



REGULAR BOARD MEETING AGENDA  
PUBLIC SESSION

TUESDAY, JUNE 22, 2021  
7:00 p.m.

**A**

Via Zoom at:  
<https://us02web.zoom.us/j/89892472906>  
Password: LKDSB

Page Reference

- |   |  |    |
|---|--|----|
| 1. Call to Order  |  |    |
| 2. Approval of Agenda   |  |    |
| 3. Traditional Territorial Acknowledgement  |  |    |
| 4. Declaration of Conflict of Interest  |  |    |
| 5. Approval of the Minutes of:  |  |    |
| a) June 8, 2021 Regular Board Meeting   |  | 3  |
| 6. Business Arising from the Minutes  |  |    |
| 7. Motions Emanating from the Regular Board Private Session   |  |    |
| 8. Motion that the Actions of the Regular Board Private Session be the Action of the Board.   |  |    |
| 9. Presentations:   |  |    |
| a) Student Art – Lareina Rising   |  |    |
| b) Recognition of Student Trustees – Chair Campbell   |  |    |
| c) Experiential Learning – Matt Sanders   |  |    |
| d) Director of Education’s Snapshots of Excellence  |  |    |
| 10. Delegations:  |  |    |
| 11. Questions from the Public   |  |    |
| Please submit questions by noon on June 22, 2021 via email to <a href="mailto:bonnie.gotelaer@lkdsb.net">bonnie.gotelaer@lkdsb.net</a>  |  |    |
| 12. Reports for Board Action  |  |    |
| a) LKDSB Policy and Regulations on <i>Purchasing Goods and Services</i><br><u>Recommendation</u><br>“That the Board approve the revised policy and regulations on <i>Purchasing Goods and Services.</i> ” | Director Howitt/<br>Superintendent McKay<br>Report B-21-79 | 9  |
| b) LKDSB Regulations on <i>Communications and Social Media</i><br><u>Recommendation</u><br>“That the Board approve the revised policy and regulations on <i>Communications and Social Media.</i> ”        | Director Howitt<br>Report B-21-80                          | 42 |
| 13. Reports for Board Information:  |  |    |
| a) Special Education Advisory Committee   | Janet Barnes<br>Report B-21-81                             | 45 |

b) Ontario Public School Boards' Association Update (OPSBA)

Trustee Fletcher  
Oral Report

14. Correspondence
15. New Business
16. Trustee Questions
17. Notices of Motion:
18. Announcements
  - a) The next Regular Board Meeting will be held Tuesday, September 14, 2021 at the Chatham Education Centre.
19. Adjournment

PRESENT:

Trustees: Chair Randy Campbell, Vice-Chair Derek Robertson, Janet Barnes, Jane Bryce, Ruth Ann Dodman, Dave Douglas, Jack Fletcher, Malinda Little and Lareina Rising

Staff: Director of Education John Howitt, Superintendent of Business Brian McKay, Superintendents of Education, Angie Barrese, Gary Girardi, Ben Hazzard, Helen Lane, Mary Mancini, Mark Sherman and Public Relations Officer Heather Hughes

Regrets Trustees Greg Agar and Scott McKinlay

Student Trustees: William Locke, Aurora Bressette and Lucia Shultz-Allison

Recording Secretary: Bonnie Gotelaer, Executive Assistant to the Director

Call to Order: Chair Campbell called the meeting to order at 7:00 p.m.

#2021-93  
Approval of the Agenda  
Moved by Jane Bryce, seconded by Lareina Rising,  
"That the Agenda for the Regular Board Meeting of June 8, 2021 be approved."  
CARRIED.

Chair Campbell read a statement acknowledging the painful truth of Residential Schools in Canada and expressed deepest condolences to families and communities for the tragic loss of lives.

Chair Campbell read the Traditional Territorial Acknowledgement.

Declaration of Conflict of Interest  
None

#2021-94  
Approval of the Minutes  
May/25/2021  
Moved by Jack Fletcher, seconded by Malinda Little,  
"That the Board approve the amended Minutes of the Regular Board Meeting of May 25, 2021."  
CARRIED.

Business Arising  
None

Motions Emanating from the Regular Board Private Session  
None

#2021-95  
Action of the Regular Board Private Session be the Action of the Board  
Moved by Derek Robertson, seconded by Ruth Ann Dodman,  
"That the Action of the Board in Private Session be the Action of the Board."  
CARRIED.

Presentations: Secondary Student Art, Chatham Kent Schools  
Trustee Dodman explained that she was presenting the awards for the Chatham Kent Students to the Board. The student artists will receive a \$100.00 cheque for agreeing to lease their piece of art to the LKDSB for one year. The student art

will be displayed in the Chatham Education Centre for the 2021/2022 school year as a reminder of the work of the students. Director Howitt acknowledged the students were in attendance and each student spoke to their piece.

Trustee Dodman presented the three pieces of art selected and commented on each piece and thanked the students for their submissions.

- Agnese Boscaini described her piece to help her when feeling lonely by creating a beautiful, whimsical, and creative world using coloured pencils.
- Kylie Shaw created a painted mural in hope that it would radiate fun, happy and youthful feelings being inspired by Dr. Seuss' fun style.
- Laila Stewart used oil pastels to reimagine the Nike of Samothrace being inspired studying Greek and Roman Art History.

Director Howitt indicated the Sarnia Education Centre Student Art will be presented at the next Board meeting. Chair Campbell thanked Trustee Dodman for the presentation and thanked the students for their work.

Delegations

None

Questions from the Public

None

#2021-96  
Budget Report  
Report B-21-73

Moved by Jane Bryce, seconded by Jack Fletcher,  
"That the Lambton Kent District School Board approves the 2021 – 2022 School Year Budget presented in the amount of \$318, 532, 233.

CARRIED.

#2021-97  
Virtual School Alignment  
of Ministry of Education  
Grants For Students  
Needs Funding

Moved by Jack Fletcher, seconded by Ruth Ann Dodman,  
"That it is recommended that the Lambton Kent District School Board, in order to align with Ministry of Education GSN funding, designate McNaughton Ave Public School as the location for the LKDSB virtual elementary school and designate Lambton Kent Composite School as the location for the LKDSB virtual secondary school and that the full geographic area of the board be the catchment area for the virtual elementary and secondary school."

CARRIED.

Superintendent McKay indicated there are three 2021 – 2022 Budget binders. They are the 2021 – 2022 School Year binder, the Supplementary Budget binder which includes Ministry memos and the School Budget binder providing detailed school and central program information.

Superintendent McKay advised that the total Provincial Education funding for the 2021/2022 budget year is projected to be \$25.6 billion (2020-21 - \$25.5 billion), an average of \$12,686 (2020-21 - \$12,534) per pupil.

Superintendent McKay noted the Board's revenue forecast is based on the Ministry of Education Grants for Student Needs (GSN) education funding model which generates the board's operating and school renewal grants.

Superintendent McKay noted the finalized detailed revenue forecast by each of the GSN Grant categories and summarized the Board's total revenues comprised of the following:

- GSN Operating Grants = \$257,922,704.
- GSN Facilities Renewal / Financing Grants = \$24,286,411.
- Tuition Fees from Indigenous & Visa students = \$4,687,608.
- Ministry Funding provided in addition to the GSN = \$831,340.
- Ministry Funding – Covid-19 Supports = \$2,727,400.
- Other Capital, Rental, Interest and misc. revenues = \$2,227,899.

- School Generated Funds = \$6,000,00.
- Ministry Funding of Capital Amortization = \$17,268,401.
- In-year draw from accumulated surplus (former reserves) = \$2,580,470.

Superintendent McKay outlined the key Provincial Education Funding Updates.

- Continued Covid-19 Funding Supports – The Ministry will continue to provide funding supports for boards during the 2021-22 school year to support the safe operations of schools. This funding will continue to be temporary in nature. While boards were provided with potential full year funding allocations, boards were instructed to only include half of the funding in the Estimates budget.
- Covid-19 Supports Included in the GSN – The Ministry is providing a total of \$25.0 million in funding for costs related to the Covid-19 outbreak directly from the GSN funding. This funding is divided between a \$10.1 million investment for mental health supports and a \$14.9 million investment to support technology-related costs. The LKDSB allocations within the GSN funding is as follows:
  - i. Mental Health Supports - \$128,660
  - ii. Technology Supports - \$147,516
- Recent Immigrant Supplement – One-time funding, within the ESL Allocation, will be provided to supplement ESL supports for recent immigrant students. The LKDSB allocation for 2021-22 is \$216,101.
- On-Line Learning – An adjustment to the secondary pupil foundation benchmark will occur for the 2021-22 school year based on a differentiated funded average class size for online and in-person learning. The adjusted benchmark is based on the assumption that approximately 8% of secondary students will take 1 online course during the 2021-22 school year.
- Enhanced Accountability Measures:
  - i. Indigenous Education Grant and the Program Leadership Grant (PLG) – Enveloping provisions for the Indigenous Education Grant already in place at the LKDSB. The Indigenous Lead position will be fully funded through the PLG for 2021-22. This funding was split between the PLG and the Indigenous Per Pupil Amount.
  - ii. Library Staffing – Reporting requirements are introduced for boards not fully utilizing this funding for library programs and supports. A multi-year plan will be required when all funding is not being used in this area.
- Salary benchmarks adjusted by 1% to reflect central agreement settlements. This increase also impacts non-statutory benefit funding by employee group.
- Student Transportation – No increases to the funding envelope as the Ministry is currently conducting a review of student transportation. This change will place pressure on this budget item for the LKDSB. CLASS is responsible for this budget and will face challenges in maintaining increasing costs within the 2020-21 funding amount.
- 2% increase to the non-staff portion of the Plant operations benchmark to support commodity price increases.
- Transfers between GSN sections – The following funding programs are being moved to different areas within the GSN. No changes are expected with the funding amounts.

