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| Fiscal Management 4200 Purchasing | Administrative Application | |
| | Last Reviewed /Approved on: | March 24, 2025 |
| | References: | The Education Act, 1995 Sec 85(1) MASH Sector Procurement Agreement New West Partnership Agreement SaskTenders Purchasing Card Program Handbook Employee Acknowledgement of Responsibilities Form Policy 2 – Role of the Board Policy 12 – Role of the Director |
| | Status: | Operational |

Preamble

The purchasing of goods and services for the Regina Catholic School Division (RCSD) shall be conducted in accordance with *The Education Act, 1995* of the Province of Saskatchewan and shall be made in accordance with principles and procedures to acquire the best value for the operation of the school division.

Definitions

The following definitions are sited to ensure consistent interpretation of terms used in this administrative application.

1. **Informal Quotation** - Securing comparable written price quotations from selected vendors for goods or services complying with policy parameters.
2. **Formal Quotation (RFQ)** - A process where bids are received by request from qualified vendors or contractors selected by the Procurement Supervisor.
3. **Request for Proposals (RFP)** - A request to suppliers to submit proposals for goods and/or services. Request for proposals can either be specific in nature, with clear and specific specifications as to the required supplies or services. RFP's may also invite suppliers to offer alternatives to existing process or rigid specifications and encourage new approaches, techniques, and methods for meeting the school division's requirements. RFP's include an evaluation matrix identifying important factors required for an award. An evaluation committee reviews submissions and recommends the award based on the highest-ranking supplier.
4. **Standing Order** - A contract that provides for a vendor to supply specified goods or services for a specified period of time with actual requirements to be determined, requested and delivered when and as required.

Application

1. Goods & Services

- a. Purchasing of all goods and services shall be conducted through the Purchasing Department in accordance with the purchasing policy unless otherwise stated (see sections B and C) or approved by the Director of Education or designate.
- b. The Procurement Supervisor shall develop procedures and guidelines for all purchasing activities.
- c. The Procurement Supervisor may contract for goods and services, subject to budget limitations, in accordance with the following guidelines:
 - i. Goods and services valued at \$3,000 or less, without tendering or receiving quotations. While no competitive solicitation is required, the Procurement Supervisor shall take necessary steps to ensure the reasonableness of the price.
 - ii. Goods and services valued from \$3,000 to \$20,000, based on quotations (three [3] if possible) obtained from suppliers in writing.
 - iii. Goods or services valued in excess of \$20,000 based on a formal competitive process (RFQ). Practices shall be transparent and shall not discriminate based on the province of origin of goods, services, or construction materials, or against suppliers of the foregoing.
 - iv. Normally all awards shall be made based on the lowest price complying with all applicable specifications, but where appropriate, suitability, quality, availability, service-related administrative costs, disposal value, and supplier's previous record of performance shall be considered.
 - v. In cases where it is difficult to determine the lowest evaluated bid, preference shall be given first to suppliers located in the City of Regina, second to suppliers situated elsewhere in Saskatchewan and third to suppliers situated elsewhere in Canada.
- d. Unless otherwise approved by the Procurement Supervisor, the Purchasing Department shall process all RFP's or RFQ's involving expenditures over \$20,000 for the purchase of goods and services.
- e. A Purchasing Department purchase order shall be required for any purchases that cannot be placed on a school division purchasing card. These purchases will be initiated with a requisition to the Purchasing Department prior to the goods or services being ordered.

2. Construction and Building Projects

- a. The purchase of construction and building projects, services and supplies shall be processed by the Manager of Facilities or designate, in accordance with the following guidelines and pending approval from the Director or designate:

- i. Construction and building projects, services and supplies valued at \$10,000 or less, without tendering or receiving quotations. While no competitive solicitation is required, the Manager of Facilities shall take the necessary steps to ensure the reasonableness of the price.
- ii. Construction and building projects, services and supplies valued from \$10,000 to \$75,000, based on quotations (three [3] if possible) obtained from suppliers in writing, or by email.
- iii. Construction and building, projects, services, and supplies valued in excess of \$75,000 on the basis of a public competitive process.

3. **Agreements**

- a. MASH (Municipal, Academic Institutions, Schools and Hospitals) Sector Procurement Agreement – ANNEX 502.4
All acquisitions of goods and services of \$100,000 or greater, or construction contracts of \$250,000 or greater, shall comply with the requirements of the MASH Sector Procurement Agreement – ANNEX 502.4.
 - i. The MASH sector refers to:
Regional, local, district or other forms of municipal government; school boards; publicly funded academic, health and social service entities; and any corporation or entity owned or controlled by one or more of the preceding entities.
- b. New West Partnership Trade Agreement (NWPTA) (Effective July 1, 2017)
All acquisitions of goods and services of \$75,000 or greater, or construction contracts of \$200,000 or greater shall comply with the requirements of the MASH Sector, New West Partnership Trade Agreement.

