

Topic:	Procurement
Effective:	June 2017
Cross-Reference:	Code of Ethics Policy; Administrative Procedures: Asbestos Management in Facilities Capital Projects; Code of Ethics; Community Funding of Facility Enhancements; Corporate Purchasing Card; Disposal of Surplus / Obsolete Assets; School Decentralized Budgets; School Generated Funds and School Council Funds; Progressive Discipline; Broader Public Sector Procurement Directive and Implementation Guidebook; Vendor Performance Management
Revision Date:	May 2020
Review Date:	November 2022
Responsibility:	Superintendent of Business Services and Treasurer

INTENDED PURPOSE:

To identify procedures that will guide the acquisition of goods/services on behalf of the Halton District School Board (HDSB) within Provincial, Federal Guidelines, Directives, and Trade Agreements, as well as to address procedures HDSB staff will adhere to when acquiring goods/services.

GUIDING PRINCIPLES

The HDSB supports a central Purchasing Department as a means of obtaining maximum value for each dollar spent consistent with the educational goals of the HDSB and fair business practices. The HDSB will establish standards for goods/services that are suitable and safe for school use, ensure an acceptable level of quality, promote work performed by qualified tradespeople, promote efficiencies with respect to cost and service, maintain a competitive atmosphere between suppliers.

Procurement procedures support HDSB goals, priorities, strategic direction and accountability measures:

- Procure by purchase, lease or rental, the required quality and quantity of goods and services in an efficient, safe and cost-effective manner.
- Encourage open competitive bidding amongst qualified and compliant suppliers, through a fair and transparent process in respect of the acquisition and disposal of goods/services, where practical or legally mandated.
- Consider all costs (including acquisition, operating and disposal costs), in evaluating bid submissions from vendors.
- Ensure decisions are not solely based on the lowest bid price and to consider other factors, such as, but not limited to, supplier qualification and supplier commitment to fair business practices, where appropriate in evaluating bids submissions.
- Operate a centralized purchasing program for the procurement of goods/services.
- Encourage cooperative procurement activities with other Ontario public organizations.

APPLICATION and SCOPE

This procedure applies to all employees, Board of Trustees, and School Council members involved in the procurement of goods and services. This procedure addresses all goods/services acquired using HDSB budgets, school generated funds, school council funds, donations or any other funds generated on behalf of the HDSB, save and except only those goods and or services listed as Exceptions of this Administrative Procedure.

DEFINITIONS

Authority: The legal right to conduct the tasks outlined in this Administrative Procedure as directed and delegated by the Director of Education to the Superintendent of Business Services and subsequently to the Manager of Purchasing.

Bid: An offer or submission received from a vendor in response to a request, which may be accepted or rejected.

Board: The Halton District School Board (HDSB).

Board of Trustees: The elected or appointed members of the HDSB.

Broader Public Sector Procurement Directive: The Broader Public Sector Procurement Directive issued by the Management Board of Cabinet, effective July 1, 2011.

Change Order: When there is a change in scope, or changes required by an authority having jurisdiction - such as the building inspector or the Fire department or other municipality departments, or unforeseen conditions are identified, from the original scope of a facilities project. The appropriate approval, based on the Approval Authority Schedule (AAS) must be obtained prior to the issuance of a change order and the commencement of work. It is the responsibility of the project lead to acquire the appropriate approval.

Claim: A legal demand or assertion by a claimant for compensation, payment or reimbursement for loss under contract.

Competitive Process: Fair and transparent process intended to ensure vendors are given equal opportunity to compete for HDSB business.

Conflict of Interest: A situation in which financial or other personal considerations have the potential to compromise, or bias an employee, Trustee or school council member's professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the respective HDSB representative's judgment is likely to be compromised. A conflict of interest may exist, when the decisions and/or actions of the respective HDSB representatives during the course of exercising their employment/assigned duties, are affected by, or perceived by another party or person, to be affected by, or has been determined by HDSB to be affected by, the respective HDSB representative's personal, financial or business interests or the personal, financial or business interests of a relative, friend and/or business associate.

Consultant: Means a vendor, who by virtue of a particular expertise, is contracted by the HDSB to undertake a specific task or assignment that may include, but not limited to, expert advice, guidance, strategic advice, assessment without implementation or consideration for decision making.

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

Contract: A formal legal agreement between two or more parties, usually written, or a purchase order with binding legal implications, usually exchanging goods and/or services for money.

