

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Purchasing and Procurement			
Procedure Type:	Business Administration	Implementation Date:	FEB 5, 2009
Procedure Number:	7.06	Last Revision Date:	OCT 22, 2025
AP Owner:	Procurement Specialist	Last Review Date:	OCT 22, 2025
Legal Reference(s):	<i>Canadian Free Trade Agreement (CFTA), 2017</i> <i>Comprehensive Economic and Trade Agreement (CETA), 2017</i> <i>New West Partnership Trade Agreement (NWPTA), 2013</i>		

Background

Purchasing relates to the one-time or reasonably foreseeable repeat purchase of goods and services up to the value of \$10,000. Procurement relates to the one-time or reasonably foreseeable repeat purchase of goods and services for the Division that cost in excess of \$10,000.

All such purchases are to be carried out in accordance with established principles and procedures designed to ensure compliance with applicable trade agreements, provide evidence and accountability in decision-making, and secure best value for the Division.

The responsibility for sound purchasing and procurement practices is shared across all staff involved in initiating, approving, and processing purchases. By working together within the Division's internal control framework, employees help safeguard public funds, ensure fairness and transparency, and maintain the trust of students, families, and the broader community.

Scope

This procedure applies to all staff and budget holders within Living Sky School Division who are responsible for the purchase of goods or services. It outlines the thresholds, processes, and approvals required to ensure compliance with trade agreements, provide transparency, and fiscal responsibility. The procedure also applies to any contractors or service providers engaged by the Division.

Definitions

Formal tender is a process requiring the tender to be advertised publicly via www.sasktenders.ca

Request for Proposal (RFP) is a process for obtaining offers from competing vendors and evaluating those proposals against stated requirements, using a predefined evaluation process and a predefined set of evaluation criteria in which price is not the only factor.

Written quotation is a process requiring selected vendors to submit written quotations, not required to be opened publicly.

Local Purchase Order is a legal contract between the Division and a vendor that gives the vendor authority to ship and charge for the goods specified in the order.

Standing Order is a contract that provides for a vendor to supply specified products or services for a specified period of time with actual requirements to be determined, requested, and delivered when and as required.



Contract Management System is a central repository where all formal agreements are stored and can be accessed by Central Services and administration staff across the Division.

Roles & Responsibilities

Budget Holder

- responsible for initiating purchases, obtaining the required number of quotes, evaluating suppliers against set criteria, and submitting documentation to the procurement specialist

Procurement Administrator

- oversees procurement processes above threshold amounts, manages RFP processes, maintains the Contract Management System, and ensures compliance with procurement policies

Superintendent of Business

- approves contract awards for RFP processes, acts as the legal signatory for agreements, and provides oversight for all significant procurement activities

Board of Education

- informed of or approves major procurement decisions in line with the thresholds outlined in this procedure

Procedures

Procurement Thresholds

- Procurement thresholds are outlined in Table 1 below.

<i>Purchase Amount</i>	<i>Action</i>
less than \$10,000	budget holder holds full responsibility
\$10,000 - \$75,000	minimum three quotes required
over \$75,000	public RFP with strategy document required
over \$250,000	RFP award communicated to the Board
over \$500,000	Board approval required for RFP award

Table 1: Procurement Thresholds

- For purchases less than \$10,000, the budget holder holds full responsibility.
 - No additional approval required.
 - Should, wherever possible, utilize preferred vendors.
- For purchases between \$10,000 and \$75,000, a minimum of three quotes is required.
 - Quotes should be obtained by the budget holder from qualified vendors capable of delivering the required goods or services.
 - Selection should be based on clear evaluation criteria, considering factors such as price, quality, experience, and references. The chosen quote does not need to be the lowest cost option so long as the selection can be justified.
 - The quotes and justification of the vendor selection must be documented using the provided Three Quote Template.
 - The completed Three Quote Template must be shared with the procurement administrator and superintendent of business.
- For purchases over \$75,000, a procurement-led formal RFP process is required.



