Purchasing Procedure

Table of Contents

Section 1 – Purchasing Principles and Governance

This section establishes the foundational principles and governance framework for all purchasing activities at the Thames Valley District School Board (TVDSB). It outlines the intent, objectives, roles, responsibilities, and compliance requirements that guide procurement decisions, ensuring accountability, transparency, and value for money.

1. Intent

1.1. This Procedure outlines the purchasing process at the TVDSB and was developed to comply with the purchasing policy statements included in the TVDSB Purchasing Policy (1001).

2. Definitions

2.1. Definitions are listed in Appendix E.

3. Objectives of Procedure

3.1. This Procedure outlines the process to be used by any individual, both employee and non-employee, and the responsibilities and roles of any individual, both employee and non-employee, when procuring goods and services using TVDSB Funds

3.2. Acquisition of goods and services by the TVDSB is subject to extensive legislative and applicable regulatory requirements, which aim to achieve the following:

3.2.1. Accountability;

3.2.2. Transparency;

3.2.3. Value for money; and

3.2.4. Effective and high-quality service delivery.

3.3. Based on broader economic considerations, these legislative and regulatory requirements can change from time to time, or additional requirements can be legislated, which also must be taken into account by the TVDSB when undertaking procurements.

4. Roles and Responsibilities

4.1. All purchases using TVDSB Funds are required to adhere to the procedures contained in this document, except for the exemptions subsequently listed in this Procedure.

4.2. Requesters of goods and services are required to use TVDSB's ePurchasing to submit the request.

4.2.1. Facility Services will adhere to the processes outlined in this Procedure, excluding the submission of requests for services of indeterminate value. Facility Services will submit their requests for these services using a work order.

4.3. Senior Leadership, Department Manager, School Administrator, Departmental Supervisor and System Principal will verify that requesters are using TVDSB's ePurchasing to submit all requests for goods and services.

4.4. The Budget holder will verify that any requests for goods and services are within the limits of the budget allocated to the budget holder's area of fiscal responsibility.

4.5. Purchasing Services Staff will review requests for goods and services and will choose the appropriate process to be used to complete the procurement. When a request is not permitted Purchasing Services will notify the requester.

4.6. Privacy Office Staff will update Purchasing Services on privacy legislation that impacts procurement documents (e.g. RFP and tender), conduct the privacy portion of the Privacy and Security Impact Assessment (PSIA), and integrate privacy in the TVDSB Digital Resource Decision Making Tool and the TVDSB Initiatives Decision Making Tool.

4.7. Information Technology Security Staff will update Purchasing Services on security considerations that impact procurement documents (e.g. RFP and tender) and conduct the security portion of the PSIA.

4.8. The Senior Superintendent Corporate Services & Treasurer or designate will verify that any TVDSB procurements follow the requirements of this Procedure, of the BPS Procurement Directive, BPS Buy Ontario Procurement Directive, of any trade agreements, and of any other provincial or federal legislation. This role is a TVDSB signing authority.

4.9. The Chief Executive Officer will establish the framework so that Purchasing Policies and Procedures are in place and are enforced throughout the TVDSB. This role is a TVDSB signing authority.

4.10. The Board of Trustees / Minister-Appointed Supervisor shall approve limited tendering requests greater than $139,000, and requests for proposal exceeding $1 million.

5. Segregation of Duties

5.1. Segregation of duties prevents any one person from controlling the entire procurement process. By segregating approvals from the other key stages of the procurement process, the risk of inappropriate or unauthorized procurement is mitigated. The key stages involve the following:

5.1.1. Ordering / requisition request;

5.1.2. Budget checking / approval;

5.1.3. Issuing purchase orders, contracts and / or letters of intent;

5.1.4. Confirmation of goods or services receipts;

5.1.5. Payment; and

5.1.6. Account review to verify that funds were appropriately spent on the procurement.

5.2. At a minimum these key stages will be separated as follows:

5.2.1. At the school / departmental level ordering / requisition request will be separated from budget checking / approval.

5.2.2. Purchasing Services is responsible for issuing purchase orders, contracts and/or letters of intent.

5.2.3. Business Services shall pay all purchases other than School Generated Funds, which may be paid at the School Level.

5.3. Employees may not purchase goods or services without the pre-approval from the budget holder. Furthermore, if the procurement is intended to be made from a vendor other than a TVDSB vendor of record, then written pre-approval must be provided by Purchasing Services as submitted through ePurchasing.

6. Requirements for Purchase Requests of Goods and Services

6.1. The ePurchasing shall be used for all requests for purchases of goods and services, excluding some purchases involving Facility Services specific projects, tenders, work orders and other exemptions subsequently listed in this Procedure.

6.1.1. In the instances where Facility Services issues it own procurement requests outside of ePurchasing, see **Appendix C**.

6.1.2. The Purchasing Services' SharePoint site provides detailed information regarding specific commodities and guidance in their specific procurement.

6.1.3. Furthermore, additional assistance (e.g. difficulties finding the good or service requested, significant price differences in like goods or services) in procurement matters can be requested from Purchasing Services via email at purchasing@tvdsb.ca.

6.2. No TVDSB employee other than authorized personnel in Purchasing Services shall:

6.2.1. Acquire goods or services, without the prior written approval of Purchasing Services.

6.2.1.1. Facility Services is permitted to acquire goods and services that fall under an existing contract.

6.2.2. Execute any agreement or initiate any process for the acquisition of goods and services on behalf of the TVDSB.

6.2.3. Initiate a trial (also referred to as a pilot) of a service or good.

6.3. All purchases from both vendors of record or vendors for which Purchasing Services has provided Purchasing Card (P-Card) / expense report approval, must be substantiated by an invoice.

6.3.1. The invoice must be produced by the vendor. Under no circumstances may a budget holder create an invoice on behalf of a vendor.

