

Administrative Procedure 505 PURCHASING PROCEDURES

East Central Alberta Catholic Schools is committed to ensuring that all public funds are expended in a manner that is reasonable, prudent, economical, transparent, and defensible to an impartial observer, and shall conduct all procurement activities in accordance with applicable legislation, trade agreements, Board policy, and principles of ethical stewardship.

Procedures

1. Scope

This Administrative Procedure applies to all purchases of goods, services, and construction regardless of funding source, including:

- Provincial funding
- School generated funds
- Grants
- Donations
- Any other funds administered by the Division

2. Exclusions

This Administrative Procedure does not apply to:

- Employee agreements and collective agreements
- Provincial capital projects governed by Alberta Infrastructure requirements
- Legal services
- Land acquisition and lease agreements
- Joint use agreements
- Insurance premiums
- Municipal utility services
- Procurement arrangements established through approved public purchasing cooperatives

3. Authority

- 3.1 The Secretary Treasurer shall establish and maintain procurement and purchasing procedures and controls.
- 3.2 All expenditures shall be within approved budgets.
- 3.3 Purchases extending beyond the current fiscal year shall require approval from the next level of authority.

4. Procurement Principles

All purchasing decisions shall consider:

- Best value for the Division
- Supplier qualifications and experience
- Quality of goods or services
- Delivery and completion timelines
- Warranty and after sales service
- Past performance and references
- Total cost of ownership
- Compliance with Division specifications

The lowest priced quotation or bid will not necessarily be accepted.

5. Ethical Conduct

5.1 Procurement activities shall be conducted in a fair, transparent, and ethical manner.

5.2 Employees shall avoid actual, perceived, or potential conflicts of interest.

5.3 Employees shall not accept gifts, gratuities, favours, or benefits that could influence, or appear to influence, procurement decisions.

5.4 Supplier information and quotations shall remain confidential until the procurement process has concluded.

6. Purchase Orders

6.1 A Purchase Order is required for all purchases exceeding \$1,000, except for:

- Utilities
- Telephone services
- Banking services
- Insurance premiums

6.2 Once approved, the Purchase Order serves as authorization to proceed with the purchase.

7. Approval Authority

| Purchase Order Value | Approval Authority |
|----------------------|-----------------------------------|
| Up to \$10,000 | Principal / Department Supervisor |
| \$10,001 and above | Secretary Treasurer |

The Superintendent may authorize exceptions where operationally necessary.

8. Competitive Procurement Requirements

The Division shall not divide purchases or projects into smaller components to avoid procurement thresholds.

8.1 Purchases Under \$10,000

Competitive quotations are encouraged but not required.

8.2 Purchases from \$10,000 to \$34,999

A minimum of two written quotations shall be obtained where practical.

8.3 Purchases from \$35,000 to \$74,999

A minimum of three written quotations shall be obtained where practical.

8.4 Goods and Services, \$75,000 and Greater

Purchases with an estimated value of \$75,000 or greater shall be acquired through a formal competitive procurement process administered through the Secretary Treasurer.

8.5 Construction, \$200,000 and Greater

Construction projects with an estimated value of \$200,000 or greater shall be publicly tendered in accordance with applicable trade agreement requirements.

8.6 Trade Services and Maintenance Projects

Trade services, including carpentry, electrical, plumbing, HVAC, roofing, painting, and flooring, shall follow the procurement thresholds outlined in Section 8.

8.7 Limited Competition

Where it is not practical to obtain the required number of quotations due to:

- Specialized expertise
- Limited supplier availability
- Emergency circumstances
- Geographic constraints

the rationale shall be documented and approved by the Secretary Treasurer.

9. Public Procurement

The Division shall comply with all applicable trade agreements, including the Canadian Free Trade Agreement (CFTA), the New West Partnership Trade Agreement (NWPTA), and any successor agreements.

Procurement opportunities exceeding applicable trade agreement thresholds shall be publicly advertised through an approved electronic tendering platform.

10. Tender Evaluation

10.1 Evaluation criteria shall be established before quotations or tenders are opened.

10.2 Procurement records, evaluation documents, quotations, and tender submissions shall be retained in accordance with Division records management requirements.

10.3 Award decisions shall be documented and supportable.

11. Emergency Purchases

In emergencies requiring immediate action to protect people, property, or operations, the Secretary Treasurer may authorize procurement outside the normal process.

The Board shall be informed of any emergency expenditure exceeding \$25,000.

12. Local Purchasing

Where all other factors are reasonably equal, consideration may be given to local, provincial, and Canadian suppliers in support of community economic development and service responsiveness.

References

- Education Act
- Canadian Free Trade Agreement (CFTA)
- New West Partnership Trade Agreement (NWPTA)
- Board Policy, Fiscal Responsibility

Reviewed/Revised: March 2016 June 2026