

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;">PROCEDURES</p>	<p>FISCAL MANAGEMENT PRO VII-A-2</p>
	<p>General Purchasing</p>
	<p>Adopted: March 8, 2006 Revised: Page: 1 of 3</p>

PURCHASING PROCEDURES

1. All requests for supplies for the Strait Regional School Board shall be requisitioned by accessing the Purchasing Database. Requisitions will be processed under the authority of the Supervisors of the various systems and units of the Board, the Superintendent of Schools/ Designate, Directors, Co-ordinators, Managers, Principals and other designated staff.
2. No goods shall be ordered without an approved purchase order. Purchase orders must be signed by the Co-ordinator of Financial Services; in his or her absence, the Manager of Purchasing shall sign. Any variation in this procedure will be by written authority from the Superintendent of Schools/Designate.
3. In cases where goods are purchased by tender or quotation, when all factors are equated, the supplier with the lowest bid should be accepted.
4. Price quotations and tenders shall be obtained within the limitations to the sums defined below:
 - (a) \$0.01 - \$2,500 - by comparative shopping through catalogues or by oral or written quotations at the discretion of the appropriate supervisor, subject to scrutiny by and approval of the Superintendent of Schools/Designate;
 - (b) \$2,500 - \$15,000 - Pricing **shall** be invited from a minimum of three suppliers where required to ensure an adequate degree of competition. Notices shall be posted on an electronic public bid notice system.
 - (c) Over \$15,000 - tenders shall be called by public advertisement and posted on an electronic public bid notice system.
5. For the purposes of determining limits referred to in Section 4, it is not appropriate to break a project or service down into smaller amounts when a reasonable person would see them as one project or service when taken together.
6. No gifts or gratuities from a supplier may be accepted by any employee of the Board solely for their personal benefit or profit. Appropriate disciplinary action **may** be taken in accordance with Policy V-B-5, School Board Staff Conflict of Interest.

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THE AWARDING OF TENDERS

Tenders shall be awarded through a public process.

1. The Superintendent of Schools/Designate and Manager of Purchasing shall receive and open tenders called, pursuant to section 4 (c).
2. The public advertisement of a calling of tenders shall stipulate the date, time and place that received tenders will be opened publicly.
3. Tenders received may be referred to the Superintendent of Schools/Designate for review and a recommendation. The Superintendent of Schools/Designate may present tender information to the Board, as requested.
4. When the Strait Regional School Board has approved the acceptance of a specific tender or quotation for goods and/or services according to specifications, the successful supplier shall be notified in writing. Particular reference will be made to any qualification or reservations connection with the award, as may be directed by the Strait Regional School Board.
5. The successful supplier, having been duly notified of the acceptance of his tender or quotation, shall, within fifteen (15) days of the dispatch of such notification, give satisfactory evidence of good faith and capability and intention to comply with the terms of the contract.
6. In those instances when assurances of satisfactory completion of a contract is not forthcoming as required in paragraph 5 above, an alternate tender may be accepted from among those previously received.
7. A statement based on this policy shall be included with all specifications sent out for tender or quotation submission.
8. The Strait Regional School Board reserves the right to accept or reject any or all proposals/tenders, in whole or in part, accept the lowest pricing or to accept any proposal/tender deemed to be in the best interest of the Board.
9. An activity report outlining all tenders awarded will be presented to the Board on a monthly basis. If situations arise prior to the awarding of a tender that may not meet the normal practices of the Board, they will be brought to the Board's attention.

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Evaluation of Service

Consistent procedures will be in place for the evaluation of suppliers' performance in relation to the tender specifications. This is advisable for a number of reasons:

- To ensure the Board has received the value required at the cost promised;
- Where performance was not satisfactory, any adjustments to the pricing can be negotiated immediately;
- To assist in future purchasing decisions.

This evaluation should be finalized within 30 days of the completion of the service or delivery of the goods. If a contract or project calls for service to be delivered over a period of years, there should be provision in the tender for an annual evaluation of the service and the ability to cancel the contract if performance is not satisfactory. In cases where the performance is not satisfactory, a written evaluation will be done.

A copy of the evaluation will be forwarded to the supplier. It is the responsibility of the supplier to conduct the appropriate follow-up with the Board, if required.

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