6.3.2. The invoice must contain: date, company / individual name, if applicable business number / tax registration number, if applicable Social Insurance Number, description of purchase and cost.

6.3.2.1. For TVDSB vendors of record, the TVDSB Purchase Order or Work Order number must be included if issued.

6.3.3. Invoices should not be received nor paid prior to the delivery of goods and / or services.

6.3.4. A quote is not an appropriate substitute for the receipt of an invoice.

6.4. Invoices received for purchases that do not follow the purchasing process will not be accepted.

6.5. Purchasing staff will review requests for goods and services entered into ePurchasing and will determine the process to be used to complete the procurement.

6.6. Purchasing Services will retain all procurement documentation, apply the TVDSB Retention Schedule, and securely dispose of records in accordance with the TVDSB Records Information Management Procedure (2014a).

6.6.1. If Purchasing Services requests a procurement document from TVDSB staff, they are required to provide it (e.g., three written quotes).

7. Procurement of Goods and Services with Cultural Significance

7.1. Purchasing Services has an obligation to support the procurement of goods and services with cultural significance (for example, but not limited to artistic works, articles of clothing, guest speakers, and DJ services) with guidance from the appropriate TVDSB interest holders.

7.1.1. The appropriate interest holder will verify the procurement of goods and services balances the ethical sources of culturally significant items while balancing operational and fiscal constraints when considering alternative vendors.

7.1.2. Services to be procured need to be reviewed by Purchasing Services for compliance with TVDSB Service Requirements (for example, but not limited to, insurance coverage and vulnerable sector screening).

7.2. These procurements can take place outside of the frameworks established in this Procedure, while still ensuring that the fundamental principles of the Supply Chain Code of Ethics are fulfilled.

8. Additional Procurement Considerations

8.1. An employee's Purchasing Card (P-Card) is not to be used for goods or services where the TVDSB has an approved contract. The use of a P-Card for goods and services must be limited to small dollar value infrequent purchases.

8.1.1. Under no circumstances is the P-Card to be used for personal purchases.

8.1.2. The P-Card is designed to be used for as a payment tool for conferences, memberships and travel expenses including accommodations and meals that are in compliance with the TVDSB's Employee Expense Reimbursement Policy (2003).

8.2. The TVDSB shall not purchase from vendors that use the following labour practices:

8.2.1. Child Labour – The TVDSB shall endeavour to mitigate the risk that child labour has not been used in the production of any goods purchased by and on behalf of the TVDSB by its employees.

8.2.2. Forced Labour – The TVDSB shall endeavour to mitigate the risk that forced labour has not been used in the production of any goods purchased by and on behalf of TVDSB by its employees. Based on credible media reports vendors shall be placed on hold.

8.3. The TVDSB shall not engage with vendors with discriminatory practices towards the TVDSB community.

8.4. The TVDSB shall strive to use vendors that prioritize the following criteria:

8.4.1. Geographical Preference – BPS Buy Ontario Procurement Directive prescribes a procurement process which gives Ontario and Canadian Made Goods and Services preference. The BPS Procurement Directive prohibits the use of geographic preference at a more granular level than province as a criterion for bid evaluation.

8.4.2. Environmental Sustainability – The TVDSB shall endeavour to setup the framework so that environmental sustainability has been taken into account when procuring goods and services by and on behalf of the TVDSB by its employees.

8.5. Any purchases that involve personal information, such as hardware, digital resources (software purchases and website subscriptions), or any other service (e.g. photography, yearbooks, educational resources), are subject to the following assessment processes:

8.5.1. Educational resources will be assessed for educational relevance.

8.5.2. Educational resources and software that collect, use, disclose or retain student or employee personal information will be assessed by the TVDSB Privacy Advisor to verify that there are no privacy concerns.

8.5.3. Educational resources and software will be assessed by a TVDSB IT Security Administrator to verify that there are no security concerns.

8.6. Per the TVDSB's Police Record Check Procedure (9048), the TVDSB shall collect a police record check with respect to every individual who is or will be a service who meets the criteria below:

8.6.1. The service provider is an individual who comes into direct contact with a TVDSB student on a regular basis.

8.6.2. The type of police record check that shall be collected is as follows:

8.6.2.1. Vulnerable Sector Check (VSC) shall be collected if the individual is or will be in a position of trust or authority in relation to pupils; or

8.6.2.2. Criminal Record and Judicial Matters Check (CRJMC) shall be collected if the individual is not or will not be in a position of trust or authority in relation to pupils.

8.7. Any purchases that involve changes to the physical building or property (e.g. electrical, plumbing, landscaping, addition of structures to school property, structural, and affixing objects to buildings) require Facility Services approval.

8.8. Any electrical goods purchased must have the Canadian Standards Association certification.

8.9. No TVDSB vendor is permitted to solicit business on TVDSB premises.

8.10. Perspective vendors may only contact Purchasing Services (purchasing@tvdsb.ca) to inquire about the procurement process.

9. Consequences of Not Following the Purchasing Process

9.1. If an employee or non-employee of the TVDSB does not follow the purchasing process outlined in this Procedure the following may occur:

9.1.1. The contract may be cancelled and / or goods returned.

9.1.2. If personal funds paid for the good or service, the employee or non-employee will not be reimbursed.

9.1.3. If a P-Card is used or a commitment with a vendor is made, the TVDSB shall seek reimbursement from the employee.

9.2. If an employee fails to follow the purchasing process outlined in this Procedure, the incident will be reported to the Departmental Supervisor / School Administrator. The Departmental Supervisor / School Administrator may then initiate progressive discipline, which typically involves multiple steps such as verbal warnings, written warnings, suspension, and ultimately, termination, in accordance with the TVDSB's Progressive Discipline of Employees Policy (3012) and Procedure (3012a).

