

Our mission is to educate learners to their fullest potential in preparation for life-long learning.

The Board expects that honesty, integrity, professionalism, and responsible management guide all procurement decisions. All individuals involved in the purchasing or other supply-chain related activities must comply with the Board's Purchasing Code of Ethics and the laws of Canada and Ontario. Refer to Appendix # 1 for the Purchasing Code of Ethics.

In procurement activities with suppliers seeking to do business with the Board, staff is responsible for using good judgment to avoid situations that may present a conflict of interest.

No employee of the Near North District School Board shall knowingly purchase on behalf of the Board any goods or services from a supplier that is owned or operated by an employee of the Board or by a relative of an employee of the Board (including parent, child, spouse, partner, sibling, in-law). No employee nor trustee shall have a pecuniary interest, either directly or indirectly, in any contract with the Board or with any person acting for the Board in any contract for the supply of goods or



The Board must competitively procure consulting services irrespective of value.

It is not permitted to reduce the overall value of procurement in order to circumvent competitive procurement thresholds. (e.g., dividing a single procurement into multiple procurements)

The following dollar limits indicate the competitive purchasing process to be followed by all staff when acquiring supplies and services:

\$0 - \$200	Petty Cash	Recommended
\$0 - Varies	Board Purchasing Card (Limits vary with positions of authority)	Recommended for travel and where a purchase order is not accepted
\$0 - \$10,000	Purchase order. No quotes required. Purchase must be within the authority and budget limits ensuring	



VOR arrangements are used to increase procurement process efficiency and obtain consistent competitive prices for identified goods and services.

VOR arrangements are made with suppliers from pre-qualified supplier(s) lists through a second-stage process. A VOR is for a defined period on terms and conditions set out in the VOR arrangement and not to exceed the ceiling prices of the arrangement.

A document used to invite sealed supplier responses to supply goods or services based on precisely defined performance and product specifications, defined terms and conditions, and stated delivery terms. A VOR is for a defined period on terms and conditions set out in the VOR arrangement and not to exceed the ceiling prices of the arrangement.

The expectation is that the lowest bid meeting the requirements specified in the Call would be accepted.

Under the Broader Public Sector Procurement Directive, all consulting services must be competitively procured according to the thresholds below. For the purpose of this procedure, Consulting Service is defined as the provision of expertise or strategic advice that is presented for consideration and decision-making.

\$0 - \$50,000	Informal Invitational Competitive Request for quotation (RFQ) that describes exactly the services to be provided. Three (3) written quotations on firm's letterhead.	Refer to Commitment Approval Authority Schedule in Purchasing Administrative Guideline
Over \$50,001-100,000	Formal Invitational Competitive Formal Request for Quotation (RFQ) - Formal/Sealed	

\$100,001 +



- c) The extension or revision of an existing contract of no more than one year would prove more cost effective or beneficial to the Board.
- d) When only one bid is received through the tendering process.
- e) Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.

1. All contracts involving the acquisition or disposition of real property of the Board.
2. All contracts with a term exceeding five years.
3. All contracts with a value of \$300,000 or greater.
4. Listing of capital projects that are part of annual Ministry funding for School Renewal and

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- g) Conviction of the business or an officer or principal shareholder of the business, of a criminal offence in connection with obtaining, attempting to obtain or performance of a contract or subcontract.
 - h) Bankruptcy.
 - i) Unethical practices or violation of Board policies.

For all purchases requiring public procurement, a formal procurement process must be conducted, led by the initiating administrator in conjunction with the purchasing department. The Purchasing Department will assist in formulating and issuing Request for Tender (RFT) or Request for Proposal (RFP) based on specifications developed in consultation with the applicable departments. The RFT or RFP process shall be as follows:

1. The initiating departmental administrator is the lead of their department RFT or RFP and as such is to provide the Purchasing Department with the necessary specifications and RFT or RFP details that are to be contained in the RFT or RFP. Clear description of required goods or services. Goods or Cip dtoCn

RFT or RFP

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- 7. Sealed RFT or RFP documents when received shall be delivered unopened to the Purchasing Department. RFT or RFP documents will not be accepted by fax or email. All documents shall be date and time stamped when received by the PurchasingBT/TT1 1 T



18. The name of the successful bidder and the accepted prices will be available to the unsuccessful bidders by either visitation to the Board office, by phone or by email. This information will be provided to Trustees monthly as part of the agenda of regular board meetings as pertains to tenders awarded and posted to the Board's website.

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