POLICY:	PURCHASING			#	306
SECTION:	300 : Business and Administrative Matters			Page 1	of 5
APPROVAL/REVISION DATE:	September 29, 2025	EFFECTIVE DATE:	October 7, 2025	REVIEW DATE:	October 7, 2030
CROSS REFERENCE:	BUS Coded Memoranda Reference Guide for the Purchase of Goods and Services issued under BUS Coded Memorandum				

A: POLICY

1. 1.1 It is the policy of the Thunder Bay Catholic District School Board that the purchasing function be performed ethically and consistent with the Code of Ethics of the Broader Public Sector.

CODE OF ETHICS

Goal: To ensure an ethical, professional and accountable Broader Public Sector (BPS) Supply Chain.

a) Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

b) Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money, ensuring a value-for-money approach that aims to deliver goods and services at the optimum total lifecycle cost. All participants must ensure that public sector resources are used in a responsible, efficient, and effective manner.

c) Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics, the laws of Canada and Ontario, and the Broader Public Sector Procurement Directive. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

1.2 This policy applies to all schools, and to the Managers of all Budget Units without exception, and should be implemented in accordance with authorized procedures and within approved budgets and in alignment with the Broader Public Sector Procurement Directive.

B: DEFINITIONS

2. 2.1 Invitational Competitive Procurement means that a minimum of three (3) qualified suppliers will be invited to submit a written proposal (bid) in response to the defined requirements outlined by the Board.

2.2 **Open Competitive Procurement** means the competitive procurement process will be open to all qualified suppliers. This procurement process must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.

2.3 **Non-Competitive** means there is only one (1) sole supplier.

C: GUIDELINES

3. 3.1 The responsibility for all purchases from the various departments of the Board's operation at the Catholic Education Centre and at the school level will rest with the Senior Officials, the Purchasing Officer, Managers of Budget Units and the Principals who head these various departments and schools.

3.2 For the purpose of this policy the following personnel responsible for Budget Units will be understood to have authority to approve purchases to the limits as outlined in the Authority Levels.

- At the schools: the Principal or designate
- At the Education Centre: the Senior Officials, Coordinators, Consultants, and Managers.

EXCEPTION: All computer purchases must be approved by the Manager of IT, regardless of the Budget Unit, before orders are processed.

3.3 Approval Authority Schedule

Total Purchasing Amount	Delegated Purchasing Authority Level
<$1,000	Chief Executive Officer Superintendents Principals Managers Coordinators Consultants Department Heads
> $1,000 – < $10,000	Chief Executive Officer Superintendents Principals Managers
> $10,000 – < $50,000	Chief Executive Officer Superintendents
> $50,000	Chief Executive Officer Superintendent of Business

3.4 Approval Authority Schedule for Consulting Services

All consulting services must be competitively procured as outlined below.

Procurement Method	Total Purchasing Amount	Delegated Purchasing Authority Level
Invitational Competitive	$0 up to but not including $100,000	Chief Executive Officer Superintendents of Business
Open Competitive	> $100,000 or any value where deemed appropriate	Chief Executive Officer Superintendents of Business
Non-Competitive	$0 up to but not including $100,000	Chief Executive Officer
	> $100,000	Board of Trustees

4. Petty Cash

Petty Cash will be administered by the individual schools and/or departments. The amount of Petty Cash funds available will be at the discretion of the individual school and/or department and will be replenished after a Petty Cash Summary Sheet has been submitted to Accounts Payable.

5. Purchasing Cards (P-Cards)

5.1 P-Cards will be utilized where it is not practical to use the Small Purchase Fund or when unable to use Purchase Orders.

5.2 The signatories for the P-Cards will consist of:
- At the schools: the Principal.
- At the Catholic Education Centre: the Senior Officials, Managers.
- Others as deemed necessary and approved by the Superintendent of Business.

5.3 The limits and use of P-Cards will be identified in the applicable BUS Coded Memo.

6. Purchase Orders

6.1 All purchases will be covered by a purchase order when:
a) the purchase exceeds One Thousand Dollars ($1,000.00),
b) the purchase is to be paid through the Accounting Department.

