



## Directive on purchasing of equipment and supplies

<b>Department responsible:</b> Equipment Services	<b>Approved by:</b>  _____ Director General
<b>Effective date:</b> January 1 <sup>st</sup> 2003	<b>Amended:</b> <b>October 5, 2009</b>
<b>Reference:</b>	

### 1. Premises

- 1.1 [purpose](#) This Directive is to ensure the most efficient and economical acquisition of equipment and supplies within the Kativik School Board.
- 1.2 [definitions](#) The definitions that follow apply to this Directive:
- a) **acquisition:** any means of obtaining goods, whether by purchase, leasing, exchange or donation;
  - b) **advisory committee:** committee which has competency or is a major user in the field of activity for which the equipment and supplies are required. Such committee acts as a resource and provides support in the case where the complexity or value of an acquisition justifies such intervention;
  - c) **call for tender:** call for competitive bids from several suppliers, inviting them to submit a tender for the purpose of obtaining a contract;
  - d) **call for tender by invitation:** sent to a limited number of suppliers identified by the purchasing services and/or the person(s) making the requisition;
  - e) **construction contract:** contract for preliminary soil preparation, foundation works, construction, renovation, repair, maintenance, alteration or demolition of a building or of a civil engineering work that requires skilled labour from the building trades;
  - f) **equipment and supplies:** wares, merchandise or stock excluding professional services, construction contract, purchasing and maintenance of

immovable.

- g) **public call for tender:** notice of invitation to submit a tender posted in a publication (newspaper) or on an electronic bulletin board. It could simultaneously be sent to individual suppliers;
- h) **purchasing Agent:** person responsible employed by the Board for managing requests for goods and supplies;
- i) **requisitioner:** person who is empowered to acquire equipment and supplies within the budget of the department he represents;
- j) **requisition form:** form in 2 copies -, to be used for any requisition.

## **2. General principles**

- 2.1 [application](#) This Directive applies to all purchase of equipment, supplies and goods, but does not apply to:
  - a) professional services;
  - b) construction contracts;
  - c) purchasing of books, videos and magazines for schools, Resource Centers and Departments.
- 2.2 [purchase order issuance](#) Only the Purchasing Department is empowered to issue purchase orders, except for those matters where this power has been specifically delegated to another authority.
- 2.3 [awarding of purchase and order](#) As a ruling principle, purchases and orders will be awarded to the lowest qualified bidder, taking into consideration the use, the quality of the product, the delivery times and service quality.
- 2.4 [preference to nunavik supplier](#) However, all things being equal regarding quality, price, delivery, suitability of product, service, and method of billing, suppliers from Nunavik will be given first preference.

As long as competition is sufficient, only suppliers from Québec shall be considered, unless an agreement provides otherwise for suppliers from another province, as described in section 3.7.
- 2.5 [personal purchases](#) The Board purchasing system shall not be used for personal purchases.

### **3. Requirements**

The purchasing of equipment and supplies must follow a competitive bidding process and incorporate objective evaluation assessment where appropriate.

- 3.1 [routine order](#) For frequent purchase of equipment and supplies of a similar category, a list of suppliers may be approved every year by the Director of Equipment who should report such to the Executive Committee. Orders can be made from this list without having to proceed by calls for tenders. These routine orders cannot be used for purchases exceeding \$5000.
- 3.2 [sole sourcing](#) In exceptional cases, sole sourcing may be necessary. Written justification from the requisitioner should be provided to the Purchasing Agent in advance of any such purchasing decision and appropriate documentation must be attached or reference to actual requisition forms.
- 3.3 [purchases under \\$5000](#) For purchases under \$5000, each department may negotiate by mutual agreement with a single supplier, provided that they obtain a competitive price and are able to justify the price paid. Such justification must be attached to the requisition form.
- 3.4 [purchases of \\$5000 and more but less than \\$100000](#) For purchases involving a consideration of \$5000 and more but not exceeding \$100 000, the purchasing department shall obtain written quotations from at least three (3) suppliers, except where materials are unique.