- i. Parent Engagement Allocation – Moving to the School Foundation Grant from the School Board Administration and Governance Grant.
- ii. Capital Planning Capacity Allocation – Moving to the School Facility Operations and Renewal Grant from the School Board Administration and Governance Grant.
- Transfers to the GSN – The following funding programs, previously provided through transfer payment agreements will be transferred to GSN funding beginning in 2021-22:
  - i. Specialist High Skills Major
  - ii. After School Skills Development Programs
  - iii. Integrated Services for Northern Children – no impact to LKDSB
  - iv. Curriculum and Assessment Implementation.

Superintendent McKay explained that the Ministry provides School Condition Improvement (SCI) and Renewal Capital Improvement Funding to keep schools in good operating condition in order to provide a safe and healthy learning environment, ongoing investments are required for repair and renewal work. The Ministry is continuing to invest \$1.4 billion dollars in the School Renewal and School Condition Improvement programs for the 2021-22 school year. The Board also received approval for the new K-12 school in Forest. This capital grant is not included in the 2021-22 capital budget as the Board is still involved in land acquisition before proceeding with the design and construction of the school. The total LKDSB capital budget for the 2021-22 school year will be \$20.03 million which includes the School Condition Improvement and School Renewal allocations.

Superintendent McKay confirmed the Re-engagement Support funds will support students in both the virtual school and in-person models. This will be to help identify and help students to re-engage.

Director Howitt noted the LKDSB appointed a Re-Engagement Lead as required by the Ministry of Education. Director Howitt further stated early reading assessments and early mathematics focus have already been in process. There will also be a component of attendance re-engagement for students who may have disengaged either through exiting the Board for Home Schooling or lack of attendance. He noted re-engagement plans will be finalized over the summer months to be submitted to the Ministry of Education in the fall.

Superintendent McKay confirmed the Parent Engagement allocation will be distributed to the Parent Councils as well as an allocation to Parent Involvement Committee.

Superintendent McKay noted if surplus funds are not used, the focus becomes a large capital planning item as opposed to an item such as salaries due to the instability of the allocation and it not being sustainable. He explained transportation funds have not been increased by the Ministry of Education and expect to be able to remain within budget restrictions.

Superintendent McKay indicated there is an additional amount of \$128,660 in Mental Health Supports. Superintendent McKay noted GSN transfers remain the Finance Department's responsibility to monitor. Superintendent McKay indicated retirement gratuity funds provided by the Ministry of Education to school boards will be phased out after the 2022 – 2023 school year. He explained boards will be responsible to complete the retirement gratuities to those who remain eligible. To ensure the retirement gratuities are not a burden, the monies will be available to these staff as they retire.

Direct Howitt confirmed school administration in the McNaughton Avenue Public School and Lambton Kent Composite School virtual school sites will be

responsible for all students on the register in both face-to-face students and virtual students. School staff will be placed as necessary in alternate school locations.

Indigenous Liaison  
Committee Report  
Report B-21-74

Trustee Rising acknowledged the Indigenous Liaison Committee Report. Trustee Rising noted Eelünaapéewi Lahkéewiit had re-elected their Chief and several councillors. Kindergarten remains closed and learning packages have been delivered.

Aamjinwnaang opened the Kindergarten for in-person learning with one virtual student participating in land-based education including Sugar Bush Module, Fishing Module and the Three Sisters Gardening.

Kettle and Stoney Point First Nation had attempted a re-opening but had a spike in Covid-19 cases causing them to close. They provided learning packages for the students.

Trustee Rising thanked Superintendent McKay and Director Howitt for presenting to the communities and answering budget questions.

Trustee Rising noted the Board Action Plan has items planned to utilize funding and the Indigenous Teacher Education Program (ITEP) training for Indigenous teachers is in process with hopes to retain local teachers from this program.

She discussed sharing best practices in virtual learning, both full-time and intermittent virtual to see what could be carried forward and best practices that have benefitted students.

Trustee Rising noted twenty-four schools submitted reports with more schools across the Board being engaged and noted these reports provide information of the events occurring in schools to the Indigenous Liaison Committee.

N Ontario Public School  
Boards' Association  
Update (OPSBA)

Trustee Fletcher noted an upcoming Board of Director's Annual General Meeting and Western Regional Meeting June 11 and 12, 2021.

LKDSB Covid-19 Update  
Report B-21-75

Director Howitt noted guidelines will be provided to school Boards by the Ministry of Education to allow planning to prepare help for return to school. He indicated there is anticipation of a face-to-face learning environment with current safety protocols in place, following Public Health guidelines.

Director Howitt noted some disengagement by students due to the Ministry of Education's announcement of remaining in remote learning for the rest of the 2020 – 2021 with a larger impact in elementary than secondary. He explained the expectations of outdoor graduation ceremonies of all students is desirable but not possible.

Director Howitt noted graduation from secondary school as well as celebrations of the completion of transition grades in elementary school will occur. Schools have been creative in planning outdoor celebrations following Public Health guidelines and noted these graduations and celebrations cannot move indoors in inclement weather. Following guidance and all safety protocols from the Ministry of Health, there will be central drop off of materials for secondary schools. Elementary school homerooms may be invited to an outdoor activity and collect their personal belongings. Director Howitt confirmed the recommendation for the outdoor activity be limited to no more than ninety minutes and playground sizes will dictate how many homerooms can be at the school at the same time. Director Howitt noted transportation is a concern in following Inclusive Diversity – Champion anti-oppressive education as outlined in the Strategic Priorities. Trustee Bryce thanked all staff and parents in helping students through this year and noted the importance for students to conclude their school year with their peers.

Director Howitt confirmed there are supports for students in credit upgrades or recovery and courses offered in Summer School. There is funding outlined in the budget to help with study skills and mental health supports. Superintendent Sherman noted the summer programs including Reach-Ahead programs, eLearning courses, Horticulture summer course and several re-engagement strategies such as planning ahead of the school year for. Superintendent Mancini noted there will be opportunities to aid in the transition for students beginning secondary school and credit recovery during the school year working with Student Success teachers. Superintendent Barrese noted plans for the summer include resource teachers and educational assistants will be available to students completing credits and upgrade courses in the summer semester. Students will have access to supports in the summer semester and social workers will be providing services through the summer months. There will be transition supports available to students in returning to school. Student Trustee Locke indicated a newsletter distributed to families explaining all supports would be helpful for students.

Correspondence

None

New Business

None

Trustee Questions

Director Howitt noted families were emailed and it was shared in the media that April 21, 2021 was the deadline to make decisions regarding their intent to register for virtual learning or face-to-face learning. Director Howitt confirmed there will not be a survey for parents to complete. Registration in elementary is 350 students with 300 students enrolled in remote learning.

Notices of Motion

Tuesday June 15 5:00 pm. Inviting Board Committees. It will be virtual.  
None

Announcements

Director Howitt noted the workshop for Board Committees will be held on Tuesday, June 15, 2021 at 5:00 p.m. and will be virtual.

The next Regular Board Meeting will be held on Tuesday, June 22, 2021 at 7:00 p.m. The location is to be determined.

Adjournment

There being no further business of the Board, Chair Campbell declared the Meeting adjourned at 9:02 p.m.

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Chair of the Board

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Director of Education and  
Secretary of the Board





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**FROM: John Howitt, Director of Education**

**DATE: June 22, 2021**

**SUBJECT: LKDSB Policy and Regulations – *Purchasing Goods and Services***



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The policy and regulations on *Purchasing Goods and Services* have been updated to provide further clarification regarding the procurement of goods and services in an efficient and cost effective manner.

