

Background/Purpose

Expenditures of public funds must be made in accordance with mandated practices and legislation to ensure that open, fair, transparent and accountable purchasing practices are followed. RVS employees who procure goods and services must ensure that purchasing practices, including purchases made by school councils, are followed and are in compliance with:

- Alberta Infrastructure requirements
- Agreement on Internal Trade requirements
- New West Partnership Trade Agreement
- Provincial or Federal Legislation
- Jurisdictional Policies, Procedures, and Processes

Procedure

1. Prior to committing to a purchase from any particular supplier, a supervisor or administrator is responsible for determining whether a specific purchase will require competitive quotations.
 - 1.1. Any purchase is subject to the individual's Purchasing Limits of Authority.
 - 1.2. The cumulative cost (including, delivery, installation, ongoing maintenance, etc.) should be considered.
 - 1.3. Potential purchases of \$5000 or more MUST be made through the Supply Management department to secure competitive quotes (qualifier: orders are not to be split in order to avoid the \$5000. Limit)
 - 1.4. Purchases of specific items or categories of items MUST be purchased through the Supply Management Department.
 - 1.4.1. Any single item that exceeds \$5000 in value, (requirements exist for depreciation, tracking, life cycle reporting and disposal).
 - 1.4.2. Contracts in excess of one year.
 - 1.4.3. Actions, items, or purchases that may place RVS at risk of penalties or liabilities.
 - 1.4.4. Construction.
 - 1.4.5. Contractors for on-site services.
 - 1.4.6. Professional services contracts greater than \$5000.
 - 1.4.7. Actions, items, or purchases that may place RVS at risk of penalties or liabilities
 - 1.4.8. Foreign purchases.
 - 1.4.9. Technology, including division-owned mobility devices (cell phones, iPods etc.); computers, laptops, iPads, switches, wireless access points, copiers/multi-function printers and other items connected to the network.
 - 1.4.10. Telephone and Public Address Systems.
 - 1.4.11. Surveillance devices.
 - 1.4.12. Furniture and equipment.
 - 1.4.13. Shop Equipment (excluding supply items and small hand tools that are not powered).
 - 1.4.14. Major Appliances.
 - 1.4.15. Commercial Foods Equipment.
 - 1.4.16. Fitness Equipment.

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- 1.4.17. Playground Equipment.
 - 1.4.18. Whiteboards, bulletin boards, lockers, display cases or other items attached to facility walls.
 - 1.4.19. Services for repairs to equipment, appliances, furniture and fixtures.
 - 1.4.20. Services normally provided through the Maintenance Department.
 - 1.4.21. Software Licensing Agreements.
 - 1.4.22. Hazardous materials.
 - 1.4.23. Personal Purchases.
 - 1.4.24. Any purchase intended to bypass the division's obligation to the competitive bidding process.
 - 1.4.25. Any purchase requiring an agreement, contract or similar arrangement obligating the division to future services.
 - 1.4.26. Goods and services valued greater than \$75,000 must go through a formal process by posting to the Alberta Purchasing Connection website for the public sector in Alberta.
2. The supervisor or administrator must submit a clear description of requirements:
 - 2.1. Critical specifications, for example: size/shape/colour, item description
 - 2.2. Brand/model preferences, if any.
 - 2.3. Performance specifications.
 - 2.4. Budget limits.
 3. Supply Management will coordinate evaluation committees, communicate details for award and ensure final budget approvals.

Resources:

- AP5201 Purchasing Limits of Authority and Payment Methods
- Appendix A: Flow Chart for Procurement Process
- Supply Management Department
- RVS Online Order System Contracts

Appendix A: Flow Chart for Procurement Processes

