

# AP 504

## Purchasing

### Background

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The purpose of this policy is to ensure that quality supplies, services, and equipment are procured for the Abbotsford School District at the best value (cost, delivery, quality and service), and that the purchasing process is consistent, efficient and fair. This section provides guidelines for purchasing supplies, services, and equipment. All processes must comply with Canada's Anti-Spam Law.

### Procedures

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1. Principles of Purchasing
  - 1.1 Obtain maximum best value by considering the life cycle cost (T.C.O) of purchases.
  - 1.2 Conduct purchasing in an ethical, efficient and cost effective manner.
  - 1.3 Select suppliers through established processes which are open, competitive and ethical
  - 1.4 Utilize acceptable professional practices for public sector buying.
  - 1.5 Provide reasonable opportunities for qualified suppliers and contractors to obtain school district business.
  - 1.6 Purchase goods and services without compromising the health, safety or appearance of both our environment and facilities.
  - 1.7 Utilize purchasing resources for the benefit of the school district.
  - 1.8 Ensure that district liability is minimized.
2. Major supplies, services, and equipment required to operate schools and educational programs throughout the school district will be acquired as set out in the district's *Purchasing/Accounts Payable Manual*, regardless of the source of funds. Orders will be issued to suppliers on prescribed district forms approved by and executed on behalf of the Secretary-Treasurer.
3. Wherever possible, requisitions and purchases will be arranged at times and in quantities that will satisfy annual need, the availability of funds, and the opportunity to obtain the best value to the district.
4. Whenever possible, prices for all goods and services will be established through a competitive bid process. In exceptional circumstances, the Secretary-Treasurer may authorize acquisition from a sole source. These exceptional circumstances would involve an urgent requirement to:
  - protect and ensure the safety of students and staff
  - protect school district assets
  - prevent a serious financial loss to the district
  - maintain fleet standardization

5. In determining the best value, the following factors will be considered:
  - price and availability
  - ability to meet product specifications
  - ability to provide service and warranty support (including past performance)
  - availability of replacement parts
  
6. In all purchasing transactions, employees will:
  - consider first the interest of the school district system and the improvement of its educational programs.
  - decline gifts that might in any way influence the purchase of school supplies and equipment.
  - refrain from soliciting funds or material from vendors, however worthy the purpose.
  - refrain from asking for special discounts or prices on items purchased from school district suppliers for personal use.
  
7. The Board may authorize the Superintendent to develop specific corporate educational partnerships that result in the provision of unique products or services to support educational programs, at a reduced cost to the district.
  
8. Processes and guidelines for tendering and contracting to acquire goods and services are detailed in the district's *Purchasing/Accounts Payable Manual*.
  
9. To ensure consistency in the overall quality, brand and serviceability of equipment, the district's Purchasing Department will coordinate the acquisition of equipment for new schools and replacement of equipment in existing schools. To obtain a list of products that fall within this process, contact the purchasing department.