**RECOMMENDATION**

**“That the Board approve the revised policy and regulations on *Purchasing Goods and Services*.”**



**Lambton Kent**  
District School Board

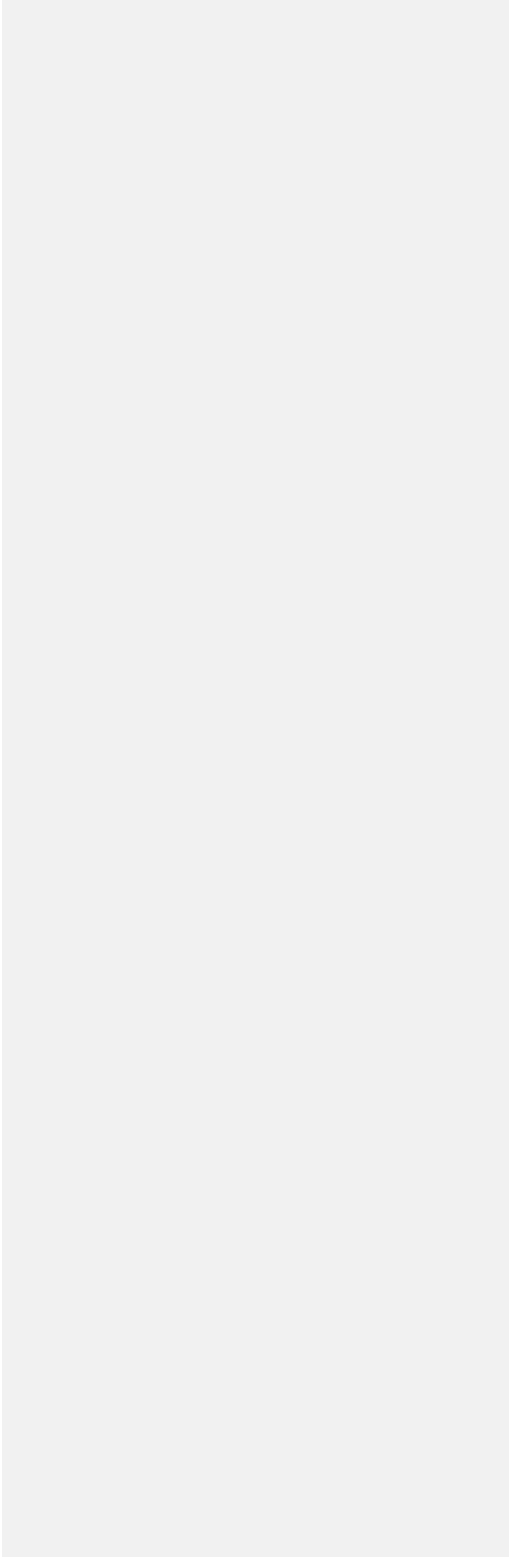
POLICY NO.: P-BU-503-10

## POLICY

**SUBJECT: Purchasing Goods and Services**

It is the policy of the Lambton Kent District School Board to procure goods, equipment, supplies and services necessary required for by the operation Board of schools and central offices in an efficient and, cost effective manner that is fair, open and transparent, in compliance with applicable regulatory requirements and the Board's strategic objectives.

Implementation Date: February 14, 2006  
Reviewed:            March 27, 2007  
                           September 28, 2010  
                           November 11, 2020  
                           June 22, 2021  
Reference: Regulations





# Lambton Kent District School Board

## POLICY

**SUBJECT: Purchasing Goods and Services**

It is the policy of the Lambton Kent District School Board to procure goods and services required by the Board in an efficient, cost effective manner that is fair, open and transparent, in compliance with applicable regulatory requirements and the Board's strategic objectives.

Implementation Date: February 14, 2006  
Reviewed: September 1, 2021  
March 27, 2007  
September 28, 2010  
November 11, 2020

Reference: Regulations

# REGULATIONS

**SUBJECT: Purchasing Goods and Services**

This regulation sets out the requirements and manner, in which all goods and services needed by the LKDSB, including those items purchased by school generated funds and all other Board funds, will be purchased to ensure compliance with all regulatory and Board requirements. It applies to all Board personnel, volunteers and other individuals who wish to purchase goods and/or services for the Board.

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PURPOSE:

Who does this regulation apply to? — IMPACT TO BOARD STAFF AND OTHER PERSONNEL WHO IS PROCURING GOODS AND SERVICES ON BEHALF OF THE BOARD.

Includes purchases made with school generated funds:

CODE OF ETHICS — imbed purchasing code of ethics

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1. \_\_\_\_\_

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**1. ~~PROCUREMENT STANDARDS REFERENCE TO OTHER DOCUMENTS.~~**

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\_\_\_\_\_ These regulations and the following documents listed below, shall govern the principles and practices used in conducting the Board's purchasing operations.

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- a) ~~Board Regulations R-BU-503.1 "Purchasing Code of Ethics".~~
- b) ~~Board Administrative Procedures A-BU-503 "Purchasing Goods & Services".~~  
 Province of Ontario "Broader Public Sector (BPS) Procurement Directive Supply Chain Guideline (SCG) Ver 1.0 effective April 1, 2011" or the latest available edition. Refer to Appendix A attached to this regulation for a summary list of these SCG Requirements.  
Applicable Trade Agreements that currently include:

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- i. Canadian Free Trade Agreement (CFTA)
- ii. Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- iii. Canada-UK Trade Continuity Agreement (CUKCA)
- iv. Ontario – Quebec Trade and Cooperative Agreement (OQCA)
- v. Other Trade Agreements as approved by the Governments of Canada or Ontario.

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[Procurement Directives from the Ministry of Education Education Act \(s. 217\)](#)  
[Board Policy P-BU-503-11 Purchasing Goods and Services](#)  
[Board Administrative Procedures:](#)

- [A-BU-506 Payment Authorization Form](#)
- [A-BU-509 Purchasing Card](#)
- [A-BU-XXX Formal Bid](#)
- [A-BU502-17 Expense Report](#)

[Board Regulation – Delegation of Authority](#)

The “Purchasing Goods and Services” flowchart is provided as a tool to assist in understanding the LKDSB methods of purchasing goods and services.

**2. CODE OF ETHICS**

All members involved in the purchasing of goods and services for the LKDSB shall comply with the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics.

**Goal:** To ensure an ethical, professional and accountable BPS supply chain.

**I. Personal Integrity and Professionalism**

Individuals involved with Supply Chain 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 stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. 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.

**II. 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. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

**III. Compliance and Continuous Improvement**

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. 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.

**3. DEFINITIONS**

In this regulation and the associated procedures, the words below have the following meaning:

Word	Meaning
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<a href="#">Approval Authority</a>	<a href="#">The authority delegated by the LKDSB to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to applicable legislation, regulations and procedures in effect at such time.</a>
<a href="#">Bid</a>	<a href="#">An offer or submission received from a Vendor in response to an RFX, which may be accepted or rejected</a>
<a href="#">Blanket / Standing Purchase Order</a>	<a href="#">Any contract for the purchase of goods and/or services which will be required frequently or repetitively but where the exact quantity required may not be precisely known or the time period during which the goods and services will be provided is not precisely determined but having a maximum on both the total price or value of the goods and/or services and the time period during which all goods and/or services were to be supplied under contract.</a>
<a href="#">Board</a>	<a href="#">Lambton Kent District School Board, including all Departments, schools and school generated funds</a>
<a href="#">Budget Holder</a>	<a href="#">The employee assigned to manage the funds for a specific school or department within the Board. Delegation of this responsibility shall be documented and is not permitted for consulting services.</a>
<a href="#">Collaborative Purchasing</a>	<a href="#">A coordinated event that facilitates purchasing on behalf of multiple organizations through buying groups, Group Purchasing Organizations (GPOs), or Shared Service Organizations (SSOs) for example. The goals of the collaborative purchasing are to leverage buying power, standardize processes through centralized buying, minimize risk and improve process controls, and generate savings and efficiencies that benefit the collective participants.</a>
<a href="#">Contract Administrator</a>	<a href="#">Board representative delegated the responsibility to administer a contract</a>
<a href="#">Competitive Procurement</a>	<a href="#">A set of procedures for developing a procurement contract through a bidding or proposal process, where the intent is to solicit fair, impartial, competitive bids.</a>
<a href="#">Consultant</a>	<a href="#">A person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.</a>
<a href="#">Consulting Services</a>	<a href="#">The provision of expertise or strategic advice that is presented for consideration and decision-making.</a>
<a href="#">Contract</a>	<a href="#">A formal, legal agreement between two or more parties, usually written, or a purchase order with binding legal and moral implications; usually exchanging goods and/or services for money or other consideration</a>
<a href="#">Contract Extension</a>	<a href="#">An amendment to a contract which can include either an increase in funds, increase in the scope of work, and/or an extension in time and must meet specified criteria.</a>

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<a href="#">Designate</a>	<a href="#">A person authorized in writing by the Budget Holder to act on his/her behalf, for the purposes of this regulation and related procedures.</a>
<a href="#">Direct Negotiation</a>	<a href="#">Procurement method where the usual competitive process is suspended and negotiations are entered into with one or more than one vendor.</a>
<a href="#">Dispose</a>	<a href="#">Sale, exchange, transfer, destruction or gifting of goods owned by the Board which are deemed surplus. "Disposal" and "disposed" shall have similar meanings.</a>
<a href="#">Emergency</a>	<a href="#">A situation where the immediate purchase of goods and/or services is essential in order to maintain an essential service or to prevent danger to students, staff, or property within the Board.</a>
<a href="#">Expression of Interest</a>	<a href="#">A situation where a vendor approaches the Board or is solicited by the Board to advise the Board on their ability or desire to undertake Board requirements.</a>
<a href="#">Goods</a>	<a href="#">All materials, equipment, fixtures, and structures to be delivered, installed or constructed.</a>
<a href="#">Invitational Competitive Procurement</a>	<a href="#">The contractual acquisition by the Board of any good or service, which enables some but not all suppliers to complete in a fair and open environment. It occurs when three or more qualified suppliers are invited to submit written proposals to supply goods or services as specified by the Board.</a>
<a href="#">Negotiated Contract</a>	<a href="#">Negotiating directly with a supplier to establish a contract when it is in the best interests of the Board, and normally occurs when it is a single or sole source situation. Negotiations shall be entered into only by the Purchasing Department with the approval of the Superintendent of Business, and a report shall be submitted to the Superintendent of Business when negotiations have been used instead of the formal tender procedures.</a>
<a href="#">Non-competitive procurement</a>	<a href="#">Procurement of goods and services that does not go through a competitive process and is sourced directly to a supplier that can only be used in situations outlined in the exemption, exception or non-application clauses of the applicable trade agreements.</a>
<a href="#">On-site Services</a>	<a href="#">Services performed by a Supplier that require the supplier to access an LKDSB facility and perform Work. This may include installations, construction, maintenance, placement of rental equipment, etc.</a>
<a href="#">Open, competitive procurement</a>	<a href="#">The contractual acquisition by the Board of any good or service, which enables all suppliers to compete in a fair and open environment.</a>
<a href="#">Preferred Contract</a>	<a href="#">A contract whereby the Board can purchase goods and/or services without having to worry about purchasing thresholds, as Purchasing has already negotiated an agreement for specified goods and/or services.</a>

