

Procurement Services



August 2025

Background

The Division supports providing direction and clarity regarding the purchasing of Goods, Services or Capital Construction by the Division, and to ensure:

- Transparency and accountability when the Division is procuring Goods, Services, or Capital Construction.
- Maximum value and quality for expenditures incurred.
- Goods, Services or Capital Construction are obtained in a competitive manner whenever possible and that competition is fair, transparent and open with no biases (perceived or otherwise) towards vendor(s) or for personal gain.
- Decisions awarded are made ethically.
- Processes comply with applicable regulations, legislation and trade agreement obligations.

Definitions

Capital Purchase means any single Good purchased with a value of \$5,000 or greater and an expected life span of more than one (1) year.

Capital Construction means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery (if they are included in and incidental to the construction) and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

Contract is a voluntary, deliberate and legally binding agreement between two or more parties and includes lease agreements, contract amendments such as change orders, rental agreements, etc. that require the signature of the authorized signators of the Division.

Contract Value is determined by the total committed funds and all optional extensions of a Contract (initial term plus renewal terms).

Emergency Purchase is an unforeseeable situation where an urgency exists and the Goods, Services or Capital Construction could not be obtained in time by means of open and competitive procurement procedures, where there is immediate exposure to

possible harm to persons or property, or the safety of persons or property cannot be maintained.

Goods are products of a tangible, durable or consumable nature, including software. *Standing Offer Agreement* is an agreement under which a vendor allows the Division to purchase specified Goods or Services at a predetermined price for a certain period of time on an 'as and when' requirement basis.

Services refers to labour related tasks performed by an individual or company that does not result in the Division receiving a product that is tangible, durable or consumable in nature.

Procedures

1. The Superintendent is responsible for all aspects of the administration and operation of the Division within the limits of the annual budget approved by the Board. The annual budget will identify the financial resources provided to each responsibility centre defined by the Superintendent.
2. The Principal/supervisor is accountable for the overall financial results of their school or department. The Principal/supervisor shall have the authority and the support of the Division to make decisions on the purchasing of Goods or Services, up to approved authorization limits and ensuring *Administrative Procedures* are being met. These decisions directly impact children, students and staff to ensure fiscal responsibility in the school or department.
3. The funds for any purchase must be found in the appropriate capital or operating budget of the school or department that is requesting approval to requisition or purchase Goods and Services.
4. Goods or Services purchased must be for use of the school or department in achieving the goals of the school or department.
5. Purchases of capital assets must be approved in the annual budget process of the Board. In the event of an emergent requirement, approval of the Superintendent is required.
6. Purchase of Goods and Services
 - 6.1 Purchases of less than \$30,000
 - 6.1.1 Goods and services with a total value of less than \$30,000 and covered within the applicable operating or capital budget shall be at the discretion of the Principal/Supervisor. All purchases that fall within the framework of the budget shall be consistent with the approved educational goals of the programs and services of the Division.

Purchases over \$30,000
 - 6.1.2 A minimum of three (3) written quotes are required for purchases greater than \$30,000.
 - 6.2 Purchases greater than \$75,000

6.2.1 Any and all purchases greater than \$75,000 must be publicly tendered including mechanisms of a *Request for Information (RFI)*, *Request for Quote (RFQ)*, *Request for Proposal (RFP)* or an *Invitation to Bid (IFB)*. All tenders shall be made through the *Alberta Purchasing Connection (APC)* website and abide by all relevant trade agreements including the Federal Agreement on International Trade (IAT) and that North West Partnership Trade Agreement (NWPTA). All tenders must be routed through the central office for posting and reporting.

6.3 Emergency Purchases

6.3.1 The Superintendent or designate shall authorize the expenditure if it meets one of the following criteria:

6.3.1.1 Product/service uniqueness, substitution not possible.

6.3.1.2 Vendor specialty, proprietary (e.g. software).

6.3.1.3 Unforeseen situation of urgency exists, an emergency.

Reference: Sections 51, 52, 53, 54, 85, 197, 222 and 229 *Education Act*
Protection of Privacy Act
Access to Information Act
School Buildings and Tendering Regulation 383/88
New West Partnership Trade Agreement Canadian
Free Trade Agreement
EU-Canada Comprehensive Economic Trade Agreement

Approved: August 2025

Reviewed:

Revised: