

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section*                    BUSINESS AND TRANSPORTATION

*Policy Name*            PURCHASING

303

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*Board Approved:* March 1, 2022  
September 29, 2020  
January 21, 2013  
October 18, 2011  
June 22, 2010  
May 18, 2010  
Sept. 7, 2004

*Reviewed:* February 8, 2022  
September 15, 2020  
January 15, 2013  
September 26, 2011  
May 31, 2010  
April 26, 2010  
March 20, 2007

*Review Before: December 2027*

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In the event that budgets have not been approved by the Board prior to the commencement of a fiscal year, the Administration is authorized to make only those purchases which are necessary for the continuation of existing programs and services.

**Approval Authority Schedule**

<b>Position Title</b>	<b>Purchase Limit</b>
Board of Trustees approval required	Over \$500,000
Director of Education and Superintendent of Business	\$500,000
Manager, Plant Services and Manager, Financial Services	\$100,000
Manager, IT Services	\$50,000
Principal and Vice Principal	\$5,000

**5.0 Competitive Procurement Thresholds**

The purchasing process which must be used is determined by the total value of goods and services to be purchased. In the case of a multi-year lease or contract, the total payments over the life of the lease or contract including extensions shall be used to determine the total value.

It is not acceptable to break a single purchase into multiple purchases in order to reduce the estimated dollar value of the purchase and to avoid the dollar limits indicated below.

<b>For Goods and Non-Consulting Services</b>	
<b>Total Purchase Amount</b>	<b>Purchasing Process to be Used</b>

Purchases amounting to not more than \$100 may 27Tm0 Go  
 Less than \$100

\$100,000 and more	Purchases of \$100,000 or more will be made by Tender/RFP/RFQ issued by the department responsible. Supporting documentation will be held on file by the department.
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## **9.0 Tender Opening**

Each tender shall be opened by the department manager in the presence of two (2) Board representatives. In most cases, the representatives will be Board Administrators.

Business, but must be outlined in the tender document.

## **10.0 Release of Tender Information**

In all cases, information on a successful tender shall only be made available upon request from a supplier who had submitted a written, competitive bid for the item(s) in question.

## **11.0 Staff: Gifts and Gratuities**

**Ontario Broader Public Sector (BPS)**  
**Supply Chain Code of Ethics**

Goal: To ensure an ethical, professional and accountable BPS supply chain.

1. *Personal Integrity and Professionalism*

Individuals involved with Supply Chain activities 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 BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

2. *Accountability and Transparency*

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

3. *Compliance and Continuous Improvement*

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

***Ontario Broader Public Sector (BPS)***  
***Procurement Directive***

The BPS Procurement Directive can be found on the following site:

<https://www.ontario.ca/page/broader-public-sector-accountability>