

## POLICY 26 - PURCHASING

As a publicly-funded organization, Saskatoon Public Schools is responsible for the monitoring and control of the procurement of goods and services. Saskatoon Public Schools is committed to achieving the best value for money and maintaining a consistent, fair and transparent process for vendors, while remaining in full compliance with relevant legislation, regulations and trade agreements.

The procurement of goods and services by Saskatoon Public Schools will be conducted in accordance with the following principles:

- a) Best overall value for money
- b) Transactions are completed in an open, transparent, and fair process.
- c) Representatives of Saskatoon Public Schools will maintain the highest level of professional ethics.

The initial purchase price will not be the only factor when determining procurement decisions. A point system may be used that considers other relevant criteria to ensure the overall best value to Saskatoon Public Schools over the life cycle of the transaction. Purchasing activities shall be consistent with Saskatoon Public Schools' strategic plan. This policy applies to all board members and employees of Saskatoon Public Schools who engage in purchasing transactions.

Other specific purchasing requirements at Saskatoon Public Schools:

1. All purchases will be in compliance with legislation and statutory regulations.
2. All acquisitions of goods or services must be properly authorized as detailed in Administrative Procedure 515.
3. Procurement services is responsible for the management of all procurement services unless otherwise delegated within Administrative Procedure 515.
4. A purchase order is required for the purchase of all goods and services, with the exception of those goods and services listed as excluded in Administrative Procedure 515.
5. No person will commit Saskatoon Public Schools to agreements, licenses, contracts, leases or other legally enforceable obligations unless authorized to do so. Any employee making a purchase or commitment in Saskatoon Public Schools' name without following proper process may be subject to disciplinary action, up to and including termination of employment.

5. Saskatoon Public Schools' purchasing processes, forms and services shall not be used by board members or employees for personal purchases.
6. Competitive bids, in accordance with the thresholds and requirements stated within Administrative Procedure 515, are required for the purchase of goods and services. Open, fair and transparent competitive bid processes provide evidence of due diligence and ensure the best value and compliance with legislative requirements.
7. Competitive bid exceptions or sole/single source may be exercised by Saskatoon Public Schools and approved if there are organizational strategic priorities or essential reasons for awarding a contract without soliciting competitive bids. All sole/single source justification must be documented with appropriate rationale that would support a transparent award process. These purchases must be authorized by the chief financial officer and the procurement manager. If the amount of the sole/single source contract is greater than \$250,000 it must be reported and approved by the board.
8. As a publicly funded organization Saskatoon Public Schools is considered a member of the MASH sector (Municipalities, Academic, Schools and Hospitals) and as such is subject to the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA). To ensure compliance with these agreements, all procurement must follow the standards as set out in the NWPTA and CFTA.
9. The Audit and Risk Committee will be informed by administration of any significant procurement compliance concerns.
10. A list of anticipated significant request for proposals will be prepared by administration to the board prior to the start of the new fiscal year.
11. Employees that are part of a procurement decision must disclose any financial or personal interest, directly or indirectly, in a prospective vendor involved in that procurement process to the chief financial officer or the procurement manager, and where deemed appropriate to withdraw from the decision making.
12. Board members must adhere to Policy 3 regarding real or potential conflict of interest situations in the procurement process.
13. Disposals of assets must be approved by the board if the proceeds are \$250,000 or greater. All disposals must adhere to Administrative Procedure 574 and all relevant legislation and regulations.

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