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<u>Procurement Process</u>	<u>The process used to acquire by any means, including by purchase, rental, lease or conditional sale, of goods, services or construction.</u>
<u>Purchase</u>	<u>The act of acquiring goods and/or services of any legal or equitable interest, right or title in goods and/or services or the making of any contract or offer for goods and services that includes the lease of goods and/or services. "Purchased", "purchasing", "acquisition", "procurement", "procure", "buy" shall have similar meanings.</u>
<u>Purchase Order</u>	<u>The legal document which is the Board's commitment to the vendor for the purchase of goods and/or services at an agreed upon price, terms, conditions and delivery date. It gives the vendor the authority to charge for the goods and/or services specified on the order, in accordance with the terms and conditions.</u>
<u>Purchase Card (P-Card)</u>	<u>A credit card approved by the Board that can be used by the cardholder to purchase low dollar items, as specified in the Purchase Card Admin procedure.</u>
<u>Purchasing Department</u>	<u>The Department within the Board authorized to perform the purchasing function.</u>
<u>Quotation</u>	<u>A request for prices on specific goods and/or services from selected vendors, which is submitted verbally, in writing or transmitted by facsimile or email as specified in an RFQ.</u>
<u>Relative</u>	<u>A spouse (including common-law partner), parent, child, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, nephew, niece, uncle, or aunt of an employee of the Board.</u>
<u>Request for Information (RFI)</u>	<u>A process where information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace. This is used for information gathering purposes only.</u>
<u>Request for Expression of Interest (RFEI)</u>	<u>A process used to clarify the ability of the supplier community to provide the necessary services or solutions. This is used for information gathering purposes only.</u>
<u>Request for Proposal (RFP)</u>	<u>A process where a need is identified, but how it will be achieved is unknown at the outset. The process allows vendors to propose solutions or methods to arrive at the end product and it allows for evaluation on criteria other than price.</u>
<u>Request for Quotation (RFQ)</u>	<u>A process, similar to an RFT, where an organization specifies exactly what needs to be purchased and the evaluation is based solely on price.</u>
<u>Request for Supplier Qualification (RFSQ)</u>	<u>A process used to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified vendors or a vendor of record.</u>
<u>Request for Tender (RFT)</u>	<u>A process where a vendor is requested to make an offer in writing to execute some specified services, or to supply certain specified goods, based on stated delivery requirements.</u>

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	<u>performance specifications, terms and conditions. Evaluation criteria usually focuses on price and delivery requirements.</u>
<u>Responsive Bid</u>	<u>A vendor whose bid does not vary from the specifications and terms and conditions set out in the invitation for bids.</u>
<u>Requisition</u>	<u>A request for goods and/or services, initiated by an employee and approved by the Budget Holder, that is electronically submitted to Purchasing to procure.</u>
<u>RFX</u>	<u>An acronym that captures all references to “Request for” documents such as RFP, RFQ, RFT, etc.</u>
<u>Services</u>	<u>All professional, construction, or maintenance services, including the delivery, rental or installation, repair, restoration, demolition or removal of personal and real property.</u>
<u>Single Source</u>	<u>There is more than one source in the open market but only for reasons of function or service, one vendor is recommended for consideration for a particular good and/or service.</u>
<u>Sole Source</u>	<u>There is only one source of supply for the particular goods and/or services.</u>
<u>Tender</u>	<u>Refer to RFT</u>
<u>Total Acquisition Cost</u>	<u>The most cost efficient and effective manner, being the sum of all costs including but not limited to purchase price, warranty, life cycle cost, administrative, operating and disposal costs.</u>
<u>Total Aggregate Value</u>	<u>The sum of all costs that are paid for goods and services required to satisfy a need over a period of time.</u>
<u>Vendor</u>	<u>An individual, firm, supplier, vendor, contractor, architect, consultant, bidder or proponent</u>
<u>Vendor of Record</u>	<u>A vendor with whom the Board has a formalized relationship for a set of goods or services, but one that is not necessarily exclusive. The purpose of the relationship is to formalize the terms and conditions, and the ordering and payment channels. Purchases from a VOR must follow competitive bidding requirements for purchases over \$5,000.</u>

**4. PURCHASING PRINCIPLES**

The Board advocates the following principles that are in accordance with the BPS Directive:

- 1.Accountability - The Board must be accountable for the results of the procurement decisions and the appropriateness of the processes.
- 2.Transparency – The Board must be transparent to all stakeholders. Where possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- 3.Value for Money – Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total life-cycle cost.
- 4.Quality Service Delivery – Front-line services provided by Organizations, such as teaching and patient care, must receive the right product, at the right time and in the right place.

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5. Process Standardization – Standardized processes remove inefficiencies and create a level playing field.

**5. SEGREGATION OF DUTIES**

Segregation of duties prevents any one person from controlling the entire procurement process by separating approvals for key stages of the procurement process. The Board separates at least three of the five functional areas as per the table below:

<u>FUNCTIONAL ROLE</u>	<u>RESPONSIBILITY</u>	<u>ACCOUNTABLE PARTY</u>
<u>Requisition</u>	<u>Authorize the Purchasing Department to place an order</u>	<u>Authorized by the Budget Holder</u>
<u>Budgeting</u>	<u>Authorize that funding is available to cover the cost</u>	<u>Authorized and approved by the Trustees on an annual basis</u>
<u>Commitment</u>	<u>Authorize release of the order to the supplier under agreed upon contract terms</u>	<u>Purchasing Department authorizes the release of the order</u>
<u>Receipt</u>	<u>Authorize that an order was physically received, correct and complete</u>	<u>Individual receiving the goods authorizes the receipt</u>
<u>Payment</u>	<u>Authorize release of the payment to the supplier</u>	<u>Accounts Payable authorizes the payment to the supplier</u>

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**6.2. METHODS OF PROCUREMENT**

1. The purchasing of goods and services shall be undertaken using one of the following methods:

<b>GOODS AND NON-CONSULTING SERVICES</b>		
<u>Total Procurement Value</u>	<u>Means of Procurement</u>	<u>Requirements</u>
<u>\$0 - \$4,999</u>	<u>Purchasing Card (P-Card)</u>	<u>Required, except where noted below</u>
	<u>Requisition</u>	<u>Required for on-site services only</u>
	<u>PAF</u>	<u>When P-Card is not accepted &amp; Purchasing approves the Vendor in advance of the purchase</u>
<u>\$5,000 - \$24,999</u>	<u>Purchase Order</u>	<u>Requires Purchasing to obtain three quotes via invitational or open procurement and a requisition is input when making the purchase</u>
<u>\$25,000 - \$99,999</u>	<u>Invitational or Open RFX</u>	<u>Requires Purchasing to conduct a bid process utilizing the Board electronic</u>

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		<a href="#">tendering system and a requisition is input when making the purchase.</a>
<a href="#">\$100,000 or more</a>	<a href="#">Open, competitive RFX</a>	<a href="#">Requires Purchasing to conduct an open bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.</a>
<b>CONSULTING SERVICES</b>		
<a href="#">Total Procurement Value</a>	<a href="#">Means of Procurement</a>	<a href="#">Requirements</a>
<a href="#">\$0 - \$99,999</a>	<a href="#">Invitational or Open RFX</a>	<a href="#">Requires Purchasing to conduct an open bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.</a>
<a href="#">\$100,000 or more</a>	<a href="#">Open RFX</a>	<a href="#">Requires Purchasing to conduct an open bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.</a>

[For other permitted uses of PAFs, refer to the Payment Authorization Form Administrative Procedure.](#)

- [2. \*\*Cooperative Purchasing\*\*, when approved in advance by the Superintendent of Business or Designate, may be used in place of the LKDSB conducting its own formal tender, where the use of the Cooperative Purchasing is in the best interest of the Board.](#)
- [3. \*\*Non-competitive Procurement\*\* may be used in unique circumstances, in accordance with the applicable trade agreements and Board regulations and procedures. Examples where non-competitive procurement may be used include but are not limited to; professional services, purchases of educational textbooks direct from the publisher, instances where pre-existing furniture or equipment is only available from one supplier, when necessary to maintain compatible technologies, where an open competitive process could interfere with the ability to maintain security or to protect human health, and various types of licensing or maintenance contracts. A "Non-Competitive Procurement Justification Form" shall be completed and approved prior to proceed with this form of procurement.](#)
- [4. \*\*Emergency Process\*\* may be used for any dollar value, when the acquisition of any goods or services is deemed an emergency. This process is undertaken with the approval of the Superintendent of Business or their Designate within the Business Department. Completion of a "Non-Competitive Procurement Justification Form" is required.](#)

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~~**Purchasing Cards (P-Card)** — the purchaser uses his/her assigned Purchasing card to tender payment as per Administrative Procedure # A-BU-509. Employee expenses are to comply with Board Regulation R-BU-502.1. Expenses Reimbursement for Staff, Trustees and Student Trustees.~~

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~~**Payment Authorization Forms** — the purchaser picks up or verbally orders materials in accordance with the maximum limits of the Payment Authorization Form. When the goods are received, the original invoice is attached to a completed Payment Authorization Form and submitted to Accounts Payable for payment, as per Administrative Procedure # A-BU-506.~~

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~~**Written Quote** — obtained by the purchasing department~~

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~~**Requisitions/Purchase Orders** — a school or department fills out a requisition for goods or services required and forwards it to the Purchasing department for pricing and preparation of a Purchase Order and Receiver.~~

