



## **SECTION 3000: FINANCES**

### **POLICY 3040: PURCHASING AND BIDDING**

- *Date Adopted: March 13, 2013*
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#### **POLICY STATEMENT**

It is the policy of the Board at all times to utilize ethical and transparent business practices while obtaining the best value on behalf of the school district on purchases of goods and services. All purchases made on behalf of the school district shall comply with the North West Partnership Agreement and Capital Asset Management Project Procurement Procedures and Guidelines.

#### **LEGISLATION**

- North West Partnership Agreement
- Capital Asset Management Project Procurement Procedures and Guidelines

#### **POLICY**

It is the goal of the Board to employ practices and procedures that ensure best value results on behalf of the school district while at all times complying with the Purchasing and Bidding Policy.

The Board will ensure local vendors are given every opportunity to bid on and supply goods and services to the school district at competitive pricing and terms.

Purchases of up to \$25,000 may be placed directly with vendors who have previously demonstrated reliability and fair value, per the discretion and oversight of the Secretary Treasurer.

All purchases of \$25,001 to \$75,000 or greater are to be selected through a formal quote process. If circumstances allow, the Secretary Treasurer will solicit a minimum of three written quotes and select the vendor based on superior price and terms.



**POLICY** *(continued)*

All purchases of \$75,001 or greater are to be submitted to a public tender process. Regulations and procedures for the tender process will be posted on the BC Bid website. All bids received during this process as well as the winning bid shall be subject to a public opening and shall remain public record going forward. Bids for publicly tendered purchases shall be forwarded directly to the Secretary Treasurer.

All purchases of \$250,000 or greater shall be subject to prior approval of the Board.

Given the remote location of the school district, there may be circumstances where acceptable delivery of specifically required goods and services are limited to two or fewer suppliers or contractors. When these circumstances occur, the Board reserves the right, at the recommendation of the Secretary Treasurer, to exclude this purchase from public tender and instead directly negotiate provision of said goods and services with the qualified supplier(s).