



Policy n° 1999-MR-01:	Policy on the Supply of Goods and Services
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Origin:	Corporate Affairs	
Responsible	Material Resources and Transportation	

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

1.0 PREAMBLE

The goal of this policy is to provide a framework to the Sir Wilfrid Laurier School Board (SWLSB) for the supply of goods, services and construction work and to determine the rules regarding the award of such contracts.

2.0 OBJECTIVES

This policy aims at:

- 2.1 Promoting transparency in contract awarding;
- 2.2 Treating competitors equitably and with integrity;
- 2.3 Maximizing efficiency and provide schools, centres and departments with a useful, uniform mechanism for expediting the purchasing process and for simplifying follow-up procedures;
- 2.4 Ensuring the purchase or lease of goods and services at the best possible prices, with a fair competition of quality, delivery and after-sales service.
- 2.5 Encouraging group purchases by region when financially beneficial;
- 2.6 Accountability of the Council of Commissioners and administrators of the SWLSB regarding the responsible use of public funds.

3.0 REFERENCES

- 3.1 This policy is developed in compliance with applicable laws; notably the *Education Act*, the *Act respecting contracting by public bodies* and the by-laws regarding supply, service and construction contracts of public bodies, Intergovernmental orders and agreements on liberalization of trade signed by the Quebec Government and the SWLSB's Delegation of Powers by-law.

3.2 An Act Respecting Contracting by Public Bodies – Chapter C-65.1

4.0 DEFINITIONS

For the purpose of this policy, the following terms and expressions signify:

4.1 Group Purchases

Grouping together the specific needs of several schools, centres departments or various school boards and Cegeps for acquiring goods and services in accordance with the suppliers' list provided by the SWLSB.

4.2 Direct Price Request

A request by which one or more suppliers are contacted by telephone, fax or in writing on the prices and conditions relative to the purchase of their goods or services.

4.3 Call for Tenders by Invitation

Request for tenders sent to selected suppliers, inviting them to submit written quotations on specific projects, goods or services.

4.4 Public Call to Tenders

Process by which the SWLSB invites suppliers, service providers and contractors to bid on a specific project. A public call for tenders is published in the electronic system approved by the Government.

4.5 Tender Documents

Documents issued by the SWLSB and comprised of the following: a call for tenders, a description of the goods and services sought, the rules and conditions, a tender form, and any other related documents.

4.6 Adjudication

Action by which the SWLSB selects the supplier who will be supplying specific goods or services.

4.7 Certification of goods

Pre-selection of goods by the SWLSB, prior to the acquisition process.

4.8 Qualification of service provider

Pre-selection of service providers by the SWLSB prior to the acquisition process.

4.9 Electronic tendering system

Accredited system by the Ministry named SEAO.

4.10 Task Order Contract

A task order contract is possible with one or more service providers when the procurement requirements are recurrent and the number of requests, the rate or frequency at which they are to be performed are uncertain

5.0 GENERAL PROVISIONS

- 5.1 Each administrator is responsible for the budget allocated to him and for maintaining a record of the purchases made.
- 5.2 Projects may not be divided into several orders to obtain preferential terms or to avoid budget controls and default authorization.
- 5.3 The purchase of goods and services on behalf of a group of students, which is financed with the proceeds of fundraisers, is not subject to this policy.
- 5.4 The SWLSB favours grouped procurements for goods and services, when applicable
- 5.5 The SWLSB favours, when possible, rotation amongst suppliers, service providers and contractors in the scope of its tendering process.
- 5.6 The SWLSB also favours, when possible, calling upon new suppliers, service providers and contractors in the sector of activities intended for the acquisition process.
- 5.7 All purchases pertaining to Information Technology must conform to the guidelines established by the Information Technology department.
- 5.8 The total amount of a purchase order or a contract lasting several years is to be considered for the signing authority level. The maximum duration of any contract is 3 years.
- 5.9 All amounts mentioned herein exclude taxes.
- 5.10 If required, amounts need to be converted to Canadian currency for the signing authority level.

6.0 PRE-SELECTION PROCESS

- 6.1 The SWLSB may certify goods if it is expedient to ascertain before proceeding with the acquisition that the goods meet a recognized standard or an established technical specification.
- 6.2 The SWLSB may also qualify service providers prior to the acquisition process for technical or professional services. In such a case, the quality of applications for qualification is evaluated by a selection committee composed of a secretary in charge of coordinating activities and at least 3 other members.
- 6.3 The certification or qualification must be preceded by a public notice to that effect. A list of certified goods and qualified service providers is published in the electronic tendering system and every supplier and provider is informed of entry on the list or the reasons for refusal if entry denied. Finally, a notice of certification and qualification is published at least once a year.
- 6.4 Every contract subsequent to the certification of goods or qualification of service providers is limited to those certified goods and qualified service providers and, if such contract involves an expenditure equal to or above \$100,000, it must be awarded through a public call for tenders.

