procurement process.

Segregation of duties and authorization in the procurement process are essential controls that ensure the integrity of the process by reducing exposure to inappropriate, unauthorized or unlawful expenditures. The following table details roles requiring segregated approval, wherever possible. A minimum of three roles must be segregated.

<b>Segregation of Duties</b>		
<b>Functional Role</b>	<b>Responsibility</b>	<b>Who</b>
Requisition	Authorize the procurement department to place an order (requisition entry/bid initiation).	End User
Budgeting	Authorizes that funding is available to cover the cost of the order prior to the processing of requisition to purchase order.	Departmental Budget Holder (subject to authorized amount)
Commitment	Authorizes the processing of the form of contract to the supplier, under agreed upon terms and conditions.	Procurement Services
Receipt	Authorize that the order was physically received, correct and complete.	End User
Payment	Authorizes release of payment to the supplier.	Accounts Payable

#### 5. PROCEDURE

The procedures in this administrative regulation provide the processes for the procurement of goods, services, and construction as necessary for the operation of the Board.

Bid opportunities in excess of \$100,000 will be advertised electronically to provide the widest possible access by interested bidders.

There will be no public openings for any bid opportunity; bid results will be posted electronically.

The Board reserves the right to cancel bid processes at any stage and issue a new bid for the same or similar deliverable, accept any bid in whole or in part or reject any or all bids. These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

## **5.1 How to Purchase within Dollar Thresholds**

Procurement of all goods, services and construction shall be completed as outlined below and as further described in Appendix A.

Employees or the Board of Trustees shall not reduce the overall value of purchases (e.g., dividing a single purchase into multiple purchases) in order avoid the requirements of this policy and the administrative regulations.

The total procurement value limits and the means of the procurement of goods, services (excluding consulting services but including non-consulting services which are to provide task based services) or construction is described in Table 5.1.1.

The total procurement value limits and the means of the procurement for consulting services is described in Table 5.1.2. Consulting services must be competitively procured regardless of the dollar amount.

The total procurement value limits and the means of the procurement for the Facilities Services Department is described in Table 5.1.3. The Facilities Services Department is subject to specific purchasing thresholds due to the nature of the department operations such as the higher volume of purchases and purchase prices for operational expenditures only. Capital improvement projects are excluded from this provision.

<b>Table 5.1.1</b>			
<b>Goods, Services (excluding consulting) or Construction (exclusive of tax)</b>			
<b>Procurement Value</b>	<b>Procurement Method</b>	<b>Means of Procurement</b>	<b>Responsibility</b>
\$0 - \$5,000	Non-Competitive: Direct Acquisition	Must first use established VOR. Where goods and/or services are not available through VORs, direct acquisition through other vendors is acceptable.	End User led Assistance from Procurement Services as required
\$5,001 - \$25,000	Competitive: Informal	Must obtain bids from established VORs. Where goods and/or services are not available through VORs, quotations from other vendors are acceptable. A minimum of three quotations to be received in writing, by email or by any other means of written communication.	End User led in collaboration with Procurement Services
\$25,001 - \$100,000	Competitive: Formal	Must obtain bids from established VORs. Where goods and/or services are not available through VORs, quotations from other vendors are acceptable. A minimum of three quotations to be received in written offer, in a specified format, in response to an invitational or open bid solicitation.	Procurement Services led in collaboration with End User
\$100,001 or more	Competitive: Open	Must obtain bids from established VORs. Where goods and/or services are not available through VORs, bids from other vendors are acceptable. Bids to be received in written offer, in a specified format, in response to an open bid solicitation.	Procurement Services led in collaboration with End User

<b>Table 5.1.2</b>			
<b>Consulting Services (exclusive of tax)</b>			
<b>Procurement Value</b>	<b>Procurement Process</b>	<b>Means of Procurement</b>	<b>Responsibility</b>
\$0 - \$25,000	Competitive: Informal	Must obtain bids from established VORs. Where goods and/or services are not available through VORs, quotations from other vendors are acceptable. A minimum of three quotations to be received in writing, by email or by any other means of written communication.	End User led in collaboration with Procurement Services
\$25,001 - \$100,000	Competitive: Formal	Must obtain bids from established VORs. Where goods and/or services are not available through VORs, quotations from other vendors are acceptable. A minimum of three quotations to be received in written offer, in a specified format, in response to an invitational or open bid solicitation.	Procurement Services led in collaboration with End User
\$100,001 or more	Competitive: Open	Must obtain bids from established VORs. Where goods and/or services are not available through VORs, bids from other vendors are acceptable. Bids to be received in written offer, in a specified format, in response to an open bid solicitation.	Procurement Services led in collaboration with End User