10. Difference between Commitment Authority, Budget Holder and Signing Authority

10.1. There are three unique roles involved in requesting a purchase using the Purchasing process outlined in this document:

10.1.1. Signing authority is the ability to sign legal contracts binding the board. This process commits the TVDSB to a contract with a vendor. The TVDSB Banking Bylaw stipulates who is a signing authority, including the Chief Executive Officer and the Senior Superintendent of Corporate Services & Treasurer.

10.1.2. Commitment authority is the ability to commit TVDSB Funds to be expended, leveraging the existing legal contracts of subsection 10.1.1.

10.1.2.1. Budget holders such as Principals, Managers and Departmental Supervisors have commitment authority, and may sign documents in which commitments are setup.

10.1.2.2. Examples of commitments are yearbook or photo scheduling agreements made under the yearbook or photo contracts.

10.1.3. The budget holder is the Superintendent, Principal, Manager or Departmental Supervisor who has budget allocations to spend at their discretion on goods and services under contracts which have been awarded by Purchasing Services.

10.1.3.1. The budget holder is accountable for the regular review of commitments and expenses and authorization of payments against the procurement of goods and services.

11. Procurement of Goods and Services from TVDSB Employees

11.1. As per paragraph 217 of the Education Act, TVDSB employees are prohibited from selling or promoting the sale of any goods to the TVDSB. Furthermore, TVDSB

Funds of any type may not be used when purchasing from third party websites where a TVDSB employee may also sell goods (e.g., TeachersPayTeachers).

11.2. As per the TVDSB's Conflict of Interest and Nepotism Policy (4021) and Procedure (4021a), employees will take necessary steps to avoid actual or perceived conflicts of interest or nepotism. As this relates to procurement, conflicts of interest include:

11.2.1. Employees or volunteers offering or providing assistance or services (such as tutoring or psychological) for extra remuneration (regardless of where that is provided) to students who already receive assistance or a service from that employee, in the course of that employee's duties of employment;

11.2.2. Community use of TVDSB property unless appropriate permits have been secured through Community Use of Schools;

11.2.3. Advertising for private services using school or TVDSB connections and resources, including electronic communications; participating in the selling, buying or leasing goods or services without declaring their interest and removing themselves from the decision-making process;

11.2.4. Promoting the sale of products or providing services to students, parents, employees or others, without advance Administration approval;

11.2.5. Accepting a fee, gift, personal or economic benefit, directly or indirectly, from any person who is doing business with the TVDSB for the purpose of influencing the TVDSB's decisions;

11.2.6. Entering into business contracts with suppliers who are also full-time TVDSB employees.

12. Using TVDSB Contracts for Personal Use

12.1. TVDSB employees, Board of Trustees / Minister-Appointed Supervisor may not utilize TVDSB contracts for their personal use, nor may they leverage their employment status / affiliation with TVDSB vendors of record to obtain preferential treatment.

13. Purchasing Procedures

13.1. The TVDSB Purchasing process is outlined in a step-by-step format in Section 2 of this document.

14. Return of Goods

14.1. Any goods which require return must be reported to Purchasing Services (purchasing@tvdsb.ca) immediately for discussion with the vendor and arrangements made for its potential return and / or replacement.

14.2. Prior to contacting Purchasing Services, the TVDSB employee will have the following information available:

14.2.1. Was the good functioning and in good condition upon receipt.

14.2.2. Was the good used by the TVDSB and found not to function over the warranty period.

15. Monitoring and Review

15.1. Business Services staff, inclusive of Purchasing Services, Operational Accounting and School Audit will regularly monitor procurements to determine that the objectives of the Procedure are being met. Furthermore, budget holders are required to verify the procurements using their budgets follow the objectives of the Procedure.

15.2. Purchasing Services staff will actively and regularly monitor BPS and legislative changes.

16. List of Appendices

16.1. Appendix A – Policy Administrative Information

16.2. Appendix B – Limited Tendering and Exemptions to Standard Procurement Process

16.3. Appendix C – Facility Services Processing of Purchase Requests

16.4. Appendix D – List of Goods Not Requiring Purchasing Services Approval

16.5. Appendix E – Definitions

Section 2 – Step-by-Step Purchasing Process

This section provides a detailed, step-by-step guide to the purchasing process. It explains the authority to issue requests, approval workflows, procurement thresholds, and competitive bidding requirements, ensuring consistency and compliance across all transactions.

1. Authority to Issue Purchase Requests for Goods and Services

1.1. An employee identifies the need for a good or service.

1.2. All employees have access to ePurchasing to identify if that good or service has an existing contract.

1.2.1. The employee can make a purchase request, which is submitted to the employee with commitment authority.

1.2.2. If ePurchasing does not have the good or service, the employee will use the TVDSB Digital Resource Decision Making Tool and the TVDSB Initiatives Decision Making Tool to determine if they can proceed with submitting the request.

1.2.2.1. If it is anticipated that privacy or security will be affected, for example, the procurement involves a new vendor or the scope of the service or good has changed, advance conversations with IT Security Services and Privacy are recommended.

1.3. Commitment authority is required to submit a purchase request to Purchasing Services.

1.3.1. Commitment authority may be delegated by the budget holder to ePurchasing Administrator within ePurchasing.

1.4. An individual with commitment authority at the school / department must review the purchase and confirm the following before submitting it to Purchasing Services:

1.4.1. The purchase request is appropriate and is in alignment with the TVDSB's Strategic Priorities, fiscal prudence, aligns with grant restrictions, and is in alignment with other Policies and Procedures (e.g. Expense Reimbursement Procedure – Employee (2003a), TVDSB's Ancillary and Non-Instructional Materials Procedure (1010a)).

1.4.2. That the request is using the budget which they control and that there are sufficient funds available.

2. Purchasing Services Processing of Purchase Requests

2.1. In some instances, Facility Services issues procurement requests outside of Purchasing Services processes, due to specific project tracking requirements. While it is a separate process, the segregation of duties and overall procurement objectives are the same as what is utilized by Purchasing Services. See **Appendix C** for more details.

