

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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Section BUSINESS AND TRANSPORTATION

Policy Name PURCHASING

303

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Board Approved: March 27, 2024	Reviewed: August 19, 2024	
March 1, 2022	February 8, 2022	
September 29, 2020	September 15, 2020	
January 21, 2013	January 15, 2013	Review By: December 2029
October 18, 2011	September 26, 2011	
June 22, 2010	May 31, 2010	
May 18, 2010	April 26, 2010	
Sept. 7, 2004	March 20, 2007	

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## POLICY

Superior-Greenstone District School Board's goal when buying goods and services is to obtain maximum value for public funds expended in a manner consistent with publicly acceptable purchasing practices while meeting the educational needs of the system.

## PROCEDURES

### 1.0 Definitions

The following definitions are understood to apply:

- a) Request for Quotation (RFQ): A Request for Quotation is an offer to execute work or supply goods when specifics are known and determined (used for smaller dollar requirements).
- b) Request for Proposal (RFP): A Request for Proposal is a document used to request suppliers to supply solutions for the delivery of complex products or services or to provide alternative options or solutions. The RFP uses predefined evaluation criteria, in which price is not the only factor.
- c) Request for Tender (RFT): A Request for Tender is a document used to request supplier responses to supply goods or services based on specific delivery requirements, performance specifications and terms and conditions. The RFT evaluation criteria are predominantly price and delivery requirements.

### 2.0 Supply Chain Code of Ethics

All employees involved with supply chain-related activities must conduct themselves in accordance with the Ontario Broader Public Sector Supply Chain Code of Ethics, attached as Appendix A.

### 3.0

In the event that budgets have not been approved by the Board prior to the commencement of a fiscal year, the Administration is authorized to make only those purchases which are necessary for the continuation of existing programs and services.

Approval Authority Schedule

Position Title	Purchase Limit
Board of Trustees approval required	Over \$500,000
Director of Education and Superintendent of Business Manager	\$500,000



## 9.0 Tender Opening



Ontario Broader Public Sector