#### **Purchasing over \$100 000**

- 3.5 [other regulation applicable](#) All Quebec school boards must now abide by the rules stemming from different agreements signed by the Québec government since 1994 for purchasing exceeding \$100 000. These agreements essentially oblige Québec entities such as school boards, to give to Ontario and New-Brunswick suppliers the opportunity to submit a tender for the purchasing of certain categories of goods.
- 3.6 [purchase of \\$100000 and over](#) No purchase involving a consideration of \$100 000 and more shall be awarded except after a call for public tenders.
- 3.7 [purchasing group](#) The Board shall participate as much as possible in purchasing groups, such as the Montreal Island School Council purchasing group. When the Board is part of a purchasing group, the rules applicable for purchasing over \$100 000 shall be applied

### **4. Requirements for public tenders**

- 4.1 [methods used](#) The solicitation of bids from suppliers must be done by one of the following methods or a combination of several thereof:
- a) use of an electronic bulletin board accessible to suppliers in Ontario and New-Brunswick;

- b) publication in one or more daily newspapers;
- c) use of source lists provided that registration on the source list is in line with the principles of geographic neutrality and that all registered suppliers in a given category are invited for all tenders for goods or services contained in that category.

4.2 [basic information](#) All invitations to submit bids shall contain at a minimum the following information:

- a) a brief description of the goods to be purchased;
- b) the place where a person may obtain the necessary information and documents to submit a tender;
- c) the conditions for obtaining the tender documents;
- d) the place where tenders are to be sent;
- e) the date and time limit for submitting tenders;
- f) the time and place of the opening of the tenders;
- g) a statement that the procurement is subject to an Agreement and open to suppliers from provinces whose governments are parties to this Agreement.

4.3 [minimum delay](#) The Board provides suppliers with a minimum of fifteen (15) days to submit a bid.

4.4 [information on bids received](#) Unless a source list is used, tender openings shall be public. Furthermore, whether tender openings are public or not, all bidders may, upon request, obtain the list of bids received and the price of each acceptable bid.

4.5 [criteria must be disclosed](#) It is agreed that in addition to the submitted price, the evaluation of bids may take into account quality, quantity, delivery, and service, as well as the financial capacity of the supplier. However, the tender documents shall clearly identify the requirements as well as all criteria that will be used for evaluating the bids. The methods of weighting and evaluating the criteria shall also be divulged in those documents.

4.6 [media to be used](#) Public calls for tender must be published in one of the Quebec Francophone newspapers or on a web-based application chosen by the Québec Government to be its official public-sector electronic tendering service.

## **5. Other considerations**

5.1 [confidential quotations](#) At no time is the Purchasing Department authorized to inform bidders of quotations from competing bidders. Such practice is detrimental to fair competition and ultimately detrimental to obtaining long term savings for the Board.

- 5.2 [amount](#) Splitting purchase requisitions or purchase orders to circumvent the amounts set in this Directive is prohibited.
- 5.3 [determination of the category value of the purchase](#) To determine which category the purchase falls into, the value has to be set at the time when the tender is launched, and includes all other kinds of remuneration such as premium, honorarium, commissions and interests.
- 5.4 [yearly public advertising](#) Every year, advertising should be placed in newspapers inviting suppliers to provide the Board with information on their products, in order to create a bank of references.
- 5.5 [support documentation](#) It is the responsibility of the Purchasing Department to inform schools and departments of the sources and prices of products. Catalogues and other relevant documentation should be sent, making sure that each user is able to make the best choice.
- 5.6 [change to the requisition](#) When a requisition is received from a school or department no change can be made without prior consent of the requisitioner. Any time where the Purchasing Department judges the requisition as giving unfair advantage to a supplier should be reported to the Director of the concerned department.

## **6. Advisory committees**

- 6.1 [advisory committee](#) Advisory Committees may be established by the Director General after consultation with the Management Committee to ensure that purchasing decisions such as the designation of approved suppliers benefit the Board.
- 6.2 [computers](#) The purchase of computers and software should follow the recommendations and orientations of a computer committee, and must apply relevant Directives that may be issued from time to time by the Director-General. The person responsible for IT shall be part of the Computer committee along with at least 2 other appointed members. The Committee also establishes the list of standard equipment used by the MAO Committee.

Software purchases may be made directly by the concerned director of a department or the budget supervisor following the above rules whenever applicable or appropriate.

## 7. Requisition

The information bellow details the steps to follow for transactions handled by the Purchasing Department.

