

Minutes of the Special Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, October 24, 2016 at 3:00 p.m. in the Chinook Education Centre.

PRESENT: Larry Caswell
Randy Beler
Shane Andrus
Elaine Anderson
Rodney Fairbrother
Cassandra Appelgren
Tim Weinbender
Tim Ramage
H.B. (Bernie) Ford
Shauna Wright

Liam Choo-Foo - Director of Education
Kyle McIntyre – Deputy Director of Education
Rod Quintin – Chief Financial Officer
Joanne Booth – Communications Coordinator
Jackie Wiebe – Executive Assistant

The meeting was called to order at 3:00 p.m. by Chair Larry Caswell.

AP 706 139/16 Weinbender That the revised Administrative Policy No. 706, Purchasing, be approved as attached.

CARRIED

ADJOURN 140/16 Wright THAT we do now adjourn.

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY NO. 706

PURCHASING

Purchases of materials, supplies, and equipment by the Board are to be made in accordance with principles and procedures designed to acquire best value for the school division.

PROCEDURES

1. Definitions

The following definitions are cited to ensure consistent interpretation:

- *Formal Tender* – A process requiring the tender to be advertised electronically and/or in the local newspaper(s) and tender opening to be made publicly.
- *Request for Proposal* – This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitely specified.
It may or may not include pre-qualification or an expression of interest. This process has the most flexibility and will generally be governed by the terms of the request for proposal as developed by the Board. Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms and prices.
- *Written Quotation* – A process requiring selected vendors to submit written quotations, not required to be opened publicly.
- *Local Purchase Order* – A legal contract between the school division and a vendor that gives the vendor authority to ship and charge for the goods specified in the order.
- *Standing Order* – A contract that provides for a vendor to supply specified products or services for a specified period of time with actual requirements to be determined, requested, and delivered when and as required.

2. Processing Purchases

- a. Formal tendering for purchases of goods and/or services valued less than \$75,000 may be required when:
 - The Director of Education, or designate deems it to be in the best interests of the school division; or

- It is a requirement of *The Education Act, 1995*.
- b. A formal request for proposal process may be used when the purchase is not solely a product or commodity, but is more in the nature of a solution to a problem or need where the solutions are expected to be quite varied and/or difficult to evaluate, or cost is not the only selection criterion.
- c. A minimum of three (3) written quotations may be requested when:
 - The value of the item is expected to be between \$50,000.00 and \$75,000.00; or
 - The Director of Education or designate deems it to be in the best interests of the school division.
- d. Goods and services up to an aggregate cost of \$50,000.00 may be purchased directly by budget managers utilizing a local purchase order or purchase cards provided they are authorized by budget. Goods and services obtained through the formal tender process are excluded from this authority.
- e. It is expected that all requirements for goods and services purchased through the formal tender process will be ordered by the schools and all Board sites at the time of the formal tender.
- f. The lists of goods and services to be obtained through the formal tender process is to be subject to an annual review to determine items of inferior quality and/or items to be added or deleted.
- g. The CFO/Designate has the lead responsibility for conducting formal tenders.
- h. In those cases where the tender or quotation process is utilized, consideration is to be given to process, quality, and the supplier's reputation, as evidenced by previous performance and service.
- i. Where no competitive supply market exists, or it is considered in the best interests of the Board, purchasing practices are to employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the lowest possible price.
- j. All goods and services purchased are to be obtained through the use of an approved purchase order with the exception of small goods and services purchased by means of petty cash funds or purchase cards.
- k. Purchasing processes, forms, and services are to be utilized only for authorized school division business.
- l. No school division employee utilizing purchasing processes is to accept any gift or benefit, whether in the form of goods, services, loans, or favours, from any individual, organization, or corporation which is interested directly or indirectly in

dealings with the Board, subject to normal exchange or hospitality between persons doing business together.

3. Responsibilities and Authorities

- a. The Board of Education is responsible for the award of tenders for capital expenditures for motor vehicles, furniture and fixtures, equipment and educational materials and supplies exceeding \$75,000, capital expenditures for building materials exceeding \$75,000, contracts for other capital works exceeding \$200,000 and transportation services exceeding \$75,000.
- b. The CFO/Designate is responsible for purchasing practices and procedures.
- c. The CFO/Designate has the authority to revise requisitions according to established standards, provided such revisions are discussed with the requisitioner.
- d. Purchase of goods and services required for the purposes of the Board, save and except only those goods and/or services listed in Appendix A shall be authorized with the provisions listed below:

Role

Limited Authorizations per transaction

Director of Education	Within approved budget and policy
Deputy Director of Education	Within approved budget
Chief Financial Officer	Within approved budget
Controller	Within approved budget
Executive Assistant / Office Manager	\$ 20,000
Student Services Coordinators	\$ 10,000
Student Service Admin Support	\$ 10,000
Superintendent of Schools	Within approved budget
Superintendent of Learning	Within approved budget
Curriculum & Instruction Admin Support	\$ 10,000
Curriculum Coordinator	\$ 10,000
Manager of Information Systems	Within approved budget
Manager of Transportation	Within approved budget
Transportation Administrators	\$ 50,000
Transportation Admin Support	\$ 5,000
Manager of Facilities & Maintenance	Within approved budget
Facilities Admin Support	\$ 2,500
Supervisor of Employee Compensation	Within approved budget
Superintendent of Human Resources	Within approved budget
Communications Coordinator	\$ 50,000
Purchasing and Records	\$ 50,000
School Principals	\$ 50,000
Level 1 Coordinator	Within approved budget

Appendix A

Due to the nature and amount of the following expenditure items preauthorized approval has been issued provided a single transaction does not exceed \$ 75,000.

1. Licenses (vehicles, elevators, radios, etc.)
2. Charges to or from other government bodies or Crown Corporations except for construction and/or maintenance projects
3. Real Estate including land, buildings, leasehold interests, easements, encroachments and licenses
4. Professional services
5. Freight charges
6. Legal fees and other professional services related to litigation or legal matters
7. Postage, Water, Sewage charges, Garbage Disposal and Telephone Service
8. Natural Gas and Power

Revised: October 13, 2015

Revised: October 24, 2016

Chinook School Division No. 211
WAIVER OF NOTICE OF MEETING

We the undersigned hereby waive notice of Special Meeting for October 24, 2016

1. Cassandra Appelgren Cassandra Appelgren
2. Shane Andrus Shane P. Andrus
3. Rodney Fairbrother Rodney Fairbrother
4. Elaine Anderson Elaine Anderson
5. Larry Caswell Larry Caswell
6. Randy Beler Randy Beler
7. Tim Ramage Tim Ramage
8. Tim Weinbender Tim Weinbender
9. H.B. (Bernie) Ford H.B. (Bernie) Ford
10. Shauna Wright Shauna Wright