



PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY

STATEMENT OF GOVERNANCE POLICY

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: February 25, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board and fair business principles.

The Niagara Catholic District School Board recognizes that fair, open and transparent competition is a basic tenet of public acquisition through the Quotation, Tender and Request for Proposal processes using a variety of source selection methods under varying market conditions, in accordance with the Supply Chain Management regulations. Awards will be given to the qualified bidder(s) who provide the best value to the Board. .

All staff involved in purchasing activities shall abide by all applicable Board Policies, Statutory Acts & Regulations and Code of Ethics stipulated by Supply Chain Canada.

The Purchasing/Supply Chain Management activities will be carried out in accordance with the following Approval Authority Limits.

APPROVAL AUTHORITY LIMITS			
Purchase Authority Limit	Purchase Initiated By	Purchase Approved By	Procedure
<\$5,000	School Staff CEC Staff Program Staff	Appropriate Supervisor or member of Senior Staff	Purchases can be paid by petty cash, purchasing card, cheque requisition or purchase order.
>\$ 5,001 - \$50,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff	At least three (3) written quotes or a completed Non-Competitive Approval form must be attached to the purchase requisition submitted to the Administrator of Purchasing Services.
>\$50,001 - \$100,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff & Superintendent of Business & Finance	At least three (3) written quotes or a completed Non-Competitive Approval form must be attached to the purchase requisition submitted to the Administrator of Purchasing Services.
>\$100,001 -	Administrators Principals Consultants Senior Staff	Superintendent of Business & Finance and the Director of Education	Open Competitive Process - Tenders/RFP’s issued by Purchasing/SCM Department or Architectural/Engineering Firm

*all Purchase Authority Limits above are pre-tax amounts.

On a yearly basis, a listing of awards of contract greater than \$750,000 will be brought to the Board of Trustees for information.

Any capital projects exceeding one million dollars will require Board of Trustees approval before tendering.

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this policy

References

-
- [Canadian Free Trade Agreement \(CFTA\)](#)
- [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)
- [Ontario Ministry of Government and Consumer Services \(MGCS\)](#)
- [Supply Chain Canada](#)
- [Ontario Education Collaborative Marketplace \(OECM\)](#)
- [Ontario Association of School Business Officials \(OASBO\)](#)
- [Niagara Public Purchasing Committee \(NPPC\)](#)
- [Ontario Public Buyers Association \(OPBA\)](#)
- **Niagara Catholic District School Board Policies/Procedures**
 - [Accessibility Standards Policy \(800.8\)](#)
 - [Privacy Policy \(600.6\)](#)
 - [Corporate Cards, Purchasing Cards and Petty Cash Policy \(600.4\)](#)
 - [School Generated Funds \(301.6\) AOP](#)

Adopted Date:	February 24, 1998
Revision History:	December 21, 2010 April 26, 2011 June 16, 2015 February 25, 2020