

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE: PURCHASING

<i>PROCEDURE CODE:</i>	<i>408 AP 001</i>
Policy Reference: 408 - Purchasing	

PROCEDURE

1. The Secretary Treasurer is responsible for developing necessary procedures and regulations to ensure that:
 - 1.1. There is competitive buying for all goods and services, where appropriate.
 - 1.2. Federal and provincial acts and regulations are adhered to.
 - 1.3. Wherever possible, bulk buying will be used to obtain the best possible price.
 - 1.4. Supplies and equipment are not purchased for resale to employees and students unless expressly authorized by the Superintendent of Schools.
 - 1.5. All purchases have been authorized by the Board in its approval of the annual budget or by special resolution.
2. Competitive Pricing Requirements – Competitive prices shall be obtained for purchases of either goods or services as follows:
 - 2.1. \$ 0 - \$ 4,999 No formal requirement to obtain competitive prices. Although common sense and value for money must still be respected for these lower dollar value acquisitions.
 - 2.2. \$5,000 - \$9,999 – normally two (2) quotes – rationale should be documented if less than two quotes are obtained.
 - 2.3. \$10,000- \$74,999 -three (3) written quotes/proposals - rationale must be documented if less than three quotes are obtained.
 - 2.4. Public Tenders in accordance with interprovincial trade agreements, such as the federal Agreement on Interprovincial Trade (AIT) and the provincial New West Partnership Trade Agreement (NWPTA), public tender processes shall be followed at or above the following threshold levels:
 - 2.5. Goods and Services \$75,000 or greater;
 - 2.6. Construction Projects \$200,000 or greater.

3. Consortium or Government Standing Offers – If goods or services are bought through a consortium that follows formal tendering and price negotiation practices - and the Division is able to acquire the consortium or government standing offers - this will be considered compliance with article (2) above.
4. Executive Discretion – Notwithstanding (2 or 3) above, the Superintendent of Schools, or in the absence of the Superintendent the Secretary Treasurer, may waive the purchasing procedures of public tender, invitational tender, or request for proposal to pursue a specific proposal when:
 - 4.1. Division Interest – it is deemed to be in the best interest of the Division, or
 - 4.2. Sole supplier – there is only one vendor who can supply the particular good or service, or
 - 4.3. Time is of the essence – normally this is under emergency or emergency repair circumstances.
5. Schools or Departments – May perform the purchasing function that normally would be conducted through the Business Administration Department, however they must:
 - 5.1. Follow the purchasing practices outlined in this policy.
 - 5.2. Purchase Cards – Can be used for purchases but must still comply with purchasing limits above and purchase order requirements.
 - 5.3. Purchase Orders – require authorization by the Secretary Treasurer or designate and are not required for recurring purchases (such as utilities), or goods or services under contract.
 - 5.4. Schools – all purchases over \$2,000 require a purchase order.
 - 5.5. Division – all purchases over \$5,000 require a purchase order.
 - 5.6. Honorarium/Wages – Under no circumstances will schools or departments make payments directly to individuals for honorariums [i.e. salary or wages].
 - 5.7. Technology – purchases of hardware and software must be consistent with information technology guidelines and, when required, acquisitions must be coordinated through the centralized information technology department.
 - 5.8. Facility Repairs and Renovations – purchased goods and/or services must be coordinated through the centralized facilities department.
6. Purchase Order Approvals – any purchase order for the supply of a good or service shall require the following approvals:
 - 6.1. Principal or manager directly responsible for budget; and
 - 6.2. less than \$10,000 – Director of Finance;
 - 6.3. \$10,001 or greater – Secretary Treasurer.
7. School Purchases – All goods or services bought at the school level shall require the approval of the respective school principal.

8. Tendering Documents and Process:

- 8.1. Sealed Tenders and Opening – All tenders and replies to requests for proposals must be submitted in a sealed envelope and addressed to the Secretary Treasurer or his designate. Tenders and replies to requests for proposals will be opened at the time specified and may be open to the general public.
- 8.2. Withdrawal of Tenders – Tenders and replies to requests for proposals may be withdrawn prior to the scheduled opening. Those tenders and replies to requests for proposals received after the specified date and time of opening will not be considered.
- 8.3. Conditions – All tender calls and requests for proposals will be subject to any or all of the following conditions:
 - 8.3.1. The Division reserves the right to reject any or all tenders, bids, and replies to requests for proposals and to accept that tender, bid, or reply to request for proposal which appears to be in the best interests of the Division.
 - 8.3.2. The Division reserves the right to accept or reject any proposal and, further, reserves the right to negotiate with the selected firm to clarify and enhance the contract tender or proposal.
 - 8.3.3. The Division reserves the right to seek proposal clarification with the proposers to assist in making evaluations.
- 8.4. Evaluation – Tenders and requests for proposals may consider factors beyond pricing – including but not limited to:
 - 8.4.1. Service,
 - 8.4.2. Quality,
 - 8.4.3. Availability and
 - 8.4.4. The supplier's ability to fulfil the requirements of any standards or specifications that form part of the tender documents.
- 8.5. Tendering Venue – Tenders will be posted on Alberta Purchasing Connection (APC) website and/or the Alberta Construction Association (COOLNet) website as required by legislation.

REFERENCES

Alberta Purchasing Connection

Alberta Construction Association

Approved: January 18, 2005

Revised: February 13, 2023