2.2. Upon receiving a request, Purchasing Services will do the following:

2.2.1. If there is an existing contract which was created following the steps in Section 2 Subsection 5 the procurement will be made using that contract.

2.2.2. In circumstances where the procurement involves small values or infrequent purchases Purchasing Services staff can provide end users with the authorization to use a P-Card or the expense reimbursement process to complete the purchase.

2.2.2.1. End users must include the written authorization provided by Purchasing Services staff with their P-Card statement or expense reimbursement request.

2.2.3. If there is no existing contract for the item or service being requested, Purchasing staff will first determine whether collaborative procurement opportunities exist to complete the procurement. Please refer to Section 2 Subsection 7 for collaborative procurement.

2.2.4. If there is no existing contract or collaborative procurement opportunity available, the procurement process will depend upon the value of the procurement. For further information on creating contracts, refer to Section 2 Subsection 5.

2.2.5. If all other procurement options are unavailable, the purchase request qualifies for limited tendering and falls within an exemption to the TVDSB's purchasing process, please refer to Appendix B. This shall only occur in exceptional circumstances.

3. Privacy and Security Requirements During Vendor Solicitation

3.1. For all types of procurements that relate to the collection, use, disclosure and / or retention of personal information and / or could potentially pose a security risk to the technology environment, Purchasing Services shall convey privacy and security information requirements to prospective vendors.

4. Procurement Thresholds

4.1. Upon receipt of a purchase request, Purchasing Services will review the following monetary thresholds to determine the procurement process requirements to be followed:

4.1.1. For purchases over $0 but less than $5,000 the purchaser must verify they have purchased from the most cost effective supplier.

4.1.2. For purchases between $5,000 to $139,000 Purchasing Services and / or Facility Services will be provided with three written quotations.

4.1.3. For purchases greater than $139,000 Purchasing Services will determine and issue the appropriate type of competitive procurement document from the options below:

4.1.3.1.1. Sealed Tender

4.1.3.1.2. Request for Proposals (RFP)

4.1.3.1.3. Pre-Qualification Suppliers or Contractors (RFSQ)

4.1.3.1.4. Facility Services will issue tenders for construction to the pre-qualified suppliers / contractors.

4.2. For select goods (as outlined in Appendix D) where the total purchase is less than $50 per week, the budget holder may proceed with the procurement without submitting to ePurchasing.

4.3. The overall value of procurement cannot be reduced (e.g., dividing a single procurement into multiple procurements) in order to circumvent the approval requirements.

4.4. Notwithstanding the procurement thresholds in Section 2, 4.1, goods and services may need to be procured where there are higher risks of physical harm and / or damage to building and property. These procurements may require additional documentation (e.g., insurance coverage) from vendors to address and mitigate these risks.

5. Open Competitive Procurement

5.1. The TVDSB will use open competitive procurement processes as outlined above in Section 2 Subsection 4. Open competitive processes include the following attributes:

5.1.1. Competitive documents

5.1.2. Open to any bidders

5.1.3. Bid opportunities are advertised publicly

5.2. The TVDSB will use the following open competitive procurement processes:

5.2.1. Tenders

5.2.2. RFP

5.2.3. Pre-Qualification

5.2.4. RFSQ

5.2.5. Request for Information (RFI)

5.2.6. Request for Expression of Interest (RFE)

5.3. For all types of open competitive procurement processes:

5.3.1. The length of time that bid opportunities need to be made available to prospective bidders are determined by trade agreements. The TVDSB requires a minimum posting of at least 15 calendar days. In the interest of receiving quality bids it is recommended that at least 30 calendar days are allowed for more complex bids.

5.3.2. External consultants are used in some circumstances, primarily for Facility Services projects, to develop specifications.

5.3.2.1. External consultants are not allowed to bid on projects they develop or assist in developing specifications.

5.3.3. In the case of Facility Services projects, tender invitations can be limited to suppliers that have been previously assessed using either the Pre-Qualification or the RFSQ processes. In which case, the work shall primarily be awarded to the supplier which provides the lowest price.

5.4. RFPs are written and evaluated by a committee of stakeholders.

5.4.1. The committee shall be composed of a group of no less than two TVDSB employees, who are subject matter experts in the good or service being procured

5.4.1.1. Members of Purchasing Services shall act as facilitator for the committee.

5.4.1.2. Members of the committee must be free of conflicts of interest with potential vendors who may be bidding on the good or service.

5.4.2. The committee evaluating the proposals will take into consideration all relevant evaluation criteria including but not limited to capability of the firm, its personnel, experience, past performance and level of expertise. Evaluation criteria and their evaluation weight must be preestablished and publicly disclosed when the RFP is released. Neither of these items may be changed when the RFP submissions are being evaluated.

5.4.2.1. Members of the evaluation committee must have robust documented rationale provided to Purchasing Services when evaluating the scores of the submissions.

5.4.2.2. Members of the evaluation committee must perform their evaluations independently and share their scores during committee meetings.

5.4.2.3. Members of the evaluation committee must keep all deliberations confidential.

5.4.3. Request for proposal submissions with a value exceeding $1,000,000 are to be presented to the Board of Trustees / Minister-Appointed Supervisor, along with the evaluation committee's recommendations with respect to which proposal should be accepted and the reason for its recommendations, for the Board of Trustees / Minister-Appointed Supervisor consideration and approval.

5.4.4. Purchasing Services is the only TVDSB representative who may have contact with prospective bidders throughout the RFP process.

5.5. Pre-Qualifications may be used to identify qualified candidates in advance of expected future competitions to narrow the field for an immediate need.

5.5.1. Pre-Qualifications are written and evaluated by a committee of stakeholders.

5.5.1.1. The committee shall be composed of a group of no less than two TVDSB employees, who are subject matter experts in the good or service being procured

5.5.1.1.1. Members of Purchasing Services shall act as facilitator for the committee.

5.5.1.1.2. Members of the committee must be free of conflicts of interest with potential vendors who may be bidding on the good or service.