Currency: All dollar figures quoted in this procedure refer to amounts in Canadian funds, including applicable taxes.

Emergency Procurement: A situation where the immediate purchase of goods and/or services, repair or replacement of equipment, or facilities is essential in order to maintain an essential service or to prevent danger to life, limb or property within the HDSB.

FIS: Means Financial Information System

Goods: All materials, equipment, fixtures, and structures to be delivered, installed or constructed.

Invitational Competitive: Fair, and transparent process in which a minimum of three proponents are invited to submit a bid.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA): An Act under which the HDSB is accountable to the public and must protect personal information.

Non-competitive Procurement: A procurement method where the usual competitive process is suspended and negotiations are entered into with one or more than one vendor.

Personal Health Information: Defined by the Personal Health Information Protection Act (PHIPA).

Personal Information: Broadly defined by MFIPPA, personal information is any recorded information about an identifiable individual regardless of format.

Piggyback Clause: An option to contract with a vendor in which other Ontario school boards, public agencies or government bodies have awarded, through a competitive bid process, the supply of goods and/or services.

Procurement Process: The process by which the required goods and/or services are obtained.

Proponent: A person or firm who puts forward a proposal in response to a solicitation.

Purchase: The act of acquiring goods and/or services of any legal or equitable interest, right or title in goods and/or services or the making of any contract or offer for goods and services and includes the lease of goods and/or services; and “purchased, purchasing, acquisition, procurement, procure, and buy,” shall have similar meanings.

Purchase Order: A legal document which is HDSB's commitment to the vendor for the purchase of goods and/or services at an agreed upon price, terms, conditions and delivery date. It is also the vendor's authority to ship and charge for the goods and/or services specified on the order.

Purchasing Card (P-Card): A commercial card that allows organizations to procure goods and services.

Purchasing: The department within Business Services authorized to perform the purchasing function.

Quotation: A request for prices on specific goods and/or services from selected vendors, which is submitted in writing or transmitted electronically as specified in the Request for Quotation.

Requisition: A request for goods and/or services initiated by staff, approved and electronically transmitted to Purchasing through the Financial Information System (FIS).

Requisitioner: A person placing a request for goods and/or services.

Request for Information (RFI): A process used to gather information on vendor interest regarding the feasibility and availability of specified goods and/or services in the marketplace.

Request for Proposal (RFP): A process used where a need is identified, but how it will be achieved is unknown at the outset. This process allows vendors to propose solutions or methods to arrive at the end product and it allows for evaluation on criteria other than price.

Request for Supplier Qualifications (RFSQ): A process used to gather information on vendor capabilities and qualifications, with the intention of creating a list of pre-qualified vendors.

Request for Tender (RFT): A process used where a specific need is identified and the vendors offer to provide the specific need at a specified price.

School / Administrative Site: Any facility or location within the HDSB's jurisdiction operating as a cost center.

Services: All professional, construction, or maintenance services, and non-consulting, including the delivery, installation, repair, restoration, demolition or consideration of the particular goods and/or services.

Total Cost of Ownership: All direct and indirect costs of an asset, good or service during its useful life, from acquisition to disposition. This includes purchase price, implementation fees, upgrades, maintenance contracts, support contracts, license fees and disposal costs.

Value for Money: The consideration of the purchase price, as well as the suitability, durability, serviceability, maximum efficiency, and effectiveness of a purchase.

Vendor: An individual, firm, contractor, architect or consultant, providing goods and/or services to HDSB.

Vendor of Record (VOR): A group of vendors that have been vetted through a competitive process and reviewed and approved by Facilities Services and the Purchasing Department. A VOR arrangement is a procurement arrangement, used for facility service work, renovations and construction work, authorized by Facilities Services. A vendor listed in the Financial Information System does not make them a VOR.

PROCEDURES

Standardization

The HDSB shall establish standards to ensure goods/services are suitable and safe for system use, have an acceptable level of quality, and will promote efficiencies with respect to the total cost of ownership.

Purchasing Goods/Services

Goods/services purchased through vendors established by the Purchasing Department are deemed to meet HDSB standards, and are provided to HDSB at a discounted cost. Schools/Departments are encouraged to acquire goods and services through vendors established through the Purchasing Department, but in limited circumstances, goods/services can be acquired from other vendors. Goods/services acquired through other vendors, not approved by the Purchasing Department, must be suitable, safe and approved for use, prior to being brought into or on HDSB property and facilities and are subject to, review and approval by Purchasing, Facilities, Health & Safety, other departments as required.

