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### Intended Purpose

To provide procedures for the acquisition of goods and services on behalf of the Halton District School Board (“HDSB”) while ensuring consistency with the Broader Public Sector (BPS) Procurement Directive, Building Ontario Businesses Initiative and BPS Procurement Restriction Policy. This procedure applies to all employees, Board of Trustees (the “Board”), and School Councils (or other volunteers) involved in the procurement of goods and services.

### Procedure

The HDSB supports the procurement of goods and services through Approved Vendors utilizing a central Purchasing Department as a means of oversight to:

- Support the strategic priorities of the HDSB, and encourage schools and departments, where possible, to purchase from local, Ontario and Canadian businesses.
- Encourage open competitive bidding amongst qualified and compliant suppliers, through fair and equitable procurement processes.
- Ensure procurement decisions are not solely based on the lowest price, and where possible and practical, consideration to be given to:
  - procurement of goods and/or services through local, Ontario and Canadian Businesses;
  - sustainable procurement factors, such as, but not limited to, green or environmentally preferable, ethical, social options, and
  - procurement through Indigenous, underrepresented and locally owned businesses.

- Encourage centralized or cooperative buying group opportunities whenever possible and deemed to be in the best interest of the HDSB.

The HDSB expects all parties that are contracted by and/or providing services to the HDSB to abide by all laws and regulations, and conduct themselves in accordance with the commitments set out in the HDSB Multi-Year Strategic Plan, HDSB policies and procedures and the Ontario Human Rights Code, while carrying out their contractual obligations to the HDSB.

### Sustainable Procurement

The HDSB will consider sustainable procurement practices, where practical. Sustainable procurement practices will take into consideration green or environmentally preferable procurement, ethical procurement, social procurement, Indigenous and underrepresented business procurement.

Where possible and practical, sustainable procurement practices will be included into the process for selecting goods and services, alongside traditional considerations including price, quality, service, and technical specifications.

### Cooperative Procurement

Centralized purchasing and/or cooperative purchasing with other school boards, public agencies, and purchasing cooperatives shall be encouraged by the HDSB. In such cases, the HDSB may accept pricing obtained by other agencies through the use of a piggyback clause, and will not be required to conduct independent processes.

### Procurement of Goods/Services

Goods/services purchased through Approved Vendors established by the HDSB Purchasing Department are deemed to meet HDSB standards, and are provided to the HDSB at a discounted cost.

Schools/Departments shall acquire goods and services through Approved Vendors established through the HDSB Purchasing Department, but in limited circumstances, goods/services can be acquired from Alternate Vendors.

### *Procurement using a P-Card*

The P-Card is intended to facilitate the purchase and payment of low dollar (under \$2,000) goods and services, which are; suitable and safe for school use; offer an acceptable level of quality; and are consistent with the HDSB's needs. Purchases made using the P-Card are subject to the Approval Authority Schedule, Appendix B, as well as the Corporate Purchasing Card Administrative Procedure. For additional information on P-Card use, please reference the Corporate Purchasing Card Administrative Procedure.

### *Procurement through a Vendor of Record (VOR)*

**School Use** - A list of VOR's can be obtained through the HDSB Purchasing Department. Schools/Departments that require facility related work will create a work order and forward the work order to Facility Services for review and approval prior to the commencement of any work.

**Facility Use** - Facility VORs are used for approved facility work, authorized by Facility Services. Schools and departments that require facility related work will create a work order and forward the work order to Facility Services for review and approval. Work orders shall provide a sufficient level of detail to ensure that an invoice submitted by the contractor can be easily matched to the work order. The method of payment for work completed by a Facilities VOR, between \$2,000.01 and \$25,000.00, using a Facility Services account and/or a school or department account (with approval support), will be direct invoice payment to the vendor. The Approving Authority will ensure a work order number is shown on the invoice, sign and account code the invoice, attach a copy of the work order, and forward the invoice to Accounts Payable. For facility service requirements above \$25,000, or for work requested from vendors not listed on the HDSB VOR roster, the requirements of the

Approval Authority Schedule 2 (AAS2) - for Facility Services (Appendix C) and the Procurement Method and Payment Thresholds (Appendix A) will apply.

