

## **SD 42 POLICY: 4600**

### **PROCUREMENT OF GOODS AND SERVICES**

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#### **1. PHILOSOPHY OF PROCUREMENT**

The Board values the district procurement services 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 the best value in acquiring goods and services

The Board understands that it is subject to applicable British Columbia and Canadian laws governing procurement, contracts, and other laws of general application, trade agreements, and the procurement policies and practices established by the provincial government.

The Board believes that all procurement should be conducted with the highest level of integrity and that procurement processes are to be open, competitive where appropriate, transparent, and fair, and that all qualified vendors are to be allowed to do business with the Board.

The Board will not procure goods, services, or construction from any party if the party has engaged directly or indirectly in legal proceedings initiated in any court or tribunal against the Board within a period of two years prior to the day tenders are offered in regards to any works or services provided to the Board. If an officer or director of a corporate party is engaged in such proceedings, the entire corporate party will be excluded from consideration.

The Board supports social procurement and strives to have a positive impact on the economic and social well-being of its community. It seeks to create this well-being while also benefiting – or at least without limiting benefits to – Indigenous communities.

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

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

Procurement Services is responsible for the organization and administration of centralized procurement for the school district. Procurement is the acquisition, by any means, including by purchase, rental, lease, or conditional sale of, goods, services, and construction.

The goal of procurement services is to obtain all goods, services, and construction offering the best value for money to the school district.

The purchasing of goods, services, and construction will occur through open and fair competitive procurement processes, subject to the applicable procurement process limits, trade agreements, and procurement law.

The school district will follow accepted best practices for public sector procurement.

The school district will consider products and services from all qualified suppliers and will provide reasonable opportunities for them to seek its business.

The school district will cooperate with other public authorities when appropriate and will utilize corporate supply arrangements (CSA) or cross-institutional supply arrangements (CISA) identified or initiated by Procurement Services where those arrangements would provide the best value to the Board.

Procurement will be conducted efficiently and cost-effectively. Administrative effort and cost are to be commensurate with the value of the purchase.

Each school within the school district has the flexibility to apply the use of its funds provided it is done so in compliance with this policy.

The procurement of goods and services will occur without compromising a healthy, safe, relevant, and aesthetically acceptable learning and working environment.

### **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 AND LIMITS OF POLICY**

This policy applies to all school district employees involved in the procurement of goods, services, or construction for the school district.

The scope of procurement addressed by this policy is to include all goods and services except for contracts which the Board specifically approve travel expenditures pursuant to Board *Policy 4410: Travel Expenses*.

### **APPROVED:**