Facility Services Use - Purchasing Services through a Vendor of Record

A vendor listed in the Financial Information System does not make them a Vendor of Record. A Vendor of Record (VOR) is a roster of vendors that have been vetted through a recent RFSQ (within 5 years), that has been reviewed and approved by both Facility Services and the Purchasing Department. VOR's are used for approved facility work, authorized by Facility Services. HDSB schools and departments that require facility related work will create a work order and forward the work order to Facility Services for review and approval. Work orders shall provide a sufficient level of detail to ensure that an invoice submitted by the contractor can be easily matched to the work order created by the school or department. The method of payment for work completed by a VOR, under \$10,000.00, using a Facility Services account and/or a school or department account, will be direct invoice payment to the vendor. The Approving Authority for account(s) being used will ensure a work order number is shown on the invoice, sign and account code the invoice, attach a copy of the work order, and forward the invoice to Accounts Payable. For facility service requirements above \$10,000.00, or for work requested from vendors not listed on the HDSB VOR roster, the requirements of the Approval Authority Schedule (Appendix A) and the Purchasing Thresholds / Requisition Process & Limits/Contract Award (Appendix B) will apply.

Purchasing Card (P-Card)

The P-Card is intended to facilitate the purchase and payment of low dollar (under \$1,000) goods/services approved for use by HDSB, which are suitable and safe for school use, offer an acceptable level of quality, favorable price, delivery, and reliability and service requirements,

consistent with HDSB standards. Purchases made using the P-Card are subject to the Approval Authority Schedule, Appendix A, as well as the Corporate Purchasing Card Administrative Procedure.

Facility Services Approval

Facility Services is responsible for the maintenance, repair and upkeep of all HDSB facilities and grounds. Facility Services approval must be obtained by schools and departments, prior to the order of, or the start of any work, or the addition of any material, equipment or fixtures that will change, add, impact or alter any building, property or grounds owned and operated by the HDSB. Failure to comply with this approval may result in the removal and disposal of equipment or fixtures and the facility and grounds being returned to its original state, at the expense of the originating school or department.

Asbestos Management

HDSB Asbestos Management Program sets out detailed procedures that must be followed to reduce the health risk of asbestos exposure to staff, students and others. When making a procurement of fixtures or equipment that requires installation, where there could be potential exposure to asbestos, the supplier shall be informed of the potential for asbestos exposure, prior to installation. All proposed alterations to HDSB owned facilities are subject to the HDSB Asbestos Management Program, and Facility Service approval. Facility Services must be contacted before undertaking any building / facility alterations, or the addition of any equipment or fixtures that will change, add, impact or alter any building, property or grounds owned and operated by HDSB.

Segregation of Duties

Effective procurement control includes the segregation of duties across functions and individuals. Segregation of duties prevents any one person from controlling the entire procurement process by separating approval for key stages of the procurement process. Employees cannot independently acquire goods and services without approval. The HDSB shall separate at least three of the five procurement functions (Requisitioning, Requisition Approval, Issue of purchase orders / contracts, Receiving and Payment).

<i>Function</i>	<i>Responsibility</i>	<i>Accountable Party</i>
Requisitioning	Authorize the purchasing department to place an order.	Requisitioner
Requisition Approval	Authorize that funds are available to cover the cost of the requested order, and the requested items are required.	Budget holder
Purchase Order	Authorize release of the order to the vendor under agreed terms.	Purchasing Department
Receiving	Authorize that the order was physically received, correct and complete.	Requisitioner
Payment	Authorize release of payment to the vendor.	Accounts Payable Department

Approval Authority Schedule (AAS)

The Broader Public Sector Procurement Directive states that organizations must establish an approval authority schedule for the procurement of goods and non-consulting services. The schedule must identify authorities that are allowed to approve purchases for different dollar thresholds. It is the responsibility of the requisitioner to obtain the required approval prior to proceeding with the acquisition of goods/services. The HDSB Approval Authority Schedule is outlined in Appendix A.

Note: The only HDSB staff that have the authority to legally bind HDSB are the Director of Education and Superintendent of Business Services. As a result, all contracts, letters of intent or other agreements must be forwarded to the Director of Education and/or the Superintendent of Business Services for review and signature.

