

CATEGORY	Procurement	DEPARTMENT CODE	07
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DESCRIPTION	Procurement		
DATE APPROVED	December 2025	NEXT REVIEW REQUIRED	December 2028
LOCATION	F:_Human Resources (Public)\Policy and Procedures\Policies and Procedures\Approved Policies		

1. PURPOSE

The purpose of this policy is to establish clear rules and guidelines for procurement practices within School Boards’ Co-operative Inc (SBCI). The policy defines roles and responsibilities, approval thresholds, procurement methods, and ethical standards, ensuring compliance with applicable legislation, trade agreements, and the Broader Public Sector (BPS) Procurement Directive.

2. POLICY STATEMENT

School Boards’ Co-operative Inc. (SBCI) is committed to conducting all procurement activities in a manner that is fair, open, transparent, and compliant with the Broader Public Sector (BPS) Procurement Directive. All goods, services, and consulting services will be acquired with the objective of obtaining the best overall value, while ensuring accountability, integrity, and responsible use of public resources.

3. PROCUREMENT PARAMETERS:

3.1 Non-Discrimination:

SBCI will not discriminate or give preferential treatment in awarding contracts.

3.2 Accountability, Transparency and Fairness:

SBCI is responsible for its procurement decisions and ensures processes are fair, transparent, and accessible.

3.3 Value for Money, Quality Service Delivery:

Value for money does not mean an exclusive focus on the lowest-cost. SBCI will seek value-based procurement, focusing on outcomes, service quality, sustainability, accessibility and end-user needs.

3.4 Compliance:

SBCI will comply with all applicable laws and SBCI policies, including the Broader Public Sector Act, AODA, Governance By-Laws, and Delegation of Authority and any related policies and procedures. Compliance with this

Policy does not apply to any of the circumstances outlined in **Schedule A (Exemptions and Exceptions)**.

3.5 Procurement value:

The procurement value is required to determine who needs to approve the procurement and the procurement method that will be used.

3.5.1 Procurement Value Increases: Any increase in procurement value requires appropriate approval.

3.5.2 Follow-On Agreements: Approval authority is based on the total value of the original and follow-on agreements combined.

3.5.3 Contract Splitting and Procurement Planning: Personnel must not split contracts or improperly plan procurements to bypass approval.

3.6 Prohibited Procurement Practices:

3.6.1 No personnel may procure goods or services on behalf of SBCI except as provided for in this Policy.

3.6.2 No personnel shall use SBCI procurement processes to make personal purchases.

3.7 Emergency Procurement: Where the immediate procurement and delivery of goods or services is required because of an emergency, the CEO or designate is authorized to act immediately within the approval requirements of this Policy.

3.8 Procurement cards:

Use must comply with SBCI policies, including limits, documentation, and approvals. Temporary limit adjustments require CEO authorization.

3.9 Procurement Records Management and Access to Information:

All procurement documentation shall be retained for at least 7 years.

3.10 Conflict of Interest & Ethical Standards

- All procurement activities shall be conducted with integrity, fairness, and transparency. SBCI personnel involved in the procurement process must uphold the highest standards of ethical conduct, avoid any real or perceived conflict of interest, and act in the best interest of the organization always.
- Staff, management, and Board members must disclose conflicts of interest in procurement.
- Personnel must not accept gifts, hospitality, or benefits from suppliers or potential suppliers.

3.11 Supplier Debrief & Complaints

- Unsuccessful suppliers may request a debrief on their submission.
- Supplier complaints or disputes will be managed fairly and documented.

4. GENERAL DUTIES AND RESPONSIBILITIES:

4.1 Board of Directors

- 4.1.1 Approves the Procurement Policy and any amendments.
- 4.1.2 Provides governance and oversight but does not participate in operational procurement decisions.
- 4.1.3 Reviews significant procurement risks and exceptions, as presented by the CEO.

4.2 Chief Executive Officer (CEO)

- 4.2.1 Implements and enforces the Procurement Policy.
- 4.2.2 Approves procurements within delegated authority.
- 4.2.3 Ensures compliance with the BPS Procurement Directive and trade agreements.
- 4.2.4 Authorizes exceptions in limited circumstances (e.g., sole source, emergency).