7.0 TYPES OF CALLS FOR TENDER

All acquisitions, constructions, leases and services are made in light of the estimated amount of the contract according to the following rules:

7.1 Mutual Agreement Contract

7.1.1 The SWLSB may use the mutual agreement contract for all its contracts estimated at an amount less than \$ \$5,000. In the case of a contract related to construction work, this threshold is \$15,000.

7.1.2 The SWLSB communicates directly with at least one supplier, indicating the good(s), service(s) or construction work(s) required by the SWLSB and any other relevant information.

7.1.3 Before awarding the contract, the SWLSB will ensure a fair price and terms from this supplier.

7.2 Direct Pricing Request (< \$25,000.)

In order to negotiate the price of one or several articles in a same category, whose estimated value is generally less than twenty five thousand dollars (\$25,000), the person responsible will obtain a written quotation from at least 2 supplier or service provider.

7.3 For Tenders by Invitation (< \$ 100,000.)

7.3.1 For the purchase of goods or services less than one hundred thousand dollars (\$ 100,000), Written Tender request are sent to at least three (3) suppliers.

7.3.2 The details of the process will be established by the school board in its call for tender documents.

8.0 OTHER ACQUISITION METHODS

8.1 Petty Cash:

Purchases under two hundred and fifty dollars (\$250) may be paid from the petty cash allowances requested by a Principal or Director.

8.2 Cheque Request:

Purchases from a supplier under one thousand dollars (\$1,000) may be paid through a cheque request submitted by a Principal or Director.

9.0 CONTRACT AMENDMENTS

9.1 A contract may be amended if the amendment is accessory and does not change the nature of the contract.

9.2 If the amendment involves an additional expenditure of less than 20% of the expenditure, the level of authorization is the one for the additional expenditure only.

- 9.3 If the amendment involves an additional expenditure of 20% or more of the expenditure, the level of authorization is the one for the cumulative total of all expenditures.

10.0 EXCEPTION TO THE TENDERING PROCESSES

For the purpose of this policy, the following activities are not subject to the calls for tenders' process. Notwithstanding the foregoing, the Delegation of Functions and Powers related to spending limits must be respected.

10.1 A supply contract relating to research and development or teaching activities where, due to technical or scientific reasons, only one supplier is able to carry it out and there is no alternate solution or substitute goods.

10.2 Professional service contracts estimated at an amount less than \$100,000 if the fee is set by legislation or to a preset standard. In this case, the SWLSB selects the professional service provider which, in its opinion, is most able to provide the services required.

10.3 A legal service contract.

10.4 A financial or banking service contract.

10.5 Contracts for student transportation.

10.6 Any procurement may proceed with another acquisition method when expressly authorized in writing by the Director General for contracts estimated at an amount equal or less than \$75,000, as long as by acting in this manner the school board complies with the policy's principles and the legislation contained therein.

10.7 Any procurement may proceed if it is the result of a call for tender for Task Order Contract.

10.8 Any procurement may proceed if it is the result of a Group Purchase for which the SWLSB is part of.


11.0 OPENING OF TENDERS

11.2 Public tenders and tenders by invitation shall be opened by at least two (2) representatives of the Sir Wilfrid Laurier School Board in the presence of tenderers wishing to attend, at the time, day and place stipulated in the call for tenders.

11.3 The Sir Wilfrid Laurier School Board reserves the right to accept tenders in whole or in part or to reject the lowest or any of the tenders.

12.0 RESPONSIBILITY FOR THE APPLICATION OF THE POLICY

12.1 The Council of Commissioners is the Chief Executive Officer, as described in the Act respecting contracting by public bodies. As such, it may, by regulation, delegate all or part of the functions conferred on the Chief Executive Officer to the Executive Committee and the Director General.

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- 12.2 Each school, centre or department administrator is responsible for ensuring the full enforcement of this policy in his school, centre or department. The Director of the Material Resources is responsible for the overall application of this policy and must ensure it is respected.
 - 12.3 The RARC may perform a random audit of purchasing transactions to ensure that the purchasing policy is being observed.
 - 12.4 The Director of the Material Resources shall evaluate the suppliers and maintain a list of accredited suppliers. A poor evaluation may entail the removal of the supplier's name from the list.

13.0 REVIEW

This policy shall be reviewed at least every three (3) years or as required.