Exceptions may occur for contracts up to \$10,000 that involve a one-time event, such as an educational excursion, reserving a banquet hall for graduation, or booking a guest speaker. In this

case, the Principal, Superintendent or Executive Officer may sign. Contracts should not be signed by other staff, under any circumstances.

General Authority

The purchase of goods and/or services shall not be authorized unless:

- the required goods and/or services have been requisitioned in accordance with this administrative procedure.
- the form and content of all documents forming any part of a purchase contract including quotation, tender or proposal documents, form of agreement, special provisions, terms and conditions, insurance and surety bonds, have been reviewed by Purchasing, and
- the purchase has been approved by the appropriate level of authority.

Where bids are received in response to a competitive bid process, but exceed project estimates, the project supervisor/manager, budget holder and the Purchasing Department, jointly may enter into negotiations with the lowest responsible and responsive proponent to achieve an acceptable bid within the project estimate. When negotiation results in a contract price acceptable to both parties no rebidding of the project is necessary and the Contract is awarded at the negotiated price.

If a tender/proposal has been awarded to the successful proponent and the successful proponent fails to enter into a contract, the Manager, Purchasing, shall have the authority to proceed to the next highest ranking proponent for the award of the contract, providing that there are no irregularities, requirements remain unchanged, and within budget.

Purchasing Thresholds, Requisition Process and Limit -- (Please reference Appendix B)

Non-Competitive Procurement

Emergency Purchasing

In the case of an emergency, the HDSB has the authority to obtain goods/services in the most expedient manner. Emergency purchasing shall be implemented through Superintendent approval, and will be documented using the Emergency Purchasing Forms available from the Purchasing Department.

Single/Sole Source

Single and sole sourcing shall only be used in following circumstances;

- *Single-sourcing*: may be justified if more than one supplier or distributor for a product exists in the market, but only one of those suppliers or distributors is able to meet detailed specific requirements. Detailed specific requirements must be documented and provided to support single-sourcing.
- *Sole-sourcing*: refers to situations in which only one (1) supplier is capable of meeting end user requirements/specifications. In other words, there are no other suppliers in the market. The sole-sourced supplier must provide a letter verifying that they are the only supplier in the market of an identified good or service.

A "Request for Single/Sole Source Purchase " document must be completed by the requisitioner and submitted with supporting documentation to the Purchasing Department for approval prior to proceeding with the acquisition of goods or services, that exceeds ten thousand dollars (\$10,000.00). In the event rationale is deemed insufficient and does not meet the criteria for Single/Sole source, a competitive process will be required. Contact the Purchasing Department staff for Single/Sole Source documentation.

Direct Negotiated Process

Unless otherwise provided for in this Administrative Procedure, the Purchasing Department, may enter into negotiations with one or more vendors for the supply of goods/services when any of the following conditions apply:

- The goods/services are deemed necessary as a result of an emergency which would not reasonably permit the use of other prescribed procurement processes.

- No bids are received on a formal quotation, tender or request for proposal call.
- The extension of an existing contract would prove more cost effective or beneficial and is permissible in the original contract.
- Bids have been solicited using one of the procurement processes with all bids received being non-compliant.
- The lowest bid received exceeds the approved budget and is impractical to recall.
- Goods/services are available only from a Single/Sole Source.

Contract Award

In awarding a contract, as the result of a competitive process, consideration will be given to the proponent's ability to perform the work, past performance, references, price, operating costs, disposal costs, environmental factors, safety record, and other criteria, as deemed necessary by HDSB. The award of any bid or any part thereof will be made in writing and may be subject to the successful proponent entering into a contract that is satisfactory to the HDSB.

Contracts

All contracts must be signed by a designated signing officer, authorized to sign on behalf of the HDSB. Being listed on the Approval Authority Schedule does not constitute authority as a signing officer of the HDSB.

Contracts for goods/services that involve Personal Information or Personal Health Information

Contracts for goods/services at the Board offices or school level that collect, use, disclose, or retain student or staff personal information or personal health information, must have a privacy review or an HDSB Non-Disclosure Agreement for Personal Information (NDA) in the template provided by Information Services/Purchasing appended to the contract or terms and conditions within the contract that are substantially similar to the HDSB NDA for Personal Information.

Bidder's Recourse

Unsuccessful bidders will have the opportunity for a debrief. This request must be received within the timeline identified per the Broader Public Sector Supply Chain Guidelines. The debriefing will provide a bidder with a critical review of their submission.

