



**PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY**

STATEMENT OF GOVERNANCE POLICY

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 18, 2024

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.

<b>APPROVAL AUTHORITY LIMITS</b>			
<b>Purchase Authority Limit</b>	<b>Purchase Initiated By</b>	<b>Purchase Approved By</b>	<b>Procedure</b>
<\$5,000	School Staff CEC Staff Program Staff	Appropriate Supervisor or member of Senior Staff	Purchases can be paid by petty cash, purchasing card, payment request 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 or referencing a current Vendor of Record agreement (i.e. NPPC, OEMC, MGCS) must be attached to the purchase requisition submitted in our finance/purchasing system
>\$50,001 - \$100,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff & Superintendent of Business & Finance	
>\$100,001	Administrators Principals Consultants Senior Staff	Superintendent of Business & Finance and the Director of Education	Open Competitive Process - Tenders/Request for Proposals/Request for Supplier Qualifications issued by Purchasing/SCM Department, Architectural/Engineering Firm, or supported by a Vendor of Record Agreement (i.e. NPPC, OEMC, MGCS)

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

The following capital projects will require Board of Trustees approval:

- i) Non ministry support capital projects

- ii) New builds and additions before tendering
- iii) Any ongoing capital project that exceeds pre-approved ministry funding sources (i.e. priority capital funding, school condition improvement and school renewal).

All contracts and agreements, including community partner agreements, must be approved by an appropriate staff member who has the designated approval authority for the total procurement value of the contract, in accordance with this Policy. All contractual agreements that extend beyond one school year must be signed by the principal and a member of senior administrative staff.

Subject to the provisions listed above, only members of senior administrative staff or the Director of Education have the authority to contractually bind the school board.

On a yearly basis, a listing of awards of contract and capital projects greater than one million dollars will be brought to the Board of Trustees for information.

Niagara Catholic will give Ontario businesses preference when conducting procurements for goods and services under a specified threshold amount of \$121,000. (Building Ontario Businesses Initiative Act, 2022).

The Building Ontario Businesses Initiative Act does not override Niagara Catholic’s requirement to engage in competitive procurement.

The Niagara Catholic District School Board believes it is our responsibility to ensure no product we obtain is the result of any child or forced labour. Niagara Catholic expects its business partners, suppliers and contractors with whom we do business to uphold the similar standards by complying with applicable law in the countries where they operate and not engaging or permitting any child or forced labour.

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 \(OPBA\)](#)
- [Building Ontario Businesses Initiative Act, 2022](#)

**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](#)

<b>Adopted Date:</b>	<b>February 24, 1998</b>
<b>Revision History:</b>	<b>December 21, 2010</b> <b>April 26, 2011</b> <b>June 16, 2015</b> <b>February 25, 2020</b> <b>June 18, 2024</b>