5.5.1.2. The committee evaluating the submissions will take into consideration all relevant evaluation criteria, including but not limited to the capability of the firm, its personnel, experience, past performance and level of expertise. Evaluation criteria and their evaluation weight must be preestablished and publicly disclosed when the Pre-Qualification is released. Neither of these items may be changed when the Pre-Qualification submissions are being evaluated.

5.5.1.2.1. Members of the evaluation committee must have robust documented rationale provided to Purchasing Services when evaluating the scores of the submissions.

5.5.1.2.2. Members of the evaluation committee must perform their evaluations independently and share their scores during committee meetings.

5.5.1.2.3. Members of the evaluation committee must keep all deliberations confidential.

5.5.1.3. Purchasing Services is the only TVDSB representative who may have contact with prospective bidders throughout the Pre-Qualification process.

5.5.2. In conformance with trade agreements vendors that did not submit responses to the original Pre-Qualification may submit documentation for consideration and potential inclusion on the Vendor of Record (VOR) list.

5.5.2.1. Vendors that submitted a response to the original Pre-Qualification and were not successfully included in the VOR list will not be able to be added through the process outlined in 5.5.2 but will need to wait until the contract expires and a new bid is issued.

5.6. RFSQ's may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need.

5.6.1. It is the first stage in a two-stage solicitation (followed by either a RFP or a Request for Tender), whereby only pre-qualified suppliers / contractors will be invited to respond to the actual competition.

5.6.2. It is also used to pre-qualify suppliers / contractors who are interested in supplying materials or services in the future, if, as and when requested.

5.6.3. The typical result of this Procedure is a VOR or a preferred suppliers / contractors list.

5.7. RFI or RFE's may be used when researching a contemplated procurement and where the characteristics of the ideal solution would have not yet been determined.

5.7.1. A response to a RFI or RFEI cannot be used to pre-qualify a potential supplier / contractor and must not influence their chances of being the successful proponent on any subsequent opportunity.

5.7.2. It is the first stage in a two-stage solicitation (followed by either a RFP or a Request for Tender).

5.8. When the TVDSB is within six months of issuing a bid, the TVDSB may not accept any free goods or services from a prospective vendor who may respond to the bid.

6. Consultants / Consulting Services

6.1. Consultants and Consulting Services will be procured using the following purchasing process thresholds:

6.1.1. $0 up to, but not including, $139,000

6.1.1.1. Purchasing Services will issue a quotation, a tender or an RFP.

6.1.2. Greater than or equal to $139,000

6.1.2.1. Purchasing Services will issue a tender or RFP.

7. Collaborative Procurement

7.1. The TVDSB is committed to working collaboratively with Supply Ontario, other boards, broader public sector agencies, and private-sector group procurement organizations to develop cooperatives and shared services provided their purchasing policy adheres to accepted public purchasing practices.

7.2. The TVDSB may be directed by Supply Ontario to utilize their contracts in place of other collaborative opportunities or the TVDSB independently issuing its own bid documents.

7.3. In circumstances where the use of Supply Ontario contracts is not mandated, the TVDSB may accept pricing obtained by other public bodies under their policies and procedures.

7.4. The TVDSB will not be required to solicit its own competitive bids when using collaborative procurement, as the initial procuring parties will have used their own competitive bidding process.

7.4.1. When participating in collaborative procurement opportunities where multiple vendors are available from which to select, the TVDSB reserves the right to:

7.4.1.1. Select to award a contract to any of the vendors on the list.

7.4.1.2. Select to issue a competitive bid to all of the vendors on the list.

7.4.1.3. Select to issue a competitive bid to a subset of all of the vendors on the list.

8. Final PSIA before Contract is Awarded

8.1. The need for a PSIA applies to all forms of contract award, including collaborative procurement, limited tendering, and other forms of internal bid processes.

8.2. Prior to awarding a contract to a successful vendor, where privacy and security considerations have been identified, the Privacy Advisor and IT Services Security shall conduct the PSIA.

8.2.1. The PSIA must have a satisfactory result as determined by the IT Services Supervisor, Applications, or any issues identified must be successfully remediated.

9. Master Service Agreement (MSA) and Master Agreement for the Sale of Goods (MASG)

9.1. MSA's and MASG's are the contractual agreements that are entered into with vendors that have been awarded contracts through a procurement process. These contractual agreements will include clauses and / or stipulations to provide the framework so that items such as confidentiality, privacy and information security are covered.

9.1.1. Prior to the commencement of the delivery of services, awarded vendors will be required to sign an MSA.

9.1.2. Prior to the commencement of the delivery of goods, awarded vendors will be required to sign an MASG.

9.2. All MSAs and MASGs must stipulate contract length and renewal options.

9.3. All Contracts must have final expiry terms, inclusive of renewals.

10. Procurement of Commodities Such as Utilities or Energy

10.1. The TVDSB may purchase utilities or energy through commodity markets that are competitively procured through an energy advisory agency retained through a competitive procurement process or collaborative procurement opportunity.

Section 3 – Contract Management

This section outlines how contracts will be monitored to verify the compliance with an MSA and MASG, and how they will be reviewed and renewed.

1. Monitoring Contracts

1.1.1. The vendor has an obligation to inform the TVDSB if the service or good provided has substantially changed as stipulated in the MSA and MASG.

1.1.2. Changes which impact security and privacy shall be relayed to the Privacy Advisor and IT Services Security, who will determine if a new PSIA is required.

1.1.2.1. If a new PSIA is conducted, it must be found to be satisfactory by the IT Services Supervisor, Applications; otherwise, the contract may be suspended or cancelled.

