



SD42 POLICY 4600

PROCUREMENT

PHILOSOPHY

Procurement is an essential function that ensures the School District obtains goods, services, and construction in a manner that supports educational excellence and operational efficiency. The Board is committed to principles of fairness, transparency, and value for money, while promoting ethical conduct, compliance with applicable laws, trade agreements, and Board policies. Procurement shall be conducted with integrity and openness, allowing all qualified vendors to compete fairly.

SCOPE

This policy applies to all procurement of goods, services, and construction undertaken by the School District, regardless of funding source or method of acquisition.

AUTHORITY

The Board delegates to the Secretary Treasurer the responsibility to establish and implement administrative procedures that ensure compliance with this policy, applicable legislation, trade agreements, and best practices.

GUIDING PRINCIPLES

All procurement activities within the School District shall be guided by the following principles:

- 1. Accountability:** Decisions shall be made at appropriate authority levels and documented to ensure responsible stewardship of public funds.
- 2. Transparency:** Processes shall be open and accessible, with procurement opportunities and outcomes communicated as required.
- 3. Fair and Competitive:** Vendors shall be treated equitably, and competitive bidding shall be promoted to achieve best value and comply with applicable trade agreements.
- 4. Value for Money:** Decisions shall consider overall benefit, including quality, reliability, sustainability, and long-term outcomes, not solely lowest price.
- 5. Ethical Conduct:** All procurement activities shall be conducted with integrity and in compliance with conflict-of-interest standards, including those outlined in [Policy 7100 Employee Standards of Conduct](#).
- 6. Confidentiality:** Sensitive information obtained during procurement shall be protected to prevent unfair advantage and maintain the District's negotiating position.
- 7. Demand Aggregation:** Where appropriate, procurement shall leverage opportunities for consolidated purchasing or cooperative arrangements to maximize value and efficiency for the District.
- 8. Vendor Eligibility:** The District shall not procure from any vendor, including its officers or directors, who has initiated direct or indirect legal proceedings against the Board within the previous two years.

- 9. Social Procurement:** Where consistent with District priorities, procurement may consider opportunities to support local and regional vendors within British Columbia and Canada to strengthen economic resilience, while ensuring such considerations do not compromise fairness, competition, or best value.
- 10. Compliance:** Procurement shall adhere to all applicable laws, trade agreements, and Board policies, and shall not compromise health, safety, or the learning environment.

APPROVED: June 15, 2022

UPDATED: March 2026

Proposed Updated Policy

**SD 42 POLICY: 4600****PROCUREMENT OF GOODS AND SERVICES**

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*.

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