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~~**Price Quotations, Requests for Proposals and Tenders RFX** — an RFX can include, but not limited to RFP, RFQ, RFT, RFI, RFX (explained in the definitions section). What, in general, is an RFX? these are done by the Purchasing Department to secure volume pricing on common items used throughout the system with deliveries scheduled a minimum of three times per year or more often if required. These are also used for Capital and Furniture purchases as well as for many types of planned Maintenance programs. Committees of the user groups, when required will be established by the Purchasing Supervisor to review and update the items selected to ensure that the best products and services are being chosen.~~

~~**Expense Reports** — used for mileage and per diem meals by staff who are conducting board-related travel.~~

~~**Payment Authorization Form (PAF)**~~

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~~3. SEGREGATION OF DUTIES~~

~~The following roles shall be segregated into the departments noted:~~

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~~**Budget** — authorized and approved by the Board on an annual basis. The Finance Dept forwards/allocates the budgets to holders (Superintendents, Department Managers, School administrators.)~~

~~**Requisition(s)** — authorized by the budget holder (School/Department) and forwarded to the Purchasing Department for acquisition purposes.~~

~~**Commitment** — Purchasing Department authorize the release of the order to the supplier under agreed upon contract terms~~

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~~**Receipt** — authorized by the budget holder (School/Department)~~

~~**Payment** — authorized by the budget holder (School/Department) and forwarded to the Accounts Payable Department for payment.~~

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**7. APPROVAL AUTHORITY LIMITS**

**4. APPROVAL AUTHORITY LIMITS**

limitations as defined in the following table.

7.1. ~~Purchasing procurement~~ shall be initiated for approved ~~items goods and non-consulting services~~ within the limitations as defined in the following table.

APPROVAL AUTHORITY SCHEDULE (AAS) TO REQUEST GOODS AND NON-CONSULTING SERVICES	
Total Purchase Amount	Delegated Purchasing Authority Level
<del>&lt;\$1,500 providing the item is noncumulative, is a non-tendered product or service</del> <del>*see exception below</del> \$0 - \$2,500	<del>Authorized Budget Holder</del> Employee authorized by the Budget Holder
\$1,501 - \$10,000 \$0 - \$4,999	Superintendent, Principal, Manager Curriculum Leader, Coordinator, Vice Principal, Supervisor authorized by the Budget Holder
\$10,001 - \$25,000 \$0 - \$24,999	Superintendent, Principal, Manager Principal, Manager, Superintendent
>= \$25,000 (excluding real estate transactions and capital over \$250,000)	Superintendent of Business
All real estate transactions and Major Capital > \$250,000	Board of Trustees

7.2. ~~Prior to commencement, any purchasing of consulting services must be approved in accordance with the table below, and approvals cannot be delegated to a lower organizational level.~~

APPROVAL AUTHORITY SCHEDULE FOR CONSULTING SERVICES		
Procurement Method	Total Purchase Amount	Delegated Purchasing Authority Level Approval Authority
Invitational Competitive	\$25,001 - \$100,000 \$0 up to but not including \$100,000	Superintendent of Business or designate Refer to AAS for goods and non-consulting services

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<u>Open Competitive</u>	<u>&gt;\$100,000 Any value</u>	<u>Refer to AAS for goods and non-consulting services Superintendent of Business or designate</u>
<u>Non-competitive (exemption – based only)</u>	<u>&gt;\$250,000 for major capital projects \$0 up to but not including \$1,000,000</u>	<u>Board of Trustees Superintendent of Business and Director of Education</u>
	<u>\$1,000,000 or more</u>	<u>Board of Trustees</u>

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~~Exception – Plant Department – Minor building renovations and repairs up to \$10,000 and be approved by the Manager of Plant or designate~~

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~~Board of Trustees shall approve all real estate sales and purchases~~

~~7. The Board is not obligated to accept the lowest bid and reserves the right to reject any or all bids submitted.~~

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Emergency Purchasing

~~In cases of emergency, extenuating circumstances or where an item is difficult to commit to specifications, purchases, leases, lease/purchase agreements or rentals of equipment or systems may be excluded from all of the above requirements but must have the approval of the Manager of Financial Services or Superintendent of Business before any commitment to a supplier is made. Emergency purchases will be defined the definitions section (WCDSB definitions) and that emergency purchases must have the approval of the Superintendent of Business or their designate within the Business Department.~~

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5. SPECIAL PURCHASING PROCESSES/DEFINITIONS

~~a) **Request for Information (RFI)** An RFI may be issued to gather information on products, services or solutions that may be needed by the Board. This is used when it is needed to gain a better understanding of what is available in the marketplace for various products and services and to have the most up to date information about what is available, or to assess the capacity of the supplier community to provide the services or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow up competition.~~

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~~b) **Request for Expressions of Interest (RFEI)** An RFEI may be used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism should be used by the Board when wishing to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow up competition~~

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- e) ~~**Request for Supplier Qualifications (RFSQ)**~~ The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need.
- e) ~~**Request for Tender (RFT)**~~: A Request for Tender may be used when the specifications of the required products or services is known by the originating person or department and there are more than one possible suppliers. The successful supplier is normally determined by price, but ability to satisfy the necessary time requirements may be considered as well.
- e) ~~**Request for Proposals (RFP)**~~ A request for proposal may be used when the Board wishes to consider a variety of factors in addition to price in awarding a contract.
- f) ~~**Negotiated Contract:**~~ A negotiated contract usually involves a single source supplier or when it is determined that the best interests of the Board can be better served by negotiation. Negotiations shall be entered into only by the Purchasing Agent with the approval of the Superintendent of Business and a report shall be submitted to the Superintendent of Business when negotiations have been used instead of the formal tender procedures.
- g) ~~**Non-Competitive Procurement**~~ (exemptions from the Competitive Process)  
In certain unique circumstances, the Board will not have the ability to go through a competitive process activity. Examples include professional services, purchases of educational textbooks and library books, instances where pre-existing furniture or equipment is only available from one supplier, when necessary to maintain compatible technologies, where an open competitive process could interfere with the ability to maintain security or to protect human health and various types of maintenance contracts. The purchase arrangements would then go directly to one supplier to meet the requirements of the Board.

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6. ADVERTISING AND POSTING

- a) ~~Advertising of Bids shall be conducted by the Central Office Purchasing Department by publication in one or more daily newspapers and/or through an electronic media.~~
- b) ~~For contracts over \$100,000 - Advertisements shall be placed on electronic tendering systems and/or daily newspapers to be accessible to all Canadian suppliers as required by the Agreement on Internal Trade (AIT) and the Ontario Quebec Procurement Agreement.~~
- c) ~~Bids must be advertised for a period of 15 calendar days for procurements valued at \$100,000 or more. Any addenda must be issued at least seven days prior to the closing date of the Bid.~~
- d) ~~Bid closing dates are to be set on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time will not be considered.~~

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7. OPENING OF TENDERS/PROPOSALS

~~The closing date shall be set on a normal working day (Monday to Friday, excluding provincial and national holidays). Only Tenders/Proposals received prior to the closing date and time will be opened for consideration. Late Tenders/Proposals will not be accepted and will be returned to the supplier unopened accompanied with a letter of explanation.~~

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~~Tenders/Proposals for building contracts and major projects will be opened formally by the Purchasing Supervisor or designate and the Manager/ Superintendent of the applicable department. All other Tenders/Proposals will be opened by at least two people: one of which will be the Purchasing Supervisor or designate and another Board employee.~~

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8. CONTRACT AWARD

- a) ~~Standard Quotes and Tenders will generally be awarded to the successful bidder that has submitted the lowest price in compliance and satisfactory with the conditions of the tender documents.~~
- b) ~~Other competitive processes (ex. Request for Proposal RFP) - the bids received shall be evaluated using an established evaluation criteria that may be based on: mandatory requirements, rated requirements and price/cost.~~
- c) ~~The Board shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favour the Goods and Services of a particular province or region.~~

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8. FREEDOM OF INFORMATION

All proposals submitted to the Board become the property of the Board and as such are subject to the provisions of the Freedom of Information and Protection of Privacy Act regarding information, which may be provided in confidence. Bidders must clearly state, in their bids, if disclosure of any portion of the bid would cause injury to the company. Any information submitted by any vendor that is to be considered confidential must be clearly marked as such.

10. COOPERATIVE PURCHASING

~~Under the direction of the Superintendent of Business, or designate, the board may participate with other governments, agencies, or public authorities in co-operative ventures or contracts where the best interest of the Board would be served the purchasing department shall participate in partnership with other school boards and public agencies (ie. CKLAG, Broader Public Sector - Group, etc.). It is the intent of the Board that other institutions be allowed to participate in contracts as a result of any tender or proposal issued by the Board; as well, that we would be allowed to participate in one of our members tenders/proposals. All interested organizations that commit to a joint tendering/proposal process, will be required to continue to participate for the entire duration of the contract period. All requirements must be submitted prior to the tender/proposal being issued. When it is to the Board's advantage it will use Proposals issued by the Ontario Education Collaborative Marketplace. (OECM)~~

11. Environmental Purchasing

~~Link to the Board's sustainable practices contained with the Board's strategic priorities.~~

12. Single and Sole Sourcing

~~Wording from BPS and then cross reference against other trade agreements.~~

11. ETHICS

~~Any Board personnel who purchase goods and services will not accept any gratuities, favours, direct or indirect payment that exceeds the bounds of normal social courtesies.~~

~~The Purchasing Department will be governed by the Purchasing Management Association of Canada's Code of Ethics' and guiding principles.~~

9. CONFLICT OF INTEREST

9.1. As outlined in the Education Act; any person involved in the ownership or operation as a potential supplier to the Board who is an employee or whose parent, spouse, child or other immediate family is an employee of the Board shall be considered to have a potential conflict of interest and will, therefore, declare this potential conflict prior to any sale, bid or proposal.

