

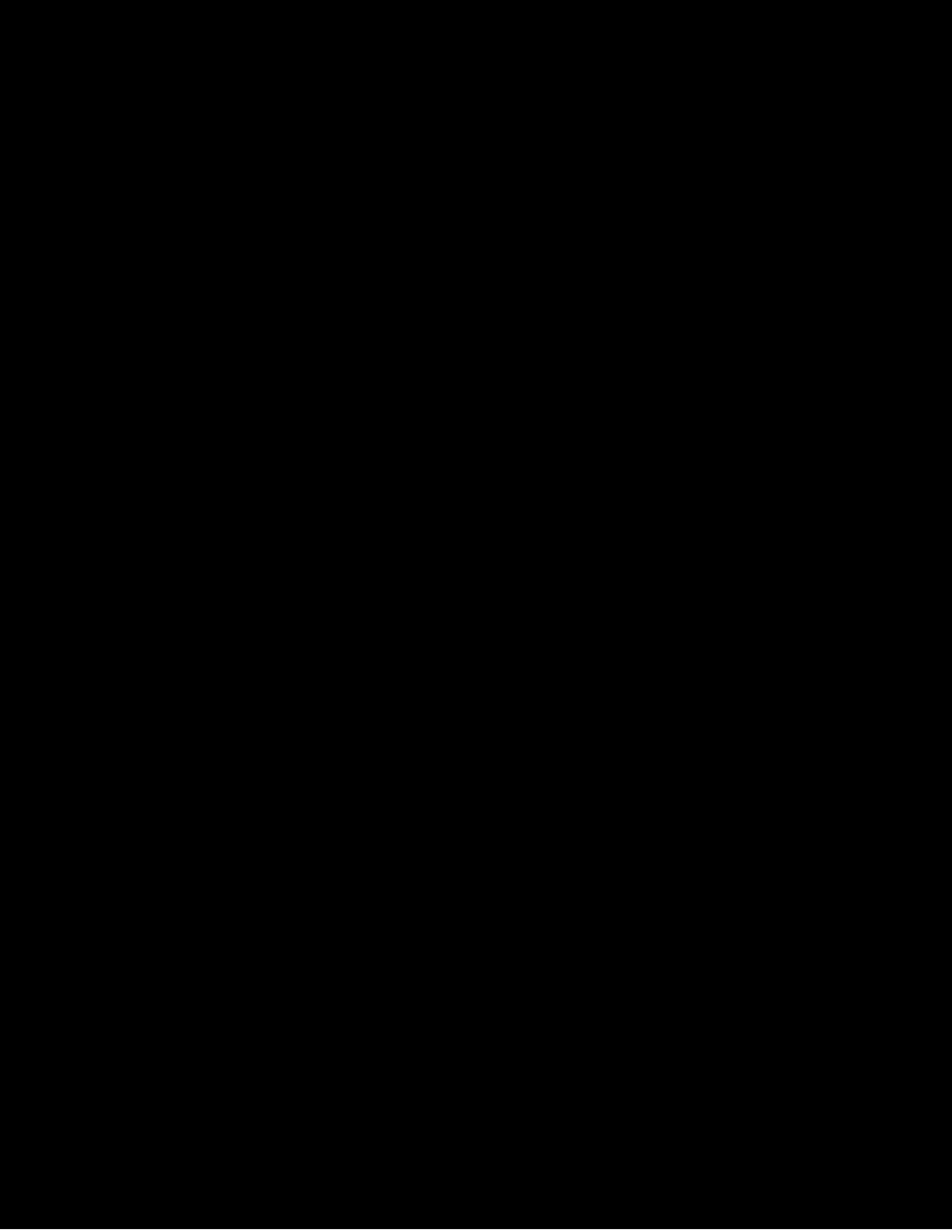






There will be no public openings for any bid opportunity; bid results will be posted electronically.

The Board reserves the right to cancel bid processes at any stage and issue a new bid for the same or similar deliverable, accept any bid in whole or in part or reject any or all bids.



**Table 5.1.2**

**Consulting Services (exclusive of tax)**

<b>Procurement Value</b>	<b>Procurement Process</b>	<b>Means of Procurement</b>	<b>Responsibility</b>
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All requests for new vendors will be reviewed by Procurement Services in order to seek opportunities for aggregation of goods, services and construction by vendor and to prevent proliferation of vendors on file.





benefit or enjoyment, except where an employee purchase plan has been approved by the Board.

Items of nominal value offered by suppliers are acceptable as long as they do not appear to impose any obligation to buy, receive, or refer on behalf of the Board or pose an ethical breach.

Gifts offered exceeding nominal value should be returned with an explanation or, if perishable, either returned or donated to a charity in the name of the supplier.

In the case of any gift received, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence buying decisions and that it will not be perceived as unethical.

## **5.6 Exemptions from Competitive Process**

Exemptions to procurement activities must be identified to the Manager of Procurement and Central Services prior to any purchase. Exemptions must be documented and pre-approved by the appropriate authority level for the entire cost of the purchase. Guidelines of exemptions are noted in Appendix B.

## **6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[B-1.4, Signing Officers of the Board](#)

[BA-1.1, Records Management](#)

[BA-1.8, Privacy and Information Management](#)

[BA-4.3, Petty Cash Funds](#)

BA-4.9, Expenses and Reimbursements for Trustees (to be linked)

BA-4.10, Expenses and Reimbursements for Employees (to be linked)

[BA-5.1, Procurement Procedures](#)

[BA-5.2, Disposal of Surplus or Obsolete Materials, Furniture and Equipment](#)

[BA-6.5, Surplus Board Real Estate – Disposal/Rental](#)

[BA-7.3, School Generated Funds](#)

Administrative Regulations:

[B-4.1.1, Signing Authority and Purchasing Approvals](#)

Other Documents (Internal):

[Purchasing Policy and Regulations Guide](#)

**7. REFERENCE DOCUMENTS**

Legislation:

[Broader Public Sector Accountability Act](#)

[Canadian Free Trade Agreement \(CFTA\), Chapter Five – Government Procurement](#)

[Education Act](#)

[Comprehensive Economic and Trade Agreement \(CETA\), Chapter 19 – Government Procurement](#)

[Freedom of Information and Protection of Privacy Act](#)

Other Documents:

[Broader Public Sector Procurement Directive](#)

**8. APPENDICES**

[BA-5.1.1A, Procurement Procedures – Appendix A – Competitive Procurement Processes](#)

[BA-5.1.1B, Procurement Procedures – Appendix B – Guidelines for Exemptions from Competitive Procurement Process](#)

[BA-5.1.1C, Procurement Procedures – Appendix C – Bid Irregularities](#)

[BA-5.1.1D, Procurement Procedures – Appendix D – Purchasing Cards](#)

[BA-5.1.1E, Procurement Procedures – Appendix E – Vendor Suspension Protocol](#)