

SD 42 PROCEDURE 4600.2

PURCHASING – PRODUCT STANDARDS

1. OBJECTIVES

The school district needs product standards to:

- Benefit from district-wide experience and knowledge
- Enable efficient acquisition by schools and departments
- Minimize the administrative cost of purchasing processes
- Create economies of scale for vendors to minimize prices paid
- Minimize costs and down-time for maintenance and repair
- Facilitate movement of personnel and resources between sites
- Apply consistent high standards of safety consideration in selecting products

Product standards are to be developed in a manner which seeks to achieve balance between the needs influencing the selection of standards.

Product standards are intended to satisfy a large portion of purchases which have common usage. Non-standard products are appropriate for use in unique circumstances.

2. RESPONSIBILITY

The development of district product standards may originate with the Purchasing Department or district departments with relevant responsibilities.

The primary responsibility of the management of district product standards process rest with the Purchasing Department.

The determination of the district product standard is a collaborative process involving the Purchasing Department and the appropriate district department or end users.

The final determination of district product standards will rest with the appropriate district department or product selection committee.

The adherence to the district product standards is the joint responsibility of the Purchasing Department and the appropriate district department.

3. COMMUNICATION

The development of district standards may include the use of committees which incorporate end users.

The development of district product standards may include demonstrations, evaluation units and testing.

Product standards selected will, where there is broad application in the school district, be communicated through the publication of catalogues or memorandum.

Observations on product performance are invited and encouraged to be communicated to both the Purchasing Department and the appropriate district department. This will enable standards to evolve and adapt to both the changing needs and experiences of the school district, and new developments in the marketplace.

4. DEMONSTRATION/LOANER PRODUCTS & EQUIPMENT

Vendors may supply demonstration/loaner products and equipment to the school district for evaluation purposes. In order to ensure the vendor does not develop unwarranted expectation of a sale, the terms and conditions of such an arrangements are to be documented in writing by the Purchasing Department where the value of the equipment, or products, or potential risk of damage to school district property exceeds \$2,500.

RECEIVED FOR INFORMATION: February 8, 2017