~~All purchases from Board employees shall be governed by applicable legislation including but not limited to: Education Act (s.217).~~

8.

Implementation Date: February 14, 2006

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Implementation Date: February 14, 2006

Implementation Date: February 14, 2006  
Revised: March 27, 2007, September 28, 2010, June XX, 2021

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~~Government of Ontario Supply Chain Guideline Version 1.0~~  
~~Ministry of Education School Board Expenditure Guidelines~~  
~~Appendix A~~

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~~Supply Chain Mandatory Requirements~~  
~~For Broader Public Sector Organizations~~

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- ~~1. Segregation of Duties and Approval Authority Levels with different departments to ensure effective control of the purchasing process.~~
- ~~2. Approval requirements of purchasing power in accordance with a prescribed schedule of dollar amounts.~~
- ~~3. Open and competitive procurements conducted where estimated value of the item or work is \$100,000 or greater.~~
- ~~4. A response to and RFI or RFEI must not influence the potential suppliers chance of obtaining contracts on any future opportunity.~~
- ~~5. When using an RFSQ to pre-qualify suppliers, provide language in the RFSQ that disclaims any obligation of the Board to be required to call on any supplier as a result of the pre-qualification to supply such materials or services.~~
- ~~6. Advertisements for construction contracts above \$250,000 shall be made through an electronic tendering system that is equally accessible to all Canadian suppliers (ex. BIDDINGO - [www.biddingo.com](http://www.biddingo.com)).~~
- ~~7. For procurements valued at \$100,000 or more, Suppliers shall be provided with 15 calendar days to prepare their bid submissions.~~
- ~~8. Bid closing dates shall be on a normal working day. Any bids received after the closing time will not be considered.~~
- ~~9. Bid evaluation criteria and technical standards to be met shall be included in the RFP/Tendering documents.~~
- ~~10. The bid evaluation methodology and process to be used shall be described in the RFP/Tendering documents.~~

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- ~~12. Each member of the Board evaluation team shall complete the bid evaluation matrix for each of the bidders in a fair and factual manner.~~
- ~~13. The highest ranked submission that has met all mandatory requirements of the bid documents shall be selected as the successful bidder.~~
- ~~14. The method to resolve a tie score shall be identified in the evaluation criteria.~~
- ~~15. No preferred treatment / discrimination are to be used in awarding a contract to the preferred supplier.~~
- ~~16. A signed written contract shall be executed between the successful supplier and the Board before the provision of goods, services or construction commences.~~
- ~~17. The contract shall be finalized using the form of agreement/contract that was released with the procurement document.~~
- ~~18. Appropriate cancellation clauses shall be included in the contracts.~~
- ~~19. The term of the agreement and any options to extend the agreement shall be set out in the procurement document.~~
- ~~20. For Contracts of \$100,000 or greater, a contract award notification (providing the name of successful bidder & contract timelines) shall be posted in the same manner as the procurement documents were posted.~~
- ~~21. For Contracts of \$100,000 or greater, all suppliers who participated in the procurement process shall be informed of their entitlement to a debriefing.~~
- ~~22. Non-Competitive procurements are to be documented and approved in accordance with these regulations.~~
- ~~23. Purchasing records are to be retained for a period of seven years.~~
- ~~24. All employees of the Board and their external consultants, who are engaged in purchasing activities, shall declare all actual or potential conflicts of interest.~~
- ~~15. A supplier may submit a bid protest in accordance with the Board's bid protest procedures.~~

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# REGULATIONS

**SUBJECT: Purchasing Goods and Services**

This regulation sets out the requirements and manner, in which all goods and services needed by the LKDSB, including those items purchased by school generated funds and all other Board funds, will be purchased to ensure compliance with all regulatory and Board requirements. It applies to all Board personnel, volunteers and other individuals who wish to purchase goods and/or services for the Board.

## 1. **PROCUREMENT REFERENCE TO OTHER DOCUMENTS**

These regulations and the following documents listed below, shall govern the principles and practices used in conducting the Board's purchasing.

Province of Ontario "Broader Public Sector (BPS) Procurement Directive effective April 1, 2011" or the latest available edition.

Applicable Trade Agreements that currently include:

- i. Canadian Free Trade Agreement (CFTA)
- ii. Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- iii. Canada-UK Trade Continuity Agreement (CUKTCA)
- iv. Ontario – Quebec Trade and Cooperative Agreement (OQTCA)
- v. Other Trade Agreements as approved by the Governments of Canada or Ontario.

Procurement Directives from the Ministry of Education

Education Act (s. 217)

Board Policy P-BU-503-11 Purchasing Goods and Services

Board Administrative Procedures:

- A-BU-506 Payment Authorization Form
- A-BU-509 Purchasing Card
- A-BU-XXX Formal Bid
- A-BU502-17 Expense Report

Board Regulation – Delegation of Authority

The "Purchasing Goods and Services" flowchart is provided as a tool to assist in understanding the LKDSB methods of purchasing goods and services.

**2. CODE OF ETHICS**

All members involved in the purchasing of goods and services for the LKDSB shall comply with the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics.

**Goal:** To ensure an ethical, professional and accountable BPS supply chain.

**I. Personal Integrity and Professionalism**

Individuals involved with Supply Chain 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 stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. 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.

**II. 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. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

**III. Compliance and Continuous Improvement**

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. 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.

**3. DEFINITIONS**

In this regulation and the associated procedures, the words below have the following meaning:

Word	Meaning
Approval Authority	The authority delegated by the LKDSB to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to applicable legislation, regulations and procedures in effect at such time.
Bid	An offer or submission received from a Vendor in response to an RFX, which may be accepted or rejected
Blanket / Standing Purchase Order	Any contract for the purchase of goods and/or services which will be required frequently or repetitively but where the exact quantity required may not be precisely known or the time period during which the goods and services will be provided is not precisely determined but having a maximum on both the total price or value of the goods and/or services and the time period during which all goods and/or services were to be supplied under contract.

Board	Lambton Kent District School Board, including all Departments, schools and school generated funds
Budget Holder	The employee assigned to manage the funds for a specific school or department within the Board. Delegation of this responsibility shall be documented and is not permitted for consulting services.
Collaborative Purchasing	A coordinated event that facilitates purchasing on behalf of multiple organizations through buying groups, Group Purchasing Organizations (GPOs), or Shared Service Organizations (SSOs) for example. The goals of the collaborative purchasing are to leverage buying power, standardize processes through centralized buying, minimize risk and improve process controls, and generate savings and efficiencies that benefit the collective participants.
Contract Administrator	Board representative delegated the responsibility to administer a contract
Competitive Procurement	A set of procedures for developing a procurement contract through a bidding or proposal process, where the intent is to solicit fair, impartial, competitive bids.
Consultant	A person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.
Consulting Services	The provision of expertise or strategic advice that is presented for consideration and decision-making.
Contract	A formal, legal agreement between two or more parties, usually written, or a purchase order with binding legal and moral implications; usually exchanging goods and/or services for money or other consideration
Contract Extension	An amendment to a contract which can include either an increase in funds, increase in the scope of work, and/or an extension in time and must meet specified criteria.
Designate	A person authorized in writing by the Budget Holder to act on his/her behalf, for the purposes of this regulation and related procedures.
Direct Negotiation	Procurement method where the usual competitive process is suspended and negotiations are entered into with one or more than one vendor.
Dispose	Sale, exchange, transfer, destruction or gifting of goods owned by the Board which are deemed surplus. "Disposal" and "disposed" shall have similar meanings.
Emergency	A situation where the immediate purchase of goods and/or services is essential in order to maintain an essential service or to prevent danger to students, staff, or property within the Board.
Expression of Interest	A situation where a vendor approaches the Board or is solicited by the Board to advise the Board on their ability or desire to undertake Board requirements.

Goods	All materials, equipment, fixtures, and structures to be delivered, installed or constructed.
Invitational Competitive Procurement	The contractual acquisition by the Board of any good or service, which enables some but not all suppliers to complete in a fair and open environment. It occurs when three or more qualified suppliers are invited to submit written proposals to supply goods or services as specified by the Board.
Negotiated Contract	Negotiating directly with a supplier to establish a contract when it is in the best interests of the Board, and normally occurs when it is a single or sole source situation. Negotiations shall be entered into only by the Purchasing Department with the approval of the Superintendent of Business, and a report shall be submitted to the Superintendent of Business when negotiations have been used instead of the formal tender procedures.
Non-competitive procurement	Procurement of goods and services that does not go through a competitive process and is sourced directly to a supplier that can only be used in situations outlined in the exemption, exception or non-application clauses of the applicable trade agreements.
On-site Services	Services performed by a Supplier that require the supplier to access an LKDSB facility and perform Work. This may include installations, construction, maintenance, placement of rental equipment, etc.
Open, competitive procurement	The contractual acquisition by the Board of any good or service, which enables all suppliers to compete in a fair and open environment.
Preferred Contract	A contract whereby the Board can purchase goods and/or services without having to worry about purchasing thresholds, as Purchasing has already negotiated an agreement for specified goods and/or services.
Procurement Process	The process used to acquire by any means, including by purchase, rental, lease or conditional sale, of goods, services or construction.
Purchase	The act of acquiring goods and/or services of any legal or equitable interest, right or title in goods and/or services or the making of any contract or offer for goods and services that includes the lease of goods and/or services. “Purchased”, “purchasing”, “acquisition”, “procurement”, “procure”, “buy” shall have similar meanings.
Purchase Order	The legal document which is the Board’s commitment to the vendor for the purchase of goods and/or services at an agreed upon price, terms, conditions and delivery date. It gives the vendor the authority to charge for the goods and/or services specified on the order, in accordance with the terms and conditions.