4. **Other Alternative Procedures**

- a. Purchasing Cards
 - i. Contracted Division employees are eligible to apply for purchasing cards upon approval of their supervisor/budget manager.
 - ii. No one other than the named cardholder is authorized to use the card.
 - iii. Cardholders are authorized to make purchases of goods and services not exceeding \$2,500 for each individual purchase with a \$5,000 monthly limit. The Procurement Supervisor or designate may adjust this limit as warranted.
 - iv. All cardholders are required to sign an *Employee Acknowledgement of Responsibilities* form as it pertains to the use of the purchasing card.
 - v. Cardholders are responsible for reconciling their Purchasing Card statement.

- vi. Original Receipts must be available for each transaction. A missing receipt form must be submitted in the event an original receipt cannot be provided.
- vii. Each transaction must be allocated to the proper budget code.
- viii. All cardholders are required to read and comply with the guidelines set forth in Regina Catholic Schools *Purchasing Card Program Handbook*.

b. Petty Cash

i. **Catholic Education Centre**

- (1) With the approval of the Comptroller, staff purchases of goods and services, not exceeding \$100, may be reimbursed from petty cash funds, subject to submission of original receipts.
- (2) Staff purchases of goods and services in excess of \$100 shall be reimbursed by EFT through Accounts Payable. A Cheque Requisition form must be submitted with attached original receipt(s) for goods purchased.

ii. **School Office**

- (1) With the approval of the School Principal, staff purchases of goods and services, not exceeding \$100 may be reimbursed from petty cash funds, subject to submission of original receipts.
- (2) Staff purchases of goods and services in excess of \$100 shall be reimbursed by EFT through Accounts Payable. A Cheque Requisition form must be submitted with attached original receipt(s) for goods purchased.

c. Other

Professional services contracts, insurance contracts, utilities contracts, lease agreements for the provision of equipment or services in excess of one (1) year's duration, and the acquisition, sale or lease of property are to be directed to the attention of the Chief Financial Officer for appropriate action.

5. **General Provisions**

- a. The Chief Financial Officer shall be responsible for the general supervision of the Purchasing Department and the Purchasing policy. Under the general supervision of the Chief Financial Officer, the Procurement Supervisor is responsible for the administration of purchasing.
- b. Request for Proposals involving expenditures over \$75,000 will be posted electronically on *SaskTenders*. *Exception is granted* for construction and building

- contracts up to \$75,000 which may be formalized without reference to public advertising but will require multiple comparative quotes prior to award.
- c. The Procurement Supervisor shall, in consultation with appropriate staff, establish and maintain system standards and specifications for supplies and equipment.
 - d. The Procurement Supervisor shall have the authority to revise requisitions according to established standards, provided that such revisions are reviewed with the requisitioner.
 - e. RCSD staff are to order goods and services, at all times, from selected vendors with whom the school division has established contracts.
 - f. Surplus materials and equipment shall be disposed of in accordance with established procedures.
 - g. Financial commitments made outside the provisions of approved policy and regulations shall not be binding on the school division. When violation of approved policy and regulations has occurred unintentionally, vendor request for payment may be honoured, depending on circumstances.
 - h. Any employee in possession of information relative to the commission of prohibited practices (see Section 7) shall immediately bring the matter to the attention of the Director of Education or designate.

6. Awarding of Contracts

- a. All submissions shall be regarded as confidential. Information on the successful bids/proposals shall be made in compliance with contract provisions and law.
- b. Quotations shall be solicited only from qualified vendors and contractors.
- c. All awards shall be made based on best value, as determined by appropriate consideration of price, quality, vendor performance and meeting the needs of the school division.
- d. The right to reject any or all bids or quotations shall be reserved.
- e. In keeping with the requirements of the *MASH Sector Procurement Agreement ANNEX 502.4* and the *New West Partnership Trade Agreement*, the school division shall treat suppliers from other provinces the same as it would treat local suppliers when tendering or issuing proposal requests for goods, services and construction.
- f. All items purchased through the school division's purchasing processes or directly by individuals in the name of the school division will become the property of RCSD. All assets of RCSD must be tagged as property of RCSD. Exceptions include formal arrangements with organizations such as other school divisions.

7. Conflict of Interests

- a. No employee of the school division shall purchase or lease any goods or services from or through RCSD for personal use or gain. If any purchase or contract is made contrary to this administrative application the school division shall not be bound thereby.
- b. Purchases of any goods or services from school division employees or from companies in which school division employees have an ownership interest **is prohibited.**

The Chief Financial Officer may approve the purchase of goods and services from employees and from companies in which employees have an ownership interest, only if the goods or services required are not readily available from another source.

8. Prohibited Practices

- a. Orders shall not be divided (split) for the purpose of circumventing the limitations specified in these regulations.
- b. Employees shall not solicit any gift or entertainment from a current or potential supplier.
- c. Employees shall not accept any gift, other than of nominal value for advertising purposes, or any entertainment, from a current or potential supplier.
- d. Employees shall not be influenced in any purchasing decision by considerations of personal gain.
- e. The Purchasing Department shall not participate in any purchasing activity for the personal benefit of an employee of the school division.
- f. Goods and services shall not be purchased for resale with the exception of those purchased for the benefit of students or as approved by the Chief Financial Officer or designate.
- g. Employees shall not receive any remuneration, either directly or indirectly, as agent for the sale of furnishings, apparatus or equipment, or any other merchandise whatever for division use.
- h. Employees shall not employ an agent for the sale of merchandise mentioned in subsection (g).
- i. **Personal Purchases are prohibited and must be reimbursed to the Division immediately.** Multiple personal transactions by a single cardholder, will have privileges temporarily suspended or cancelled.
- j. Purchase of alcohol is prohibited and will require reimbursement by the cardholder.

- k. Employees shall not purchase gift cards for any RCSD staff member (including but not limited to coaches, retreat leaders, staff appreciation).

9. Purchasing Process

All RCSD staff members may requisition goods or services as follows:

- a. Online requisitions should be completed by the requisitioner and authorized by the appropriate budget manager.
 - i. the following information must be supplied on the requisition:
 - (1) Department / School
 - (2) Requisitioner Name / Email
 - (3) Delivery Address
 - (4) Approving budget manager's email address
 - (5) Quantity, Description, and Price of each item
 - (6) Appropriate Budget Code
 - (7) Preferred Vendor with correct contact information
 - (8) Electronic quotes / information relevant to the purchase
- b. The Purchasing Department will review the requisition and generate a Purchase Order or facilitate other means of acquiring the goods and services in accordance with Policy 12 – Role of the Director. It is the responsibility of the Purchasing Department to select the source of supply for all purchases. The Purchasing Department shall not alter any specifications for goods and/or services without prior consultation with the requisitioner. Consultation may be done if the item(s) is/are no longer available or if another supplier will fulfil the requirements to better advantage, either in end use or price. Should the requisitioner insist on a specific source of supply, the onus is on the requisitioner to demonstrate the rationale.
- c. Copies of the Purchase Order will be sent to the supplier, accounts payable, and the budget manager or designate.
- d. Once the shipment arrives, the requisitioner and/or designate checks off the items received on the packing slip, signs and dates the packing slip, and returns the packing slip to the Purchasing Department as the packing slip is the only indication that goods have been received by the school division.
 - i. If no packing slip is included with the shipment, the budget manager and/or designate must provide written authorization of receipt in expected condition.
- e. The Purchasing Department will verify receipt of the goods and services by matching the requisition, purchase order, packing slip, and invoice.
- f. Once verified, the Purchasing Department forwards the invoice to Accounts Payable for payment to the vendor.

10. Exclusions

The following mechanisms enable a budget manager or designate to purchase items without a requisition:

- a. Purchasing Card
Purchasing Cards are to be used for purchases of goods and services with a value of \$2,500.00 or less. Purchasing cards were established to provide a more efficient, user-friendly, cost-effective method for the purchase and payment of small dollar transactions.
- b. Petty Cash
Petty Cash funds are to be used solely for reimbursement to staff up to \$100 for the payment or purchase of postage, minor office supplies, consumables, instructional supplies, and other incidentals, as may be necessary from time to time.
- c. Shop Supplies
Standing orders may be used for major items such as plywood, lumber, etc. as determined by the Facilities Department. Standing orders are for predetermined terms for specific services or goods. The Manager of Facilities or designated individuals that have signing authority for these purchases will be assigned by the Procurement Supervisor and may be updated as needed within the duration of the contract.
- d. Busing
Busing services are procured through the school division's current busing contractor.
- e. Emergency Purchases
The procurement of goods and services may constitute an emergency purchase. An emergency purchase may be essential to prevent danger to life, damage to property or disruption of work. The budget manager or designate are required to contact the Procurement Supervisor for each emergency purchase and explain the rationale behind the emergent nature.

11. Returning Goods

Most suppliers will not accept unauthorized returns and returns may be subject to a restocking fee. It is the responsibility of the purchaser, budget manager and/or designate to return any items that are incorrect, damaged or no longer required. The supplier should be immediately contacted with the details of the product(s) to be returned. The supplier will specify their return process and provide a *Returned Material Authorization Number* (RMA), if required.

12. U.S. Purchases

The Purchasing Department discourages the purchase of supplies and services from foreign sources. The cost of foreign exchange, customs duty, excise taxes and brokerage fees are considered as part of the cost of the goods. Budget managers and/or designates are encouraged, whenever possible, select Canadian sources rather than incur the additional exchange, customs, clearance charges and transportation costs. The Purchasing Department will scrutinize requests for purchases outside Canada to ensure that an acceptable Canadian supplier is not available.

If, after all Canadian sources to purchase an item have been exhausted, a purchase is made from the United States, budget managers and/or designates are responsible for ensuring that all documentation required by Canada Customs is provided to properly import materials from foreign suppliers.

13. Purchasing Cut-Off Date

An annual purchasing cut-off date in early May of each year has been established to allow sufficient time for all orders to be received before the end of the School Year. Requisitions received after this Purchasing Cut-Off Date will be processed, but with no guarantee of delivery prior to year-end (August 31st).