- 7.1 [responsibility of the requisitioner](#) The requisitioner shall:
- a) make sure the equipment or supplies are not available in another department of KSB;
  - b) write the requisition, with all the required information;
  - c) if there are plans and specifications, they should be attached to the requisition. Specifications should be written broadly enough to encourage competitive bidding;
  - d) suggested suppliers and/or catalogue number(s) should be indicated;
  - e) generally, brand names should be used only to specify a standard or in the case of a unique item;
  - f) make sure the departmental budget is respected;
  - g) sign the requisition and obtain the other necessary information if any;

Transmit the requisition to the Purchasing Department.

- 7.2 [responsibility of the purchasing department](#) The Purchasing Department shall:
- a) negotiate by mutual agreement or obtain tenders;
  - b) analyze the tenders of suppliers if required;
  - c) inform the requisitioner whenever alternatives are contemplated;
  - d) fill the purchase order;
  - e) make sure to respect all requirements as set forth in section 3 above.

- 7.3 [responsibility of the finance department](#) When a purchase order is issued, the Finance Department shall:
- a) verify the budget code;
  - b) authorize the expenses according to the budget.

### Procedure

- 7A) [requisition form](#) *All requisitions must be made using the form "REQUISITION FOR MATERIAL"; the following information must be provided:*
- a) *date of the request;*
  - b) *requested date of delivery; the actual date required should be shown. An "As Soon as Possible" entry will be considered to*

*mean that the supplier's normal (possibly slow) delivery date is acceptable;*

- c) name of supplier (a full address is needed in the case of suppliers located outside Québec);*
- d) name of the Department and of the requisitioner;*
- e) desired quantity;*
- f) catalogue number. If no other product is acceptable the term "NO SUBSTITUTE" should be included but justification must be provided;*
- g) short description of the item;*
- h) cost estimate: the estimated value of the order must be entered on the requisition. This information is required for budget purposes. Requisitioning department will be contacted if actual cost data obtained by the Purchasing Department is significantly different;*
- i) requisitioner's signature;*
- j) supervisor's signature (if necessary);*
- k) budget code;*
- l) amount applicable to each budget code, if more than one code;*
  
- m) any relevant comment (ex.: Priority cargo delivery, name and location of the receiving point to which the delivery should be directed, etc.).*

7B) [send the form](#) *When the requisition form has been filled in and signed, the requisitioner should send the first copy to the Purchasing Department and keep the other in his files. This other copy should make follow-up on deliveries or any other verification easier.*

## **8. Delivery**

- 8.1 [responsibility at the reception](#) When a package is delivered, it is the responsibility of the employee who receives it to:
- a) verify the packing slip and sign it;
  - b) send the packing slip to the Purchasing Department.
- 8.2 [responsibility of the requisitioner](#) When the goods are received, it is the responsibility of the requisitioner to:
- a) make sure the equipment and supplies received match the purchase order;
  - b) notify the Purchasing department of any damage or discrepancy between the goods ordered and the goods received.

## **9. Payment**

- 9.1 [responsibility of the finance department](#) It is the responsibility of the Finance department to:
- a) receive, verify and keep invoices and proofs of delivery;

- b) obtain the requisitioner's authorization before issuing a payment;
- c) issue payments to suppliers.

9.2 [petty cash](#) Authorized use of small petty cash in certain departments and schools is meant to cover small urgent purchases. It cannot be used to circumvent the current directive.

## **10. Inventory**

10.1 [inventory](#) Every department or school has the responsibility to control the equipment and supplies they have in their inventory.

## **11. Conflict of interest**

11.1 [conflict of interest](#) All Board members and employees who have decision-making authority or who are in a position to influence a decision about an acquisition or order must disclose in writing any personal interest in a prospective supplier to the Director-General and withdraw from the decision-making process, if that is deemed appropriate.

Apart from this restriction, members of the Board and employees may recommend a source of supply, but the final selection rests with the authority responsible for purchasing, provided such selection is in accordance with the principles mentioned herein.

No gift of any kind or any form can be accepted from suppliers except for the sole benefit of the Board.

## **12. Emergency**

12.1 [exception](#) In emergency situations requiring immediate action, Equipment Services may proceed with purchasing of goods and services without following the rules set in this Directive. However, these rules should be followed as much as possible depending on circumstances.

## **13. Application of this Directive**

13.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

13.2 [responsibility](#) The Director of Equipment is the person responsible for the application of this Directive.