- a. The procurement administrator should be made aware of the requirement at the earliest possible opportunity.
 - b. A strategy document will be created to clearly define the project scope, requirements, evaluation criteria, risks and submission guidelines which will be approved by the budget holder.
 - c. The RFP will be advertised publicly on www.sasktenders.ca to provide a competitive bidding environment.
 - d. All proposals received must be evaluated against the pre-defined criteria, and the selection must be documented.
 - e. The award of the contract requires approval from the superintendent of business who is also the legal signatory for the resulting formal agreement.
 - f. The resulting agreement will be stored within the Contract Management System.
5. For purchases over \$250,000, the Board must be informed.
 - a. All points outlined in point 3 above are required.
 - b. In addition, following award and at the next available opportunity the Board must be informed of the award made and decision making leading to this award.
 6. For purchases over \$500,000, Board approval is required.
 - a. All points outlined in point 3 above are required.
 - b. In addition, contract award requires approval from the Board after superintendent of business approval has been provided within part v. The RFP process and evaluation must be thoroughly documented and presented to the Board for review and approval.

Purchasing Procedures (up to \$10k spend)

7. Purchases of goods and services worth \$250 or more are ordinarily made through an approved purchase order, unless it clearly saves the Division money or avoids extra costs, and the budget manager has approved it in advance.
8. Should prioritize spending via preferred vendors, see preferred vendors list, or local businesses.
9. Petty cash may be used for purchases of \$75 or less.
10. Purchase cards must only be used by the named owner of the card and all aspects of the purchase cards policy must be followed.
11. It is not permitted to in any way split or divide a project to avoid the requirements of a given procurement threshold.
12. Wherever possible it should be ensured that any contractors that will carry out services on Division property, hold their own WCB coverage.

Procurement Procedures (over \$10k spend)

13. All goods and services purchased under this procedure, over \$10k spend, are to be obtained through the use of an approved purchase order. Under no circumstances should such purchases be made using one, or multiple, purchase cards.



14. No Division employee is to accept any gift or benefit, whether in the form of goods, services, loans, or favors, from any individual, organization, or corporation while both parties are participating in any ongoing procurement process.
15. Where a preferred vendor has been identified in the form of a Standing Order there is no requirement for any additional procurement process during the prescribed term of the Standing Order.
16. Where appropriate the procurement administrator may choose to pre-qualify vendors, minimum three, for a prescribed period, normally three years, as part of a formal RFP. Following such qualification, it will not be necessary to run a formal RFP for such goods and services during the prescribed period. Instead, an RFP can be sent directly to the pre-qualified vendors only. The rest of the procurement process will follow the normal steps.
17. It is not permitted to in any way split or divide a project to avoid the requirements of a given procurement threshold.
18. All vehicles acquired for the Division fleet are required to have automatic transmission. Vehicles are normally purchased new; however, exceptions may be made when a used vehicle offers significant financial or operational advantage and has been authorized in advance.
19. It must be a requirement of all RFPs and quotes requested that any contractors that will carry out services on Division property hold their own WCB coverage.

Conflict of Interest

20. No employee or Board member should ever be in a position where they could personally benefit, directly or indirectly, from a purchase or contract or other procurement decision made by the Division. All procurement and purchasing decisions must be made solely in the best interest of the Division, without influence from personal relationships, affiliations, or financial interests. Any potential or perceived conflict of interest must be declared immediately to a supervisor, procurement administrator, or the superintendent of business, and the individual must withdraw from any related decision-making or approval process.

Exceptions

21. Any exceptions to these procurement thresholds and policies must be documented and approved by the superintendent of business and, if project value is greater than \$500k, the Board. Exceptions should only be granted in exceptional circumstances, such as emergency situations or sole-source procurements where there is only one qualified vendor.

Appendices

7.06A Preferred Supplier List (*internal document*)

7.06B Three Quote Template (*internal document*)

Related

Board Policy 3050 Assets

AP 7.12 Purchasing Card (PCards) Use

Amazon Business Protocol (*internal document*)