4.3 Departmental designate/Contract lead:

- 4.3.1 Conduct day-to-day procurement activities in accordance with policy and procedures.
- 4.3.2 Ensure documentation is accurate, complete, and retained for audit purposes.
- 4.3.3 Maintain transparency in dealings with suppliers and potential suppliers.
- 4.3.4 Monitors vendor performance and ensures contract terms are met.

5. AUTHORIZATION SCHEDULE

The **Management Authority Schedule (“MAS”)**, as approved by the Board establishes the approval and signing authorities adhered to in all supply chain activities.

Schedule B outlines the limits and procurement methods required.

6. AUDIT COMPLIANCE:

- SBCI will develop procedures and guidelines to ensure compliance with this Policy.
- This Policy will be posted on the SBCI website, and staff will be trained as appropriate.
- Procurement activities may be subject to internal or external audit.

7. DEFINITIONS

Term	Definition
Approval Authority	Person designated to approve procurement functions up to a specified dollar limit.
Approval Level	Dollar thresholds that define which approvals are needed for various transactions.
Award	Notification to a proponent that their proposal, quotation, or tender has been accepted.
Contracts	Written agreements, deeds, leases, transfers, or any binding instruments.
Emergency	Circumstances or situations which may result in undue financial loss or to prevent serious delays or further damage.
Invitational Competitive	Solicitation where only invited vendors can submit bids.
Non-Competitive Procurement	Procurement where vendors are not given equal opportunity to bid.
Open Competitive	Solicitation advertised publicly, giving all vendors equal opportunity to bid.
Procurement	Acquisition of goods or services by purchase, rental, lease, or conditional sale.
Procurement Card (P-Card)	Organizational credit card for low-cost, non-capital items; streamlines purchases.
Single Source	Non-competitive procurement from one supplier even though alternatives exist.
Sole Source	Non-competitive procurement from one supplier because no alternatives exist.
Vendors of Record	Pre-qualified, cost-effective vendors with a contractual agreement for a defined period.

Schedule A - Exemptions and Exceptions

Exemptions / Exceptions	Clarification	Procurement Method
Emergency purchase of goods or services	Immediate need, not due to poor planning. Documented justification required	Single/Sole Sourcing
Goods/services under standing agreements or Vendor of Record	Pre-approved suppliers, streamlined process	Single/Sole Sourcing
Legal services (lawyer, paralegal, notary)	Professional legal services excluded	Single/Sole Sourcing
Non-application clause under CFTA or other trade agreements	Procurement may bypass competition if trade agreements allow	Single/Sole Sourcing
Approved single-source situations	Only one supplier approved for this need	Single Sourcing
Approved sole-source situations	Only one supplier can provide the goods/services	Sole Sourcing
Confidential or privileged matters	Open process could breach confidentiality or public interest	Single/Sole Sourcing
Security, privacy, or order requirements	Open process could compromise safety or privacy	Single/Sole Sourcing
No bids received from a competitive process	RFP/tender yielded no responses. Requires documented justification	Single/Sole Sourcing
Compatibility with existing products	Must match existing systems or equipment	Single/Sole Sourcing
Exclusive rights (license, copyright, patent)	Only supplier with legal rights can provide	Sole Sourcing
Technical exclusivity or statutory monopoly	No alternative supplier exists	Sole Sourcing

Schedule B: Management Authority Schedules (MAS)

SBCI Management Authority Schedule for Goods and Non-Consulting Services		
Amount before taxes¹	Procedures	Approval Authority
Up to \$3,000	Procurement Cards*	Department lead with budget responsibility
\$3,000 - \$9,999	Informal - 3 quotes must be sought and documented	Chief Executive Officer
\$10,000 - \$121,000	Invitational Competitive procurement /Non Competitive (allowable exemptions or exceptions)	Chief Executive Officer
\$121,200 or more	Open competitive process/Non Competitive (allowable exemptions or exceptions)	Chief Executive Officer

***Note:** Refer to the Credit Card Policy for further details regarding the use and administration of procurement cards