



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Procurement Procedures
Section: Business and Administrative Services

Policy Code: BA-5.1

Established: December 17, 1998
Revised or
Reviewed: June 17, 2004; April 29, 2010; February 23, 2012; October 27, 2016;
February 28, 2023

1. POLICY STATEMENT

The Kawartha Pine Ridge District Board (the Board) must ensure procurement activities are performed in an ethical, professional, accountable and socially responsible manner, and are in accordance with the Ontario Broader Public Sector (BPS) Procurement Directive.

Procurement activities shall be performed in an open, fair and transparent manner with an objective to obtain the best overall value-for-money and shall align with the Board's Mission, Vision and Values.

Employees and the Board of Trustees involved with procurement activities shall ensure Board resources are used in a responsible manner and in alignment with this policy.

2. OBJECTIVE

The objective of this policy is to co-ordinate the purchasing 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 shall ensure procurement activities are conducted in adherence with the following objectives:

- 2.1 Accountability
 - accountable for the results of procurement decisions and the appropriateness of the processes
- 2.2 Transparency
 - ensure processes are transparent to all stakeholders; wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results

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- 2.3 Value for Money
- maximize the value received from the use of Board resources; value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost
- 2.4 Quality Service Delivery
- ensure the right product, at the right time, in the right place to support the effective and efficient education to students and to support the strategic priorities of the Board
- 2.5 Process Standardization
- standardized processes remove inefficiencies and allow for open and fair access for suppliers
- 2.6 Vendors of Record
- competitive bid processes are completed to establish 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
- 2.7 Demand aggregate
- aggregate the acquisition of common goods, services and construction to achieve economies of scale
- 2.8 Social Responsibility
- support the purchase of goods, services and construction from suppliers that: make positive contributions to the local economy and the overall vibrancy of the community; support social and economic development outcomes through targeted employment strategies for people facing systemic barriers to employment; respect for the values of inclusivity, diversity, equity, culture; have fair pay and fair labour practices; and consider environmental impacts of the supply chain

3. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board Budget

Board allocated funds.

Board Resources

Allocated Board budgets including Board budget, special funding and school generated funds.

Board of Trustees

The elected governance branch of the Board.

Broader Public Sector

Broader Public Sector (BPS) organizations include hospitals, school boards, colleges, universities, Community Care Access Corporations, and Children's Aid Societies; a publicly funded organization.

Broader Public Sector Procurement Directive

Provides consistent procurement practices for BPS organizations to:

- improve accountability and transparency for procurement decisions and processes.
- maximize the value that BPS organizations receive from the use of public funds.

The BPS Procurement Directive is based on the Supply Chain Guideline which was developed in consultation with BPS organizations.

Employees

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

Goods, 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.

Open, Fair and Transparent

Fair and open bidding is about promoting a transparent bidding process that eliminates favouritism or improper influence, while being diligent with the Board resources.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

School Generated Funds

All funds that are generated and/or received, raised, or collected in the name of the school or school activity.

Special Funding

Funding received from the Ministry of Education or other for designated purposes.

Vendor of Record

A Contracted Vendor of Record or Prequalified Vendor of Record established through an open competitive bid process for the acquisition of common goods, services and construction.

4. APPLICATION

This policy 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 policy.

5. RESPONSIBILITY**5.1 Board of Trustees**

The Board of Trustees is responsible for understanding and applying this policy in their work with regard to approval of competitive bids as described herein, and for communicating with members of the community about this policy as required.

5.2 Manager of Procurement and Central Services

The Manager of Procurement and Central Services is responsible for the Board's commitment in conducting open, fair and transparent procurement activities by:

5.2.1 ensuring procurement activities of the Board are in adherence of the policy;

5.2.2 providing advice and guidance, upon request, to superintendents, principals, vice-principals and other individuals with supervisory responsibility in carrying out their responsibilities under this policy;

5.2.3 advancing the objectives of this policy to align with KPR and departmental strategic plans; and

5.2.4 ensuring procurement activities are performed in an open, fair and transparent manner with an objective to obtain the best overall value-for-money ensuring alignment with the KPR's Mission, Vision and Values.

5.3 Supervisory Officers

Individuals with supervisory authority (both school and non-school administrative academic units) are entrusted with the responsibility to ensure their departments are conducting procurement activities in compliance with the policy.

5.4 Director of Education and Superintendent of Business and Corporate Services

The Director of Education and Superintendent of Business and Corporate Services have oversight and jurisdiction in determining the parameters of this policy and the associated administrative regulation.

6. POLICY

The Board supports centralized procurement activities. The centralized procurement function of the Board will co-ordinate purchasing of all goods, services, and construction as necessary for the operation of the Board up to the amounts approved in annual budgets, as well as for special funding initiatives as appropriate. All procurement activity for the Board must be completed in an open, fair and transparent manner and must align with current public procurement standards and best practices. It is the policy of the Board to ensure ethical, professional and accountable procurement activities, in accordance with the Ontario Broader Public Sector Directive Supply Chain Code of Ethics.

6.1 Employees and the Board of Trustees Involved in Procurement-related Activities:

- 6.1.2 may not acquire goods, services or construction for their personal use, benefit or enjoyment through Board procurement activity, except where an employee purchase plan has been approved by the Board.
- 6.1.3 shall not participate or engage in any activity that may create or appears to create a conflict of interest, such as accepting gifts and/or favours, or providing preferential treatment to, or public endorsement of, vendors or products.
- 6.1.4 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 the Board, suppliers and other stakeholders. Respect must be demonstrated for each other and the environment. Confidential information must be safeguarded.
- 6.1.5 must not split the overall procurement value in order to circumvent thresholds.
- 6.1.6 will not purchase goods, services or construction from employees or the Board of Trustees.
- 6.1.7 should continuously work to improve professional procurement knowledge and skill levels, procurement standards and best practices, policies and procedures.

6.2 Approvals

Board of Trustees approval shall be required for:

- capital project tenders and consulting services in excess of \$2,000,000,
- expenditures which exceed the budgeted amount by 10% and \$200,000 and/or,
- multi-year commitments where the annual budget amount is greater than \$250,000.

This policy provides a comprehensive process detailed in the administrative regulation for procurement procedures. Procurement activities shall always be performed according to this policy and corresponding administrative regulations.

7. 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](#)

[BA-4.10, Expenses and Reimbursements for Employees](#)

[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:

[BA-5.1.1, Procurement Procedures](#)

[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](#)

[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](#)

Other Documents (Internal):

[Purchasing Policy and Regulations Guide](#)

8. 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](#)