

## Policy 27 - Purchasing Oversight

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### Purpose:

The Division is committed to fair, responsible, and respectful purchasing practices, optimizing the use of resources to provide maximum benefit. This policy outlines the procedures and responsibilities for purchasing goods and services while addressing practical considerations like time constraints, vendor availability, and quality reputation against financial advantages.

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### Definitions:

- **Budget Manager:** A designated individual with budget responsibility, such as principals, directors, Superintendent, Secretary-Treasurer, and Deputy and Assistant Superintendents, who has authority over specific budget allocations.
  - **Designate:** A person authorized by a budget manager to make purchases on their behalf. Designates must receive formal pre-approval and must meet qualifications established by the Division.
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### Purchasing Categories:

- **Category I: Goods, Services and Construction under \$30,000**
  - Purchases may be made directly by the budget manager or designate without competitive pricing.
  - Designates must receive written pre-approval from the budget manager, specifying items and expected costs.
  - Documentation of purchases must be maintained for audit purposes.
- **Category II: Goods and Services over \$30,000 and under \$75,000**  
**Construction over \$30,000 and under \$200,000**
  - Must be conducted under the oversight of the Secretary-Treasurer.
  - The budget manager shall prepare written minimum specifications for goods or services.
  - A formal invitation to quote must be sent to vendors from a pre-approved list, and advertisements will be placed annually in local newspapers, social media and Clearview's website to invite vendors to join the list.
  - Non-responsive vendors may be removed from the list after failing to respond to three consecutive invitations.

- **Category III: Goods and Services \$75,000 & Over  
Construction \$200,000 & Over**
    - A Request for Proposal (RFP), Request for Quotation (RFQ) or tender must be developed with detailed specifications.
    - The Secretary-Treasurer shall oversee the advertisement of tenders, which must comply with trade agreements relevant to the MARSH sector (municipalities, academic institutions, health authorities, school boards).
    - Tenders will be publicly opened under the supervision of the Secretary-Treasurer and in the presence of at least one witness.
    - Any required performance bonds or deposits will be specified in the tender documentation.
    - Disputes or challenges to the tender outcome will be reviewed by a panel comprising the Superintendent, the Secretary-Treasurer, and the Board Chair.
    - The Board must approve the successful tender, but the most favourable tender is not necessarily guaranteed acceptance.
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### **Approval Authority and Oversight:**

- Budget managers are strictly prohibited from sharing electronic passwords for purchasing authorizations and must take all reasonable steps to safeguard them.
  - The Secretary-Treasurer will maintain signature and authorization records, detailing the budget centre, budget manager, designates, and sample signatures for verification.
  - Payments exceeding \$30,000 require Board Chair or Vice-Chair review and approval.
  - The Board will receive a comprehensive report on all non-payroll payments monthly. Trustees may request additional details, which the Secretary-Treasurer must provide within a reasonable timeframe.
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### **Fraud Prevention:**

- Budget managers and designates must adhere to strict fraud prevention measures, as detailed in Administrative Procedure 404 Appendix.
  - Budget managers must monitor purchases for signs of fraud and report suspicious activities to the Secretary-Treasurer.
  - The Secretary-Treasurer will conduct an internal audit when signs of fraud or suspicious activities have been reported.
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### **Vendor and Bid Guidelines:**

- All bids remain confidential, and under no circumstances should any bid information be disclosed.
- No employee shall derive personal benefit from the acceptance of any bid.

- Bids cannot be altered after the closing date, ensuring transparency and fairness.
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### **Alternative Purchasing Arrangements:**

- When seeking approval to use alternative agreements, the budget manager must document when seeking approval to use alternative purchasing agreements and clear justifications for deviations must be provided to the Secretary-Treasurer.
  - The Secretary-Treasurer, in consultation with the Board Chair and Superintendent, may authorize alternative purchasing methods when necessary (e.g., vendor monopoly, limited distribution channels). These instances must be documented and reported to the Board.
  - Purchases made under the Government of Alberta or the Alberta Association of Municipal Districts and Counties (AAMDC) Trade Division standing offers are allowed as a direct purchase.
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Reference: Section 33, 52, 53, 68, 85, 188, 196, 197, 204, 222, 225, 229 Education Act  
Freedom of Information and Protection of Privacy Act  
School Buildings and Tendering Regulation 383/88  
Agreement on Internal Trade; Annex 502.4  
New West Partnership Trade Agreement  
Trade, Investment and Labour Mobility Agreement

Effective: March 11, 1999

Amended: November 10, 2020, January 25, 2024, November 28, 2024