



SCHOOL DISTRICT #49 (CENTRAL COAST) Policy Manual

POLICY 715: Purchasing and Tendering

The Board of Education of School District #49 (Central Coast) authorizes and assigns responsibility for purchasing and tendering to the Secretary-Treasurer, or to his/her designate.

It shall be the policy of the Board 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 Board believes in purchasing competitively and seeking maximum educational value for every dollar expended, consistent with good purchasing practices.

The Board instructs administration to develop procedures for the purchasing function of the school district to ensure that:

1. All services, supplies, commodities, or equipment required for the ongoing operations of the school district are acquired on the open market with probity and in accordance with competitive public sector purchasing practices.
2. Whenever possible, the tender that provides the best economic value is to be accepted consistent with equal quality and the ability of the bidder to supply the requirements in a reasonable period of time. In exceptional circumstances, the Secretary-Treasurer may authorize acquisition from a sole source. These exceptional circumstances would involve an urgent requirement to:
 - Protect and ensure the safety of students and staff
 - Protect the school district assets
 - Prevent a serious financial loss to the district
3. In determining the best economic value, the following factors will be considered:
 - Price
 - Quality
 - Ability to meet product specifications
 - Ability to provide service and warranty support (including past performance)
 - Availability of replacement parts
4. In all purchasing transactions, authorized employees of the board will:
 - Consider the interest of the school system and the improvement of its educational program
 - Consider all responsible bidders equally when determining whether their product meets specifications and the educational needs of the school system
 - Decline gifts that might in any way influence the purchase of school supplies and equipment
 - Refrain from soliciting funds or material from vendors, however worthy the purpose



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- Refrain from asking for special discounts or prices on items purchased from school district suppliers for personal use.
5. The Board may authorize the Secretary-Treasurer to develop specific educational partnerships that result in the provision of unique products or services to support educational programs, at a reduced cost to the district.
 6. The Board authorizes the Secretary-Treasurer to pursue improved efficiencies and economies through cooperative ventures with other public sector agencies. The success of these joint initiatives will depend, in part, on achieving a level of standardization in supplies and services.
 7. The Board shall appoint auditors on the basis of competitive proposals in accordance with the School Act. Appointments shall be for terms of no less than three years and no more than five years.
 8. The Board delegates to the Secretary-Treasurer a spending authority of up to \$10,000 on any single item purchased. Single item purchased greater than \$10,000 but less than \$25,000 must be approved prior to purchasing and prior to payment by the Secretary-Treasurer and Chairperson or Vice Chairperson of the Board. Any single transaction expenditures exceeding \$25,000 will be referred to the Board for approval, save for utility expenditures and statutory payroll remittances.