

## **PURCHASING AND TENDERING**

### **Background**

It shall be the practice of the District to purchase the most appropriate services, products, commodities, and equipment for the purposes envisaged, based on the quality and cost of the particular product. The District believes in purchasing competitively and seeking maximum the



## 10. Purchasing Methods:

The District employs various purchasing tools for the acquisition of goods and services as follows:

10.1. Petty Cash – used at the user level to expedite the acquisition of low value goods not to exceed \$100.00 (excluding taxes) per single transaction. A Petty Cash fund can be established by contacting the Secretary-Treasurer or designate.

10.1.1. Receipts must be attached to a petty cash voucher by the custodian in charge of the petty cash. The petty cash voucher must be signed by the custodian of the petty cash, and signed by the custodian's immediate supervisor. The petty cash voucher shall be submitted to the Secretary-Treasurer to be approved by the Secretary-Treasurer or designate prior to reimbursement by Accounts Payables personnel.

10.2. School Trust/Bank Account (school-generated funds) - used at the school level to expedite the acquisition of goods and services. The School Trust/Bank Account is the responsibility of the Principal, or Vice-Principal if delegated by the Principal. The Principal may delegate the day-to-day duties of financial record keeping, receipting and disbursing of funds to an individual of his/her choice.

10.2.1. Disbursement of funds to purchase goods and services shall be made with cheques. The cheque must be signed by two (2) authorized signatories.

10.2.2. In some instances, funds disbursed from the School Trust/Bank Account may be reimbursed by the District. Receipts

10.3.3.



- 12.4. All tenders or sealed bids will be opened in public in the presence of and signed by two staff members, one of whom must be the Secretary-Treasurer or designate, or the Supervisor of Operations, recording the time and date opened.
  - 12.5. Information pertaining to the proposals will not be released until after the review process has been completed and the successful vendor has been identified.
  - 12.6. Tenders will be awarded to the lowest bid or quoted price, consistent with required quality and service. The District reserves the right to accept or reject the whole or part of any tenders.
    - 12.6.1. The Secretary-Treasurer or designate will inform the successful vendor to the awarding of the tender. After the successful vendor has accepted the tender, then the unsuccessful vendors will be informed of the awarding of the tender to a competitive vendor.
  - 12.7. The Secretary-Treasurer will be consulted prior to awarding a tender to other than the low bidder.
13. Request for Proposals for Services in Neighbourhood Learning Centres (NLCs)
- 13.1. The Secretary-Treasurer or designate will release a Request for Proposal (RFP) when space is available for Licensed Child Care Services in an NLC.
  - 13.2. The RFP will have a response time of a minimum of 2 (two) weeks.
  - 13.3. Only Non-Profit Child Care providers with a minimum of three years' experience providing licensed childcare services will be considered in the RFP process.
  - 13.4. The RFP will provide detailed information on the space available, the cost and license requirements, in addition to requesting detailed information on the proponent organization, how they align with the District's Early Learning Vision (if applicable) and meet NLC requirements.
  - 13.5. The District will hold an information session to familiarize proponents with the RFP process and the requirements of the RFP.
  - 13.6. Proponent applications will be reviewed by a panel. The Panel will include, the Secretary-Treasurer or designate, and other District staff as deemed appropriate by the Superintendent. The panel may choose to include other representatives outside of the District if deemed appropriate.
  - 13.7. The Board will be advised of the successful proponent.
  - 13.8. The successful proponent will be required to provide proof that Child Care Licensing requirements have been met before being granted a District Child Care Services License.
14. Suppliers and Vendors and Service Providers:
- In awarding contracts or licenses, the following will be considered and/or required:
- 14.1. Current Business licenses and Canada Revenue Agency Business Number.

