

## SD 42 POLICY: 4600

### PURCHASING GOODS AND SERVICES

---

#### 1. PHILOSOPHY OF PURCHASING

The Board values the district purchasing department's contribution to educational and operational programs through:

- Application of specialized professional knowledge
- Development of district-wide standards
- Utilization of public purchasing standards
- Efficiency of acquisition service
- Realization of best value in acquiring goods and services

The Board believes the school district should cooperate with other public authorities when appropriate.

The Board provides direction for purchasing activities through the principles of purchasing outlined below.

The Board recognizes that professional judgement must be exercised in order to achieve an appropriate balance between the Board's principles of purchasing, and assigns to the Secretary Treasurer responsibility for those judgements. The Board states that its overriding purchasing objective is to satisfy the operational needs of the school district while realizing overall best value for the school district.

#### 2. CONDUCT AND CONFLICT OF INTEREST

The school district's procurement activities must be conducted with integrity and the highest standards of ethical conduct. All individuals involved in the school district's procurement activities must act in a manner that is consistent with the principles and objectives of this policy and in accordance with *Policy 7213: Conflict of Interest - District Staff*.

#### 3. PRINCIPLES OF PURCHASING

Obtain maximum value by considering the life cycle cost of purchases.

Conduct purchasing in an efficient and cost effective manner. Administrative effort and cost are to be commensurate with value of the purchase.

Provide purchasing discretion and flexibility for the school district, schools and departments within the granted authority and subject to optimizing best value for the school district as a whole.

Establish and renew standardization of goods where appropriate to disseminate experiential base and realize best life cycle value.

Procure goods and services without compromising a healthy, safe, relevant and aesthetically acceptable learning and working environment.

Provide reasonable opportunities for qualified suppliers and contractors to seek the school district's business.

Document rationale for purchases made other than lowest price bidder.

Select vendors through processes that are open, competitive and ethical.

Procure goods and service with due regard to our environment.

Utilize accepted professional practices for public sector buying.

Ensure that single and sole source exemptions align with the relevant trade treaties.

Utilize purchasing resources for the benefit of the school district.

#### **4. AUTHORITY**

The Board authorizes the Secretary Treasurer to commit the school district to purchase within the scope of this policy and to create all procedures required to support the implementation of this policy.

#### **5. SCOPE OF POLICY**

The scope of purchasing addressed by this policy is to include all goods and services except for:

- Major construction contracts where the Board has appointed an architect or consultant to manage the procurement process in accordance with applicable legislation and relevant trade treaties.
- Contracts which the Board specifically approve travel expenditures pursuant to Board *Policy 4410: Travel Expenses*.

**APPROVED: February 8, 2017**