<b>Table 5.1.3</b>			
<b>Facilities Services (exclusive of tax)</b>			
<i>Capital improvement projects are excluded</i>			
<b>Procurement Value</b>	<b>Procurement Process</b>	<b>Means of Procurement</b>	<b>Responsibility</b>
\$0 - \$10,000	Non-Competitive: Direct Acquisition	Must first use established VOR. Where goods and/or services are not available through VORs, direct acquisition through other vendors is acceptable.	End User led Assistance from Procurement Services as required
\$10,000 - \$25,000	Competitive: Informal	Must obtain bids from established VORs. Where goods and/or services are not available through VORs, quotations from other vendors are acceptable. A minimum of three quotations to be received in writing, by email or by any other means of written communication.	End User led in collaboration with Procurement Services
\$25,001 - \$100,000	Competitive: Formal	Must obtain bids from established VOR. Where goods and/or services are not available through VORs, quotations from other vendors is acceptable. A minimum of three quotations to be received in written offer, in a specified format, in response to an invitational or open bid solicitation.	Procurement Services led in collaboration with End User
\$100,001 or more	Competitive: Open	Must obtain bids from established VORs. Where goods and/or services are not available through VORs, bids from other vendors is acceptable. Bids to be received in written offer, in a specified format, in response to an open bid solicitation.	Procurement Services led in collaboration with End User

**5.2 Vendors of Record**

Competitive bid processes are completed to establish Contracted Vendors of Record and Prequalified Vendors of Record through an open, fair and transparent manner for the acquisition of common goods, services and construction. Through these processes, relationships are established with the vendor community, to help mitigate risk with delivery and support contract management practices to ensure consistent, efficient and effective delivery of goods, services and construction across the Board.

Purchases of goods, services and construction through VORs is the preferred method of purchase. Where goods, services and construction are not available through VORs, acquisition through other vendors is acceptable.

All requests for new vendors will be reviewed by Procurement Services in order to seek opportunities for aggregation of goods, services and construction by vendor and to prevent proliferation of vendors on file.

### **5.3 Collaborative Procurement**

The Board will seek collaborative procurement opportunities through buying groups or group purchasing to: leverage the increased buying power of aggregating total spend with other organizations; standardize processes by streamlining through one centralized buying organization; minimize risks and improve process controls; generate savings/efficiencies that benefit the collective participants.

Buying Groups and/or group purchasing include two or more organizations that combine the purchasing requirements and activities of the organization into one joint procurement process. These organizations may represent cooperative arrangements in which individual members administer the procurement function for specific contracts for the group or more formal corporate arrangements in which the organization administers procurement for group members. Organizations may involve a variety of entities.

### **5.4 Contracts**

Departmental budget holders shall authorize the requisition of goods, services and construction prior to the procurement process. Budget holders can authorize requisitions, in accordance with approved procurement processes, within their approved budgets, and in accordance with Administrative Regulation B-1.4.1, Signing Authority and Purchasing Approval.

All financial commitments of Board resources will be in the form of written and executed contracts issued and/or authorized purchase orders issued before the goods, services and construction are acquired or through authorized use of purchasing cards in accordance with approved procedures.

Procurement Services shall review all contracts prior to execution and will determine proper signing authority as per Board Policy B-1.4, Signing Officers of the Board, and Administrative Regulation B-1.4.1, Signing Authority and Purchasing Approval.

Expenses and Reimbursements for Employees and the Board of Trustees are subject to Board Policies BA-4.9, Expenses and Reimbursements for Trustees and BA-4.10, Expenses and Reimbursements for Employees.

The standard maximum length of any contract is five years including extensions. Exceptions will require approval by the Board of Trustees. This will support the regular review of existing contracts under changing market and organizational circumstances. Contract extensions beyond an established original term may be



considered an exemption and will require approval by the appropriate authority level as detailed in Appendix B.

## **5.5 Code of Ethics**

Employees and the Board of Trustees shall maintain and practice the highest of moral and ethical standards, professional courtesy and be open and honest with everyone involved in procurement activities. Purchases shall be made without prejudice such as, precluding from showing favoritism or be influenced by suppliers, or any member of the public through the acceptance of gifts, gratuities, loans or favors, while striving to obtain the maximum value for each dollar of Board resources.

### *5.5.1 Conflict of Interest*

Employees and the Board of Trustees shall avoid any private or professional activity that would create a conflict between personal interests and the interests of the Board and shall avoid using positions for personal benefit.

No employee or member of the Board of Trustees may promote, offer for sale, or sell directly or indirectly, any goods, services or construction to the Board. Authors are exempted from this as per Subsection 2 of Section 217 of the Education Act.

Declaration of any conflict of interest (real or perceived) that can affect the fair conduct of procurement activities is required from the employees, Board of Trustees and suppliers.

### *5.5.2 Perception*

Employees and the Board of Trustees shall avoid the appearance of unethical or compromising practices in relationships, actions and communications, avoid business relationships with personal friends and family and avoid noticeable displays of affection, which may give an impression of impropriety. Also, when holding business meetings with suppliers outside the office, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or peers.

### *5.5.3 Gratuities*

Employees and the Board of Trustees shall not solicit or accept money, loans, credit or prejudicial discounts, gifts, entertainment, favours or services from present or potential suppliers which might influence or appear to influence procurement decisions or be used for personal use,

benefit or enjoyment, except where an employee purchase plan has been approved by the Board.

Items of nominal value offered by suppliers are acceptable as long as they do not appear to impose any obligation to buy, receive, or refer on behalf of the Board or pose an ethical breach.

Gifts offered exceeding nominal value should be returned with an explanation or, if perishable, either returned or donated to a charity in the name of the supplier.

In the case of any gift received, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence buying decisions and that it will not be perceived as unethical.

## **5.6 Exemptions from Competitive Process**

Exemptions to procurement activities must be identified to the Manager of Procurement and Central Services prior to any purchase. Exemptions must be documented and pre-approved by the appropriate authority level for the entire cost of the purchase. Guidelines of exemptions are noted in Appendix B.

## **6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[B-1.4, Signing Officers of the Board](#)

[BA-1.1, Records Management](#)

[BA-1.8, Privacy and Information Management](#)

[BA-4.3, Petty Cash Funds](#)

BA-4.9, Expenses and Reimbursements for Trustees (to be linked)

BA-4.10, Expenses and Reimbursements for Employees (to be linked)

[BA-5.1, Procurement Procedures](#)

[BA-5.2, Disposal of Surplus or Obsolete Materials, Furniture and Equipment](#)

[BA-6.5, Surplus Board Real Estate – Disposal/Rental](#)

[BA-7.3, School Generated Funds](#)

Administrative Regulations:

[B-4.1.1, Signing Authority and Purchasing Approvals](#)

Other Documents (Internal):

[Purchasing Policy and Regulations Guide](#)

**7. REFERENCE DOCUMENTS**

Legislation:

[Broader Public Sector Accountability Act](#)

[Canadian Free Trade Agreement \(CFTA\), Chapter Five – Government Procurement](#)

[Education Act](#)

[Comprehensive Economic and Trade Agreement \(CETA\), Chapter 19 – Government Procurement](#)

[Freedom of Information and Protection of Privacy Act](#)

Other Documents:

[Broader Public Sector Procurement Directive](#)

**8. APPENDICES**

[BA-5.1.1A, Procurement Procedures – Appendix A – Competitive Procurement Processes](#)

[BA-5.1.1B, Procurement Procedures – Appendix B – Guidelines for Exemptions from Competitive Procurement Process](#)

[BA-5.1.1C, Procurement Procedures – Appendix C – Bid Irregularities](#)

[BA-5.1.1D, Procurement Procedures – Appendix D – Purchasing Cards](#)

[BA-5.1.1E, Procurement Procedures – Appendix E – Vendor Suspension Protocol](#)