1.1.3. The TVDSB will monitor vendor performance as per the stipulations of the MSA and MASG.

1.1.3.1. If performance issues are identified by TVDSB personnel, purchasing services must be contacted for documentation and remediation.

1.1.3.2. Non-Purchasing Services personnel do not have the authority to change or terminate a contract.

2. Changes to Awarded Contract Value

2.1. There may be instances where the scope of an awarded contract may change, resulting in an increase in the total value of the contract. If this arises a contractual agreement between the TVDSB and the Vendor of Record must be amended to agree to the change in total value.

2.1.1. This does not apply to changes within individual budget categories of the awarded contract

2.2. Changes in the total value of the contract may be approved upon based on the following:

2.2.1. Changes below $5,000 may be approved by the budget holder;

2.2.2. Changes equal to $5,000 to $139,000 may be approved by the budget holding Manager / System Principal; and

2.2.3. Changes equal to or above $139,000 must be approved by the Senior Superintendent of Corporate Services and Treasurer.

2.3. Business Services will generate a monthly summary of the Superintendent's budgetary portfolio, reflecting any changes to the total contract awarded above $1,000 per change to be submitted and retained by both the Superintendent and the Superintendent of Corporate Services and Treasurer. This summary will be jointly reviewed by these individuals to confirm the suitability of the agreed-upon adjustments.

2.3.1. A change in a purchase order or work order value does not represent a change in the contract award. This change simply represents an adjustment within the agreed-upon contract award value. As a result, these changes would only require the approval of the budget holder.

3. Review and Renewal of Contracts

3.1. Based on the renewal and expiry terms established in the MSA and MASG, the TVDSB shall issue contract renewals if the following apply:

3.1.1. Service delivery has been satisfactory;

3.1.2. There have been no substantial changes in the TVDSB's needs;

3.1.3. The vendor's pricing has remained the same, or increases are in line with the goods or services sectors' inflationary pressures.

3.1.4. The service or good provided has not substantially changed as stipulated in the MSA and MASG.

3.1.5. No changes to the good or service which impact security and privacy have been identified

3.1.5.1. If there are any changes that impact security or privacy, purchasing shall relay this information to the Privacy Advisor and IT Services Security, who will determine if a new PSIA is required.

3.1.5.2. If a new PSIA is conducted, it must be found to be satisfactory by the IT Services Supervisor, Applications; otherwise, the contract may be suspended or cancelled.

Appendix A – Policy Administrative Information

Procedure Number:	1001a
Procedure Owner:	Purchasing Services
Effective Date:	23 Feb 1999
Amendment Dates:	10 August 2026, 28 June 2011, 1 April 2011
Review Dates	
EIE Review Date:	21 April 2026
Resources:	• *Education Act*, R.S.O. 1990, c. E.2 • *Financial Administration Act*, R.S.O. 1990, c. F.12. • Broader Public Sector Buy Ontario Procurement Directive • Broader Public Sector Procurement Directive • Canadian Free Trade Agreement • Comprehensive Economic and Trade Agreement • *Enhancing Digital Security and Trust Act*, 2024, S.O. 2024, c. 24, Sched. 1 • Ontario Regulation 521/01 • TVDSB By-laws • TVDSB Privacy and Records Information Management Policy (2014) • TVDSB Records Information Management Procedure (2014a)

- TVDSB Privacy and the Management of Personal Information Procedure (2014b)
- TVDSB Ancillary and Non-Instructional Materials Procedure (1010a)
- TVDSB Expense Reimbursement Procedure - Employee (2003a)
- TVDSB Conflict of Interest and Nepotism Procedure (4021a)
- TVDSB General School Fundraising Procedure (4005a)
- TVDSB Food and Beverages In Our Schools Procedure (5016a)
- TVDSB Progressive Discipline of Employees Policy (3012) and Procedure (3012a)
- TVDSB Field Trip Procedure (5008a)
- TVDSB Police Record Check (9048)
- TVDSB Limited Tendering Approval Form
- TVDSB Digital Resource Decision Making Tool
- TVDSB Initiatives Decision Making Tool

Appendix B - Limited Tendering and Exemptions to Standard Procurement Process

1. Conditions and Approval Requirements for Limited Tendering

1.1. Limited tendering is utilized when the TVDSB wishes to procure goods or non-consulting services from one supplier / contractor in order to meet its requirements.

1.1.1. In order to determine if this exemption applies, TVDSB employees must submit all requests for goods or non-consulting services which would bypass the competitive procurement process to Purchasing Services to research and determine if the purchase qualifies for exemption under this specific legislation.

1.1.1.1. Among some of the limited tendering exemptions are:

1.1.1.1.1. Health services or social services;

1.1.1.1.2. Services that may, under applicable law, only be provided by licensed lawyers or notaries;

1.1.1.1.3. The protection of patents, copyrights, or other exclusive rights;

1.1.1.1.4. Due to an absence of competition for technical reasons;

1.1.1.1.5. To verify the compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative.

1.1.1.2. Instances where insufficient time from a known circumstance does not qualify for an exemption.

1.1.1.3. A TVDSB Limited Tendering Approval Form must be completed and forwarded to Purchasing Services.

1.1.1.3.1. Allowable exemptions from competitive procurements will require the pre-approval of Purchasing Services and the Senior Superintendent of Corporate Services and Treasurer for purchases up to and equal to $139,000.

1.1.1.3.2. Allowable exemptions from competitive procurements will require the pre-approval of Board of Trustees / Minister-Appointed Supervisor for purchases over $139,000.

1.2. Facility Services Emergencies

1.2.1. Where Facility Services experiences an unforeseen situation of urgency and the goods, services or construction cannot be obtained by means of open competitive procurement procedures as the emergency needs to be immediately tended to.

1.2.1.1. For purchases up to $139,000, written justification is required for urgent purchases. The documentation must be retained by the Department Manager for audit purposes. Copies of the documentation must also be sent to Purchasing Services.