Claims or Possible Claims

The HDSB will preclude a vendor from bidding if the vendor has made a formal demand or otherwise put the HDSB on notice of pending action or is involved in any actual litigation proceedings, (excepting only construction lien demands, notices or proceedings), by or against or otherwise involving the HDSB.

Vendor Performance Management

The HDSB will monitor and address the performance of vendors. Vendor performance management will be administered through the HDSB Vendor Performance Management Administrative Procedure.

Pilot Programs

If HDSB, a department, or school wishes to participate in a pilot / demonstration program to test products in specific school or administration environments, the following must take place.

- Superintendent Approval
- Business Services and Facility Services Approval
- A standard agreement is to be created by the originator that will include the terms of the agreement (list of products, title risk, termination, etc) and duly authorized by the appropriate Superintendent.
- Where practical pilots will incorporate three vendors for comparison purposes.
- Evaluation of products will be documented.
- At the conclusion of the pilot all products will be returned to the vendor.

Disposal of Surplus/Obsolete Assets

All property acquired through HDSB budgets, school generated funds, donations and/or other funds generated on behalf of the HDSB, become the exclusive property of the HDSB. These items shall not be sold by a school or employee. Disposal of surplus/obsolete assets will be administered through the Disposal of Surplus/Obsolete Items Administrative Procedure.

Cooperative Purchasing

Centralized purchasing and/or cooperative purchasing with other school boards and public agencies shall be encouraged by HDSB. In such cases, the HDSB may accept pricing obtained by other public agencies through the use of a piggyback clause, and will not be required to conduct independent processes.

Environmentally Appropriate

The Purchasing Department, when practically and financially feasible, will consider acquisition of goods and services that will reduce the environmental footprint of the HDSB.

Ownership of Goods

All items acquired, purchased or donated in the name of the HDSB or any of its schools or board sites are the exclusive property of the HDSB.

Prohibitions Regarding Purchases

- No contract, or purchase, of any kind, shall be divided to avoid the requirements of this procedure.
- No employee, volunteer or elected official shall purchase or offer to purchase, on behalf of the HDSB, any goods or services, except in accordance with these procedures.
- No personal purchases shall be made by the HDSB for elected members, appointed members, or for any HDSB employees.
- No member of the Board of Trustees and no officer or employee of the HDSB shall become interested (directly or indirectly as a contracting party or partner), in work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any way benefit be derived there from.

Circumventing the procurement process and controls outlined in this Administrative Procedure may lead to discipline and possible removal of access to procure goods/services for the HDSB, including by means of Corporate Purchase Cards. Purchasing Department conducts periodic review of purchasing transactions and will follow-up with the Principal or department Managers where inconsistencies are notified.

Unauthorized Purchases

Purchases made in the name of the HDSB without using HDSB authorized vendors or procedures are considered an obligation of the school, department or person making the purchase and not an obligation of the HDSB. Such purchases are unauthorized, will not be supported by HDSB and are subject to suspension of purchasing privileges, as well as the removal, return or disposal of the unauthorized goods/services.

Exception

The following items are not subject to HDSB's Purchasing Administrative Procedure:

1. HDSB operated vehicle licenses, and elevator licenses.
2. Charges to or from other government bodies or Crown Corporations except for construction and / or maintenance projects.
3. Charges to or from government legislated controlled agencies (Technical Standards & Safety Association, Electrical Safety Authority, etc.).
4. Utilities, water, sewage charges, cable service, telephone services, natural gas and hydro.
5. Real Estate including land, buildings, leasehold interests, easements, encroachments and licenses.
6. Professional and special services, including appraisal, medical, etc.
7. Legal fees and other professional services related to items of a confidential nature or litigation or legal matters.

8. Speakers, facilitators, entertainers, performers, catering, royalty fees, referee fees, facility rentals, costume rentals, grad gowns (for theatre, special events, sports, etc.).
9. Conferences, courses, seminars, conventions, memberships, staff training, staff development, staff workshops, periodicals, magazine subscriptions.
10. Refundable employee expenses.
11. Day Field Trips and excursions.
12. Book Fairs and vendor book sales.
13. Items procured for fundraising purposes or for resale for fundraising purposes.
14. International Baccalaureate program and exam fees.
15. Yearbooks and photographers.
16. Mascots, murals, other cultural or artistic works.