Purchase Card (P-Card)	A credit card approved by the Board that can be used by the cardholder to purchase low dollar items, as specified in the Purchase Card Admin procedure.
Purchasing Department	The Department within the Board authorized to perform the purchasing function.
Quotation	A request for prices on specific goods and/or services from selected vendors, which is submitted verbally, in writing or transmitted by facsimile or email as specified in an RFQ.
Relative	A spouse (including common-law partner), parent, child, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, nephew, niece, uncle, or aunt of an employee of the Board.
Request for Information (RFI)	A process where information is requested from vendors regarding the feasibility and availability of specific goods and/or services in the marketplace. This is used for information gathering purposes only.
Request for Expression of Interest (RFEI)	A process used to clarify the ability of the supplier community to provide the necessary services or solutions. This is used for information gathering purposes only.
Request for Proposal (RFP)	A process where a need is identified, but how it will be achieved is unknown at the outset. The process allows vendors to propose solutions or methods to arrive at the end product and it allows for evaluation on criteria other than price.
Request for Quotation (RFQ)	A process, similar to an RFT, where an organization specifies exactly what needs to be purchased and the evaluation is based solely on price.
Request for Supplier Qualification (RFSQ)	A process used to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified vendors or a vendor of record.
Request for Tender (RFT)	A process where a vendor is requested to make an offer in writing to execute some specified services, or to supply certain specified goods, based on stated delivery requirements, performance specifications, terms and conditions. Evaluation criteria usually focuses on price and delivery requirements.
Responsive Bid	A vendor whose bid does not vary from the specifications and terms and conditions set out in the invitation for bids.
Requisition	A request for goods and/or services, initiated by an employee and approved by the Budget Holder, that is electronically submitted to Purchasing to procure.
RFX	An acronym that captures all references to “Request for” documents such as RFP, RFQ, RFT, etc.
Services	All professional, construction, or maintenance services, including the delivery, rental or installation, repair, restoration, demolition or removal of personal and real property.
Single Source	There is more than one source in the open market but only for reasons of function or service, one vendor is recommended for consideration for a particular good and/or service.

Sole Source	There is only one source of supply for the particular goods and/or services.
Tender	Refer to RFT
Total Acquisition Cost	The most cost efficient and effective manner, being the sum of all costs including but not limited to purchase price, warranty, life cycle cost, administrative, operating and disposal costs.
Total Aggregate Value	The sum of all costs that are paid for goods and services required to satisfy a need over a period of time.
Vendor	An individual, firm, supplier, vendor, contractor, architect, consultant, bidder or proponent
Vendor of Record	A vendor with whom the Board has a formalized relationship for a set of goods or services, but one that is not necessarily exclusive. The purpose of the relationship is to formalize the terms and conditions, and the ordering and payment channels. Purchases from a VOR must follow competitive bidding requirements for purchases over \$5,000.

**4. PURCHASING PRINCIPLES**

The Board advocates the following principles that are in accordance with the BPS Directive:

1. Accountability - The Board must be accountable for the results of the procurement decisions and the appropriateness of the processes.
2. Transparency – The Board must be transparent to all stakeholders. Where possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
3. Value for Money – Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total life-cycle cost.
4. Quality Service Delivery – Front-line services provided by Organizations, such as teaching and patient care, must receive the right product, at the right time and in the right place.
5. Process Standardization – Standardized processes remove inefficiencies and create a level playing field.

**5. SEGREGATION OF DUTIES**

Segregation of duties prevents any one person from controlling the entire procurement process by separating approvals for key stages of the procurement process. The Board separates at least three of the five functional areas as per the table below:

FUNCTIONAL ROLE	RESPONSIBILITY	ACCOUNTABLE PARTY
Requisition	Authorize the Purchasing Department to place an order	Authorized by the Budget Holder
Budgeting	Authorize that funding is available to cover the cost	Authorized and approved by the Trustees on an annual basis
Commitment	Authorize release of the order to the supplier under agreed upon contract terms	Purchasing Department authorizes the release of the order
Receipt	Authorize that an order was physically received, correct and complete	Individual receiving the goods authorizes the receipt
Payment	Authorize release of the payment to the supplier	Accounts Payable authorizes the payment to the supplier

**6.**

**7. METHODS OF PROCUREMENT**

1. The purchasing of goods and services shall be undertaken using one of the following methods:

<b>GOODS AND NON-CONSULTING SERVICES</b>		
Total Procurement Value	Means of Procurement	Requirements
\$0 - \$4,999	Purchasing Card (P-Card)	Required, except where noted below
	Requisition	Required for on-site services only
	PAF	When P-Card is not accepted & Purchasing approves the Vendor in advance of the purchase
\$5,000 - \$24,999	Purchase Order	Requires Purchasing to obtain three quotes via invitational or open procurement and a requisition is input when making the purchase
\$25,000 - \$99,999	Invitational or Open RFX	Requires Purchasing to conduct a bid process utilizing the Board electronic tendering system and a requisition is input when making the purchase.
\$100,000 or more	Open, competitive RFX	Requires Purchasing to conduct an open bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.
<b>CONSULTING SERVICES</b>		
Total Procurement Value	Means of Procurement	Requirements
\$0 - \$99,999	Invitational or Open RFX	Requires Purchasing to conduct an bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.
\$100,000 or more	Open RFX	Requires Purchasing to conduct an open bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.

For other permitted uses of PAFs, refer to the Payment Authorization Form Administrative Procedure.

2. **Cooperative Purchasing**, when approved in advance by the Superintendent of Business or Designate, may be used in place of the LKDSB conducting its own formal tender, where the use of the Cooperative Purchasing is in the best interest of the Board.

3. **Non-competitive Procurement** may be used in unique circumstances, in accordance with the applicable trade agreements and Board regulations and procedures. Examples where non-competitive procurement may be used include but are not limited to; professional services, purchases of educational textbooks direct from the publisher, instances where pre-existing furniture or equipment is only available from one supplier, when necessary to maintain compatible technologies, where an open competitive process could interfere with the ability to maintain security or to protect human health, and various types of licensing or maintenance contracts. A “Non-Competitive Procurement Justification Form” shall be completed and approved prior to proceed with this form of procurement.
  
4. **Emergency Process** may be used for any dollar value, when the acquisition of any goods or services is deemed an emergency. This process is undertaken with the approval of the Superintendent of Business or their Designate within the Business Department. Completion of a “Non-Competitive Procurement Justification Form” is required.

**7. APPROVAL AUTHORITY LIMITS**

7.1. Purchasing shall be initiated for approved goods and non-consulting services within the limitations as defined in the following table.

<b>APPROVAL AUTHORITY SCHEDULE (AAS) TO REQUEST GOODS AND NON-CONSULTING SERVICES</b>	
<b>Total Purchase Amount</b>	<b>Delegated Purchasing Authority Level</b>
\$0 - \$2,500	Employee authorized by the Budget Holder
\$0 - \$4,999	Curriculum Leader, Coordinator, Vice Principal, Supervisor authorized by the Budget Holder
\$0 – \$24,999	Principal, Manager, Superintendent
>= \$25,000 (excluding real estate transactions and capital over \$250,000)	Superintendent of Business
All real estate transactions and Major Capital > \$250,000	Board of Trustees

7.2. Prior to commencement, any purchasing of consulting services must be approved in accordance with the table below, and approvals cannot be delegated to a lower organizational level.

<b>APPROVAL AUTHORITY SCHEDULE FOR CONSULTING SERVICES</b>		
<b>Procurement Method</b>	<b>Total Purchase Amount</b>	<b>Approval Authority</b>
Invitational Competitive	\$0 up to but not including \$100,000	Refer to AAS for goods and non-consulting services
Open Competitive	Any value	Refer to AAS for goods and non-consulting services
Non-competitive (exemption – based only)	\$0 up to but not including \$1,000,000	Superintendent of Business and Director of Education
	\$1,000,000 or more	Board of Trustees

**8. FREEDOM OF INFORMATION**

All proposals submitted to the Board become the property of the Board and as such are subject to the provisions of the Freedom of Information and Protection of Privacy Act regarding information, which may be provided in confidence. Bidders must clearly state, in their bids, if disclosure of any portion of the bid would cause injury to the company. Any information submitted by any vendor that is to be considered confidential must be clearly marked as such.

**9. CONFLICT OF INTEREST**

9.1. As outlined in the Education Act; any person involved in the ownership or operation as a potential supplier to the Board who is an employee or whose parent, spouse, child or other immediate family is an employee of the Board shall be considered to have a potential conflict of interest and will, therefore, declare this potential conflict prior to any sale, bid or proposal.

Implementation Date: February 14, 2006

Revised: March 27, 2007, September 28, 2010, September 1, 2021



**FROM: Brian McKay, Superintendent of Business & Treasurer**

**DATE: June 22, 2021**

**SUBJECT: Purchasing Goods and Services Policy and Regulation Revision**



The LKDSB policy and regulation on “Purchasing Goods and Services” has been reviewed as part of the LKDSB cyclical review. The policy has been updated to reflect the current requirements of the Broader Public Sector. The regulation has been updated to reflect the requirements of the Broader Public Sector, provide greater clarity and to adjust purchase limits.