1.2.1.2. If purchases are projected to exceed or equal $139,000, written justification (such as a text message or email) must be sent to the Senior Superintendent of Corporate Services & Treasurer or delegate to pre-approve the procurement. More formal documentation will be submitted to the Senior Superintendent of Corporate Services & Treasurer within a reasonable timeframe; a copy of the justification and approval shall be provided to Purchasing Services. Once spending is complete, disclosure of spending and rationale must be provided to the Board of Trustees / Minister-Appointed Supervisor.

1.3. Field trips

1.3.1. Field trips do not require Purchasing Services approval. Field trips must follow the TVDSB’s Field Trip Procedure (5008a). Only when venues require purchase orders will field trips be entered into ePurchasing.

1.4. Food Purchases

1.4.1. Food purchases from distributors / retailers and meal expenses do not require Purchasing Services approval. Meal expenses must follow the Employee Expense Reimbursement Procedure (2003a).

1.4.1.1. Food purchases for sale to students must also follow the Food and Beverages in Our Schools Procedure (5016a).

1.5. Other expenses detailed in the Expense Reimbursement – Employee Procedure (2003a), such as hotels, travel costs, parking, conferences and professional development, do not require Purchasing Services approval.

1.6. The procurement of international student agents for the purposes of recruitment do not require Purchasing Services approval. Procurement of these services is detailed in the International Service Provider Application Form.

1.7. Fundraising

1.7.1. Procurement of goods related to fundraising activities does not require Purchasing Services approval. These activities are subject to the General School Fundraising Procedure (4005a).

1.8. Real Estate Purchases and Leases

1.8.1. TVDSB real estate purchases and leases do not require Purchasing Services approval.

1.8.2. Real estate purchases may only be coordinated by Facility Services and Capital Planning.

1.8.2.1. Approval of the purchase must be received from both the Board of Trustees / Minister-Appointed Supervisor and the Minister of Education.

1.8.2.2. Signing authority for these contractual agreements is documented in the TVDSB's Board Bylaws and includes the Senior Superintendent of Corporate Services and Treasurer.

1.8.3. Leases may only be entered into with the approval of the Senior Superintendent of Corporate Services and Treasurer or another approved signing authority.

1.9. Prepayments

1.9.1. Prepayments shall rarely occur, and when necessary, must be approved by the Chief Executive Officer or designate.

1.9.2. Exceptions to this Procedure shall only be agreements where the industry standard is to pay in advance, such as software, software maintenance, utilities, and capital acquisitions or for prepayments made for equipment as part of construction contracts to avoid cost increases.

1.9.2.1. The Manager of IT Services and the Manager of Capital Projects may approve these prepayments up to $139,000.

1.10. Expense Reimbursements

1.10.1. Expenses subject to the TVDSB's Employee Expense Reimbursement Procedure (2003a) are not part of this Procedure.

Appendix C – Facility Services Processing of Purchase Requests

1.1. The following appendix details how Facility Services issues procurement requests primarily from Maintenance and Capital Projects to the TVDSB's vendors of record. The establishment of the TVDSB's vendors of record follows all other processes outlined in the Procedure. All other Facility Services procurement processes are the same as those outlined in the Procedure. The only difference, as documented below, is that procurements are made using the eBase system and not ePurchasing.

1.1.1. eBase is a centralized maintenance management database which is essential to be maintained for other operational requirements in addition to the procurement aspect.

1.2. The Facility Services procurement process using eBase is as follows:

1.2.1. Non-Departmental Supervisor identifies the good or service need and issues a work order from eBase to the vendor.

1.2.1.1. In an emergency or if the Non-Departmental Supervisor is not able to issue the work order, the work order will be issued by the Departmental Supervisor.

1.2.2. The vendor in receipt of the work order completes the work or provides the good(s) and issues an invoice to the TVDSB.

1.2.3. The invoice is reviewed and approved by the Departmental Supervisor, who is the budget holder.

1.2.3.1. In the event the Departmental Supervisor issued the work order, the Manager of the department shall provide a second signature on a summary of the invoiced transactions.

1.2.4. The approved invoice is sent to Operational Accounting for payment.

1.2.5. To verify the completeness of the summary of invoices which require Manager approval a monthly summary listing of work orders issued by the Departmental Supervisor, will be run by the Manager in eBase and reviewed for completeness and accuracy.

Appendix D – List of Goods Not Requiring Purchasing Services Approval

1. Low Dollar-Value Purchases

   The items listed below may be purchased without preapproval from Purchasing Services where the total purchase is less than $50 per week or $200 per month. Other than not requiring the use of ePurchasing, all other procurement rules as outlined in the Procedure above, must be followed.