Vendor Accounts

Schools and Departments are not permitted to create accounts or credit arrangements with vendors. Payments to vendor should be made based on invoices and not from account statements in accordance with the Purchasing Thresholds/Requisition Process as outlined in Appendix B

Records Retention

Procurement records shall be retained for seven (7) years in an electronic format, within HDSB.

Appendix A**Approval Authority Schedule**

Per Each Single Acquisition (or acquisition of goods for a single space or facility) - It is the responsibility of the requisitioner to comply with Board administrative procedures as well as acquire the appropriate approvals prior to purchase or commencing work.

Nature of Procurement	Approving Authority	Authorization Limit
School Accounts	Senior Secretary (Elementary)	Up to \$2,000
	Supervisor – School Business (Secondary)	Up to \$2,000
	Principal (Elementary and Secondary) or designate.	Up to \$10,000
	Superintendent	Up to \$100,000
	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	More than \$100,000
<u>Department Accounts (Non-Facility Services)</u>	Executive Assistant, Supervisor, Specialist, Analyst, Administrator, Coordinator, Officer, Team Lead,	Up to \$2,000

	Secretary	
	Instruction Program Lead, Senior Manager, Manager, System Principal	Up to \$10,000
	Controller or General Manager	Up to \$50,000
	Superintendent or Executive Officer of Human Resources	Up to \$100,000
	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	More than \$100,000
Single/Sole Source	Manager of Purchasing or Designate	Up to \$50,000
	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	More than \$50,000
Service Agreements (Non-Facility Services, one time service agreement eg: hall rental, speaker, grad gowns)	Principal, System Principal, Instruction Program Lead, Senior Manager, Manager.	Up to \$10,000
	Controller or General Manager	Up to \$50,000
	Superintendent or Executive Superintendent of Human Resources	Up to \$100,000
	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	More than \$100,000
Engagement of Consultants (Non-Facility Services)	System Principal, Instruction Program Lead, Senior Manager, Manager.	Up to \$10,000
	Controller or General Manager	Up to \$50,000
	Superintendent or Executive Officer of Human Resources	Up to \$100,000
	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	More than \$100,000
Memorandum of Understanding	Superintendent of the respective area or Associate Director of Education	Regardless of Cost
Award Notification	Manager of Purchasing or Designate	Up to \$1,000,000

	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	Regardless of Cost
<i>Property Acquisitions</i>	Director of Education or Superintendent of Business Services and Treasurer, based on Board motion	Regardless of Cost
<i>Engagement of Consultants (Facility Services)</i>	Capital Project Lead, Officer Capital Projects, Specialist Capital Projects, Plant Operations Supervisor, Facility Maintenance Supervisor, Plant Operations Specialist, Facility Maintenance Specialist	Up to \$10,000
	Facilities Manager	Up to \$50,000
	Superintendent of Facility Services and Planning	Up \$100,000
	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	More than \$100,000
<i>Facility Services - Change Orders, Contingency and Cash Allowance</i>	Capital Project Lead, Officer Capital Projects, Specialist Capital Projects, Plant Operations Supervisor, Facility Maintenance Supervisor, Plant Operations Specialist, Facility Maintenance Specialist	Within the approved contract value.
	Facilities Manager	Up to \$10,000 above approved contract value.
	Superintendent of Facility Services and Planning	Up to \$50,000 above approved contract value.
	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	More than \$50,000 above approved contract value.
<i>Facility Services - Administrative Accounts</i>	Supervisor - Facility Services Office	Up to \$2,000

Facility Services - Plant Operations and Maintenance Projects	Plant Operations Supervisor, Supervisor Facility Maintenance, Specialist Plant Operations, Specialist Facility Maintenance.	Up to \$10,000
	Facilities Manager	Up to \$50,000
	Superintendent of Facility Services and Planning	Up to \$100,000
	Director of Education or Superintendent of Business Services and Treasurer, or Associate Director of Education	More than \$100,000
Facility Services – Contract Services (cleaning, maintenance, etc.)	Facilities Services and Budget Department and Superintendent of Business Services and Treasurer	Regardless of Cost
New School Construction and additions and major renovations more than \$500,000	Director of Education or Superintendent of Business Services and Treasurer or Associate Director, following award of tender by Board Motion	Regardless of Cost
Facility Services – Budgeted Capital Projects	Capital Project Lead, Officer Capital Projects, Specialist Capital Projects, Specialist Environmental Sustainability	Up to \$10,000
	Facilities Manager	Up to \$50,000
	Superintendent of Facility Services and Planning	Up to \$100,000
	Director of Education or Superintendent of Business Services and Treasurer or Associate Director of Education	Up to \$500,000
	Board Motion	More than \$500,000
Emergency Purchasing	Plant Operations Supervisor, Facility Maintenance Supervisor, Plant Operations Specialist, Facility Maintenance Specialist, Capital Project Lead, Officer Capital Projects, Specialist Capital Projects	Up to \$10,000
	Facilities Manager	Up to \$50,000
	Superintendent of Facility Services and Planning	Up to \$100,000
	Director of Education or Superintendent of Business Services and Treasurer, or Associate Director of Education	More than \$100,000