**Highlights of Policy and Regulation Changes**

- Section 1 Procurement Reference to Other Documents was updated to reflect current requirements including trade agreements.
- Section 2 Code of Ethics was added and updated to comply with the broader public sector requirements. The “Regulation No. R-BU-503.1-10 Purchasing Code of Ethics” has been eliminated as it is included directly in this regulation.
- Section 3 Definitions was expanded to align with BPS and provide greater clarity.
- Section 4 Purchasing Principles was included to comply with BPS.
- Section 5 Segregation of Duties was updated into a table format that aligns with BPS Directive.
- Section 6 Methods of Procurement was updated to minimize the use of Payment Authorization Forms (PAF), and increase the thresholds when a purchasing card can be used, as this threshold has not been changed since purchasing cards were first introduced as a payment option with the Board.

GOODS AND NON-CONSULTING SERVICES		
Total Procurement Value	Means of Procurement	Requirements
\$0 - \$4,999	Purchasing Card (P-Card)	Required, except where noted below
	Requisition	Required for on-site services only
	PAF	When P-Card is not accepted & Purchasing approves the Vendor in advance of the purchase
\$5,000 - \$24,999	Purchase Order	Requires Purchasing to obtain three quotes via invitational or open procurement and a requisition is input when making the purchase

\$25,000 - \$99,999	Invitational or Open RFX	Requires Purchasing to conduct a bid process utilizing the Board electronic tendering system and a requisition is input when making the purchase.
\$100,000 or more	Open, competitive RFX	Requires Purchasing to conduct an open bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.
<b>CONSULTING SERVICES</b>		
<b>Total Procurement Value</b>	<b>Means of Procurement</b>	<b>Requirements</b>
\$0 - \$99,999	Invitational or Open RFX	Requires Purchasing to conduct a bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.
\$100,000 or more	Open RFX	Requires Purchasing to conduct an open bid process utilizing the Board electronic tendering system and requisition is input when making the purchase.

- Section 7 The Approval Authority (AAS) Limits were amended to separate “Goods and Non-consulting Services” from “Consulting Services” as was mandated by BPS. The Authority Limits were also amended to permit employees that are not budget holders to make purchases that are authorized by the Budget Holder, at the limits set out below.

<b>APPROVAL AUTHORITY SCHEDULE TO REQUEST GOODS AND NON-CONSULTING SERVICES</b>	
<b>Total Purchase Amount</b>	<b>Delegated Purchasing Authority Level</b>
\$0 - \$2,500	Employee authorized by the Budget Holder
\$0 - \$4,999	Curriculum Leader, Coordinator, Vice Principal, Supervisor authorized by the Budget Holder
\$0 – \$24,999	Principal, Manager, Superintendent
>= \$25,000 (excluding real estate transactions and capital over \$250,000)	Superintendent of Business
All real estate transactions and Major Capital > \$250,000	Board of Trustees



APPROVAL AUTHORITY SCHEDULE FOR CONSULTING SERVICES		
Procurement Method	Total Purchase Amount	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	Refer to AAS for goods and non-consulting services
Open Competitive	Any value	Refer to AAS for goods and non-consulting services
Non-competitive (exemption – based only)	\$0 up to but not including \$1,000,000	Superintendent of Business and Director of Education
	\$1,000,000 or more	Board of Trustees

The Board is currently finalizing associated administrative procedures to this policy and regulation. The regulation will be updated with the administrative procedure reference numbers once completed.

The amended policy and regulation will be implemented as of September 1, 2021

**RECOMMENDATION: “That the Board approve the revised policy and regulation on Purchasing Goods and Services.”**



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**FROM: John Howitt, Director of Education**

**DATE: June 22, 2021**

**SUBJECT: LKDSB Policy and Regulations– *Communications and Social Media***



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The policy, regulations and administrative procedures on *Communications and Social Media* have been updated to provide further clarification as recommended from an internal audit.

**RECOMMENDATION**

**“That the Board approve the revised policy and regulations on *Communications and Social Media*.”**



## POLICY

**SUBJECT:           Communications and Social Media**

It is the policy of the Lambton Kent District School Board to encourage clear and effective communication using a variety of methods, including social media in accordance with the Lambton Kent District School Board's policy and regulations on Responsible Use of Technology and privacy laws.

Implementation Date: November 13, 2012  
Revised: November 13, 2018

Reference: LKDSB Policy and Administrative Procedure on *Responsible Use of Technology*  
LKDSB Regulations on *Communications and Social Media*

## REGULATIONS

**SUBJECT:            Communications and Social Media**

1. The Lambton Kent District School Board recognizes the importance of effective, efficient and open communication in achieving its Vision, Mission and Belief Statements. The Lambton Kent District School Board will use social media as a method of enhanced communication with others and to share information.
2. The Director of Education, or designate, is responsible for the Board's social media sites.
3. The Lambton Kent District School Board social media sites are not for personal use. Comments involving personal issues with the Board, a school, staff member or student will be removed.
4. The Lambton Kent District School Board reserves the right to delete comments that are considered:
  - spam
  - advertising or promotion of services, products or political organizations
  - clearly off-topic or disruptive
  - advocating illegal activity
  - infringement of copyrights or trademarks
  - violation of any Lambton Kent District School Board policies, regulations or administrative procedures
  - personal attacks, insults or threatening language
  - private, personal information published without consent
  - hyperlinks to material not related to the discussion
5. The Lambton Kent District School Board's policy and regulations on *Responsible Use of Technology* apply to the use of social media.
6. Staff must exercise professional discretion in the use of their personal social media. Failure to do so may result in disciplinary action by the Board.

Implementation Date: November 13, 2012  
Revised: November 13, 2018

Reference: LKDSB Policy and Administrative Procedure on *Responsible Use of Technology*  
LKDSB Policy and Regulations *Prohibition of Entrepreneurial Activities by Employees*



**FROM: Janet Barnes, Trustee and Vice-Chair of the Special Education Advisory Committee**



**DATE: June 22, 2021**

**SUBJECT: Special Education Advisory Committee (SEAC) Meeting Summary**

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The Special Education Advisory Committee of the Lambton Kent District School Board met on June 10, 2021. Following is a report of the activities of the meeting:

### **Business Arising from the Minutes**

There was no business arising from the May 13, 2021 Special Education Advisory Committee Meeting.

### **Presentation – Indigenous Education**

Elementary Indigenous Special Project Teacher Gretchen Sands-Gamble shared information on the Board's Indigenous Education Program including things such as professional development opportunities for staff and book clubs and class visits to support students. Additional resources to increase one's understanding of the impact of colonization were highlighted. After discussing the impact of colonization, members chose to increase their knowledge and understanding of the issues facing indigenous students within the Board by reading "21 Things You May Not Know About the Indian Act" over the summer and fall.

### **Presentation – Jordan's Principle**

Micheline Beausoleil, a Student Engagement Specialist with Aamjiwnaang First Nation, provided an overview of how Jordan's Principle came into being and highlighted the many supports that the Act covers. Jordan's Principle is a legal requirement that provides access to services for First Nations children in need and ensures that the government pays for the services without delay to ensure students are not disadvantaged. It was noted that from July 2016 to February of 2021 more than 838,000 products, services and supports such as speech therapy, educational and medical supports were provided for indigenous students and their families throughout the Province, at a cost of approximately \$2-billion. Ms. Beausoleil outlined the process for completing a Jordan's Principle application and spoken about the approval process.

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## **Presentation – Safe Schools**

Mark Houghton, System Coordinator of Safe Schools for the Board, spoke about Bill 81, The Safe Schools Act, as well as the other related Acts and Policy and Program Memorandums that the Board adheres to when ensuring that students and staff are safe, and feel welcomed, when in any of the Board owned/operated facilities. Mr. Houghton spoke about the structures the Board has set up to ensure safe schools, including a Safe Schools Board-level Team, School Teams, and the Board's Workplace Violence Committee. The role of the Board's Multidisciplinary Teams, in relation things such as emergency drills, climate surveys, and supporting overall student health and wellbeing was discussed.

## **Special Education Plan Items Reviewed in June**

Sandra Perkins provided details on the items in the Plan reviewed by the Special Education Team for June, and highlighted any amendments or additions made.

Chris King Moved and Jean MacIntyre Seconded **“That all information/updates related to the 2021 Special Education Plan presented at the SEAC Meetings held on January 21, February 18, March 25, April 22, May 13, and June 10, 2021, and detailed in Appendix 1.1, be approved.”**; All in favour

## **Correspondence**

Correspondence dated March 30, 2021, from the Renfrew County Catholic District School Board regarding 'Support for Bill 172, the Education Statute Law Amendment Act – Fetal Alcohol Spectrum Disorder (FASD)' was discussed but no action was taken.

Correspondence dated May 26, 2021, from the Brant Haldimand Norfolk Catholic District School Board regarding 'Support for Bill 172, An Act in Relation to Fetal Alcohol Spectrum Disorder (FASD)' was discussed but no action was taken.

Correspondence dated May 28, 2021, from Durham District School Board regarding 'Needs-Based Funding/Services for Children with a Diagnosis of Autism – New Pilot Program' was discussed but no action was taken.

## **Next Regular Meeting**

Thursday, September 16, 2021  
6:00 p.m.

**Rose Gallaway, SEAC Chair**