



# Northeastern Catholic District School Board

## PURCHASING

**Policy Number: B-8**

**Authority: 99-058/00-142/03-106/10-133/14-99/15-27/18-130/21-45/23-112/24-145**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) will perform its procurement activities in an ethical, cost efficient, accountable and transparent manner consistent with current guidelines for the public sector in Ontario. The NCDSB is committed to incorporating accessibility design, criteria and features when procuring or acquiring goods, services or facilities and will also consider impacts on the environment when goods and services are being procured.

All purchasing for the Northeastern Catholic District School Board will be made through the Director of Education or designate. The Director of Education or designate shall be responsible for carrying out all administrative duties connected with the normal purchasing function.

### REFERENCES

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Broader Public Sector Procurement Directive  
NCDSB Administrative Procedure  
    APB008 Purchasing  
    APB016 School Generated Funds

### DEFINITIONS

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Nil.

### POLICY REGULATIONS

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- 1.0 All procurement activities are to be compliant with the Broader Public Sector Procurement Directive.
- 2.0 All employees and elected officials must comply with this policy, its regulations and procedures.
- 3.0 The purchasing principles of NCDSB shall be as follows:
  - i) To procure by purchase, rent or lease, the required quality and quantity of goods and services in an efficient and cost-effective manner for all NCDSB purchases.
  - ii) To encourage open competitive bidding on all acquisition and disposal of goods and services where practicable.
  - iii) Total acquisition cost, including acquisition, operating and disposal costs, as well as

service, quality and delivery will be given consideration in evaluating bid submissions.

- 4.0 All Supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and procedures.
- 5.0 Personal purchases made on behalf of an employee, elected official or family member are not permitted.
- 6.0 Purchases made without authorization will be considered an obligation of the person making the purchase and not an obligation of NCDSB.
- 7.0 Employees and elected officials shall not use their authority, influence or office for personal gain or to advance the interest of any particular party and shall seek to uphold and enhance the integrity of all NCDSB business operations.
- 8.0 In accordance with the *Education Act*, no teacher, Supervisory Officer or other employee of NCDSB may promote or sell goods or services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein except as permitted by the *Act*.
- 9.0 Any arrangements, which may prevent fair competition, shall be avoided in order to ensure open competition among qualified bidders.
- 10.0 Lobbying, during a competitive procurement call, is prohibited. An official point of contact shall be named and communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.
- 11.0 NCDSB will not discriminate or provide preferential treatment in the awarding of a contract.
- 12.0 To participate, where deemed beneficial to NCDSB, in collaborative purchasing with other School Boards and Public sector agencies.
- 13.0 Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to NCDSB business.
- 14.0 Every effort shall be made to incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities except where it is not practicable to do so. If not practicable, an explanation can be provided, upon request.