Appendix B**Purchasing Thresholds/Requisition Process & Limits/Contract Award**

(When making a procurement of fixtures or equipment that requires installation, where there could be potential exposure to asbestos, the supplier shall be informed of the potential for asbestos exposure, prior to installation. All proposed alterations to HDSB owned facilities are subject to the HDSB Asbestos Management Program, and Facility Service approval.)

Estimated Dollar Value	Order Method	Payment Method	Description
More than \$100,000	<u>Tender/ Proposal:</u> Managed through Purchasing Department	Invoice payment based on PO issued to the vendor.	Where the estimated value of goods/services exceeds \$100,000, excluding taxes, a formal competitive procurement process will be managed through the Purchasing Department. A requisition must be created in the Financial Information System and a purchase order must be issued prior to receipt of goods or services.
\$10,001 to \$100,000	<u>Quotes:</u> Order placed through the financial information system.	Invoice payment based on PO issued to the vendor.	Where the estimated value of goods/services, including shipping, duty, customs and any other applicable charges is between \$10,001 and \$100,000, excluding taxes, three competitive quotes are required from three different vendors. Quotes will be obtained by the requesting school, department, or Purchasing, and the selected quote will be attached to the purchase order requisition. A requisition must be created in the Financial Information System (FIS) and a purchase order must be issued prior to receipt of goods or services.
\$2,001 to \$10,000	<u>Quote:</u> Order placed through the financial information system. Facility Services reference VOR requirements.	Invoice payment based on PO issued to the vendor. (Facility Services Reference VOR requirements)	Where the estimated total value of goods and services, including shipping, duty, customs and any other applicable charges is between \$2,001 and \$10,000, excluding taxes, a minimum of one quote will be obtained by the requesting school, department, or Purchasing Department, and attached to the purchase order requisition. A requisition must be created and a purchase order issued through the Financial Information System (FIS), prior to the receipt of goods or services. Facility Services reference VOR requirements.
\$1,001 to \$2,000	<i>Order placed by school or department</i>	Purchase Order OR Direct Invoice Payment.	Where the estimated total value of goods or services, including shipping, duty, customs and other applicable charges is between \$1,001 and \$2,000, excluding taxes, a competitive solicitation is not required. This transaction can be addressed by the originating school, or department. Prices may be obtained through myStore, a vendor website or verbally from a vendor. The method of payment shall be the most efficient means as recommended by the school or department, in consultation with and approved by Business Services, using one of

			the following. A requisition can be created and a purchase order issued through the Financial Information System), OR invoice can be approved and account coded, and forwarded to AP for payment.
\$51 to \$1,000	Order placed by school or department	Purchase Order OR P-Card OR Direct Invoice Payment.	Where the estimated total value of goods or services, including shipping, duty, customs and other applicable charges is between \$51 and \$1,000, excluding taxes, a competitive solicitation is not required. This transaction can be addressed by the originating school, or department. Prices may be obtained through myStore, a vendor website or verbally from a vendor. The method of payment shall be the most efficient means as recommended by the school or department, in consultation with and approved by Business Services, using one of the following. A requisition can be created and a purchase order issued through the Financial Information System (FIS), OR the P-Card can be used OR invoice can be approved and account coded, and forwarded to AP for payment.
\$0 to \$50	Order placed by school or department	P-Card OR <i>School Generated funded purchases can be paid via school cheque</i>	Where the estimated total value of goods or services, including shipping, duty, customs and other applicable charges, is between \$0 and \$50, excluding taxes, a competitive solicitation is not required. This transaction will be addressed by the originating school, or department. Prices may be obtained through myStore, a vendor website, or verbally from a vendor. The method of payment shall be through the use of the P-Card or SGF cheque. No Purchase Orders will be issued unless required by the vendor.