2. List of Goods

   2.1. Art and Craft Supplies (lower order size)

      2.1.1. Acrylic paints

      2.1.2. Canvases

      2.1.3. Craft supplies (inclusive of beads and string)

      2.1.4. Crayons

      2.1.5. Markers

      2.1.6. Paint

      2.1.7. Paint brushes

      2.1.8. Pencil crayons

      2.1.9. Picture frames

      2.1.10. Tye dye kits

   2.2. Whiteboard tablets

   2.3. Office Supplies (lower order size)

      2.3.1. Calendars

      2.3.2. Card stock (this excludes greeting cards)

      2.3.3. Clips

      2.3.4. Glue Sticks

      2.3.5. Mailing labels

      2.3.6. Markers (trend and dry erase)

2.3.7. Parchment paper for graduation certificates

2.3.8. Pencils, pens

2.3.9. Scissors

2.3.10. Tape (inclusive of masking tape and post it tape)

2.3.11. Tracing paper

2.4. Grocery Items (For curriculum and student purposes. Inclusive of student candy, snacks, cones)

2.5. Food Service Supplies

2.5.1. Disposable cutlery and dinnerware

2.5.2. Napkins

2.5.3. Tablecloths

2.6. Other Miscellaneous Items

2.6.1. Badge holders

2.6.2. Coin rollers

2.6.3. Commencement covers & awards covers

2.6.4. Courier bags, mail bags

2.6.5. Diploma holders

2.6.6. Doorbells and door sensors

2.6.7. Fidget items

2.6.8. Ice packs

2.6.9. Photo prints, custom photo books

2.6.10. Playing cards (e.g. UNO)

2.6.11. Seeds and plants for garden

2.6.12. Small student incentive prizes (Note: Gift cards and cash must be submitted through ePurchasing)

2.6.13. Stickers

2.6.14. Velcro hooks, Velcro loops, command hooks

2.7. Seasonal Items

2.7.1. Decorations

2.7.2. Pool noodles

2.7.3. Seasonal toys (inclusive of chalk, bubble soap, pails, shovel, rakes)

2.7.4. Trick-or-treat bags

2.8. Storage

2.8.1. Garbage bags (low order size)

2.8.2. Small baskets or bags

2.8.3. Sterilite bins

2.8.4. Storage boxes

2.8.5. Totes

2.9. Toiletry Items (for students)

2.9.1. Cotton balls

2.9.2. Deodorant

2.9.3. Diaper genie and wipes

2.9.4. Face wipes

2.9.5. Facial tissue

2.9.6. Other hygiene supplies

2.9.7. Potty training seat

2.9.8. Sponges

2.9.9. Toothbrushes

3. Consumables for Technology Classes

   3.1. Low dollar-value purchases of consumables (for example motor oil, cosmetics, sandpaper) for Technology classes do not require Purchasing Services preapproval.

Appendix E – Definitions

- **Best value for public money** is defined as the most advantageous combination of cost, quality and sustainability to meet customer requirements.
- **Bids** can refer to bid documents which are issued by the TVDSB Purchasing Services staff to solicit responses from potential vendors. Bids can also strictly refer to the responses provided by potential vendors to the bid documents.
- **Budget holder** refers to the TVDSB employee whose school or department has been allocated funds for their expenditure. The budget holder is the individual with the authority to commit these funds for use.
- **Collaborative procurement** refers to procurements undertaken in collaboration with other organizations. This can include other school boards, other BPS entities, government procurement organizations, and other levels of government.
- **Consultant** means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.
- **Consulting Services** means the provision of expertise or strategic advice that is presented for consideration and decision-making.
- **ePurchasing** refers to the electronic purchasing portal used by the Board, into which board staff enter requests for the purchase of goods and services.
- **Goods and Services with Cultural Significance** refers to goods and services that encompass aspects such as traditions, customs, symbols, beliefs, or art forms that hold special meaning.
- **Invoice** is a formal document produced by the vendor, which details the financial obligation for goods and / or services received. An invoice should not be issued nor paid prior to the delivery of goods and / or services.
- **Limited Tendering** refers to non-competitive procurements. This type of procurement is governed by trade agreements and is used in certain unique circumstances in which the TVDSB will not have the ability to go through a competitive procurement process.

- **Non-employee** refers to either a member of TVPIC, a member of School Council, or a Volunteer with a TVDSB team or club or excursion, or Approved Adult Supervisor.
- **Personal Information** refers to data that can identify an individual directly or indirectly by combining it with other information.
- **Pre-Qualification (RFSQ)** refers to documents used to gather information on supplier / contractor capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers / contractors.
- **Purchase Order** refers to a document issued to a vendor by Purchasing Services authorizing the delivery of a good or a service. A unique number is assigned to each purchase order for budgetary tracking purposes.
- **Privacy and Security Impact Assessment (PSIA)** refers to a formal risk management process used to identify, assess, and mitigate potential privacy and security risks associated with the collection, use, disclosure, retention, and disposition of personal information. The assessment also evaluates risks to the organization's information technology environment and identifies appropriate safeguards to protect systems, data, and services.
- **Purchasing Cards (P-Cards)** refers to credit cards issued to a limited number of TVDSB staff.
- **Quotations** refers to bid documents for which specifications are developed in consultation with the end user and the business is awarded to the lowest bidder(s) meeting the specifications. Requests for Quotations are sent to specific vendors.
- **Quote** refers to the vendor document which provides pricing in response to a Quotation issued by the TVDSB.
- **Request for Proposals (RFP)** refers to competitive procurements to obtain goods and services where the specifications and technical details cannot be clearly defined.
- **Request for Information / Request for Expression of Interest (RFI / RFE)** refers to documents to gather general suppliers / contractors or product information or as an opportunity to gain information on supplier / contractor capabilities and qualifications.

- **Signing Authority** refers to the individuals with the approval authority levels to commit the TVDSB to a contract. This is a requirement under the BPS Procurement Directive in which an authority schedule for different dollar thresholds for procurements of goods and non-consulting services must be established.
- **Supply Chain** refers to activities and processes directly or indirectly related to the TVDSB's planning, sourcing, procurement, moving, and payment processes for externally provided goods and services.
- **Supply Chain Code of Ethics** refers to the Ontario Broader Public Sector Supply Chain Code of Ethics, as published in the BPS Procurement Directive, which BPS organizations must formally adopt in accordance with their governance processes.
- **Tenders** refers to competitive procurements for which specifications are developed in consultation with the applicable end users and the business is awarded to the lowest bidder(s) meeting the specifications.
- **TVDSB Funds** refers to any funds that are required to be consolidated into the TVDSB's financial statements under the Canadian Public Sector Accounting Standards, this includes school / department budgets, school generated funds, School Council funds and any other grants directed to the TVDSB.
- **Vendor of Record** refers to a vendor that was successful in responding to a procurement and was awarded a contract.
- **Work Order** refers to a document issued from TVDSB Facility Services through the eBase system formally request for a good or services from a Vendor of Record. A unique Work Order number is issued with each request and is used for budgetary tracking purposes.