6.2 All purchase orders shall contain the name of the initiator and the approval of the appropriate authority.

7. Purchasing Limits and Process

7.1 Orders may be placed for goods and services in accordance with the following guidelines, provided that the appropriate approvals have been given and suitable lead time is available:

7.1.1 Orders/Purchases in an amount of Five thousand dollars ($5,000) or less may be placed at the discretion of the appropriate approval authorities, or Purchasing Officer, keeping in mind the best interests of the Board. (Excluding Plant & Facilities, Information Technology and Special Education - See 7.1.1a)

7.1.1a Plant & Facilities, Information Technology and Special Education Orders/Purchases in the amount of ($10,000) or less may be placed at the discretion of the appropriate approval authorities, or Purchasing Officer, keeping in mind the best interest of the Board.

7.1.2 Orders/Purchases exceeding Five Thousand Dollars ($5,000.00) up to Fifty Thousand Dollars ($50,000.00) will require three (3) competitive quotes, either in writing or verbal, where there are more than two (2) suppliers who can supply like goods or services, satisfactory to the proper specifications. ***A record of these quotes must be kept with the purchase order.***

7.1.3 Orders/Purchases exceeding Fifty Thousand Dollars ($50,000.00) up to One Hundred Thousand dollars ($100,000.00) require a formal invitational competitive procurement process (with a minimum of three suppliers invited to bid) initiated by the Purchasing Department. ***All documents pertaining to the tender will be kept on file.*** For all procurements, apply the Building Ontario Businesses measures by sourcing from Ontario businesses wherever possible, especially for procurements that fall below trade agreement monetary thresholds.

7.1.4 Orders/Purchases exceeding One Hundred Thousand Dollars ($100,000.00) require an Open Competitive Procurement initiated by the Purchasing Department or approved Professional Consultant, Architect, or Engineer through publication. ***All documents pertaining to the tender will be kept on file.***

7.1.5 Consulting Services must be competitively procured irrespective of value through direct quotations or by tender process. All consulting services exceeding One Hundred Thousand Dollars ($100,000) require an Open Competitive Procurement initiated by the purchasing Department or approved Professional, Consultant, Architect or Engineer through publication. ***All documents pertaining to the tender will be kept on file.***

7.1.6 Regardless of the amount of money involved, the Purchasing Officer may, at their discretion, decide to purchase any goods or services by the tender process, or may direct that more quotations be secured if possible.

7.2 A record of quotations will be retained by all initiating departments and/or schools in accordance with established retention schedules. Copies of all quotations will be supplied to the Purchasing Officer upon request.

7.3 Tendering notices shall contain the clause "lowest or any tender not necessarily accepted". Where practicable, tenders or quotations will be valid if tender acceptance is subdivided.

8. General

8.1 Purchases made in the name of the Board without an authorized purchase order or proper authorization will be considered an obligation of the person making the purchase and not the obligation of the Board.

8.2 A request for a Materials Safety Data Sheet (MSDS) will be made for all orders being placed for goods covered under Bill 79 (WHMIS) if one is not already available.

8.3 Consideration will be given to recycled and other environmentally responsible products which are considered equal in quality and price and which have a level of performance acceptable to the Board.

8.4 The Board will endeavor, whenever possible, to purchase and utilize products that support environmentally sound practices from the manufacturing process through to final delivery and disposal. Priority consideration will be given to products that espouse environmentally sound practices such as Energy Star Compliance, Ecologo and/or Green Seal approved cleaning products

8.5 Every attempt must be made to follow the spirit of these guidelines. However, in cases where it is not practical or possible to obtain the necessary quotes in accordance with this policy, the reasons for deviating from policy shall be clearly documented on the appropriate waiver. This documentation shall be signed by the Principal/Manager and the appropriate Superintendent, and a copy sent to the Purchasing Officer for review and must be signed by the Superintendent of Business before a purchase is made.

8.6 The Purchasing Officer reserves the right to question any matters relating to the purchase of goods or materials by the Board.

8.7 To assist staff, a ***"Reference Guide for the Purchase of Goods and Services"*** has been developed and issued under Business coded memorandum. This document contains Purchasing Policy 306, along with purchasing procedures and practices and is in alignment with the Broader Public Sector Procurement Directive.

8.8 The Board recognizes the importance of supporting Indigenous economic development and is committed to working with Indigenous businesses whenever possible. In addition, the Board values supplier diversity and encourages opportunities for businesses owned or led by women, racialized groups, persons with disabilities, and other equity-seeking groups. All staff involved in procurement activities shall make every effort to include these suppliers in procurement opportunities and give due consideration in purchasing decisions.