### *Procurement through an Indigenous or Underrepresented Owned Businesses*

The HDSB promotes the economic development of Indigenous and underrepresented communities by increasing access of these vendors to HDSB procurement opportunities.

The HDSB encourages schools and departments to purchase from Indigenous and underrepresented communities when goods and services:

- are culturally specific to Indigenous people, or underrepresented communities
- benefit Indigenous or underrepresented communities, and the HDSB, and/or
- serves the needs of the school / department as well as Indigenous and/or underrepresented communities.

In addition, through procurement procedures listed in the document the HDSB can include Indigenous and underrepresented community requirements when issuing requests for supplier qualifications, proposals, tenders and quotes, as well as encourage existing, new and future suppliers to partner or sub-contract with a qualified Indigenous and underrepresented communities. Evaluation criteria can also be used to recognize non-Indigenous businesses that work with Indigenous and underrepresented communities. In selecting a supplier, the HDSB may consider the supplier's history of service and performance:

- partnering with Indigenous and underrepresented communities
- employing Indigenous and underrepresented people and/or
- training Indigenous and underrepresented people

Schools and departments should consult with the Indigenous Education department to validate the authenticity and cultural appropriateness of proposed Indigenous goods or services being procured. Schools and departments should consult with the superintendent responsible for the area/school to validate the authenticity and cultural appropriateness of proposed goods or services being procured from underrepresented owned businesses.

### Procurement using a Single/Sole Source Process

Single and sole source purchases will only be permitted based on the circumstances below, and with the approval of the Purchasing department, the Superintendent of respective area, and the Superintendent of Business Services;

- Single-sourcing: may be justified if more than one supplier or distributor for a product exists in the market, but only one of those suppliers or distributors is able to meet detailed specific requirements. Detailed specific requirements must be documented, verified and provided to support single-sourcing.
- Sole-sourcing: refers to situations in which only one (1) supplier is capable of meeting end user requirements/specifications. In other words, no alternative suppliers exist in the marketplace.. The sole-sourced supplier must provide a letter verifying that they are the only supplier in the market of an identified good or service.

In the event that the request is deemed insufficient by the HDSB Purchasing department and/or the Superintendent of Business Services and does not meet the criteria for Single/Sole source, a competitive process will be required. Contact the HDSB Purchasing Department staff for Single/Sole Source documentation.

### Procurement of goods/services that involve Personal Information or Personal Health Information

Acquisition of all software/goods/services that may collect, use, disclose, or retain student or staff personal information (PI) or personal health information (PHI) must be vetted through Information Services and the HDSB Purchasing department. A privacy and legal review shall be completed to ensure compliance to the HDSB's privacy requirements and the Privacy Impact Assessment (PIA) will be appended to the purchase order, agreement or contract where needed.

### Ownership of Goods

All items acquired, purchased or donated in the name of the HDSB or any of its schools or HDSB sites are the exclusive property of the HDSB.

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### Segregation of Duties

Effective procurement control includes the segregation of duties across functions and individuals. Segregation of duties prevents any one person from controlling the entire procurement process by separating approval for key stages of the procurement process. The HDSB shall separate at least three of the five procurement functions (Requisitioning, Requisition Approval, Issue of purchase orders / contracts, Receiving and Payment).

<i>Function</i>	<i>Responsibility</i>	<i>Accountable Party</i>
Requisitioning	Authorize the purchasing department to place an order.	Requisitioner
Requisition Approval	Authorize that funds are available to cover the cost of the requested order, and the requested items are required.	Budget holder
Issue of Purchase Order	Authorize release of the order to the vendor under agreed terms.	Purchasing Department
Receiving	Authorize that the order was physically received, correct and complete.	Requisitioner
Payment	Authorize release of payment to the vendor.	Accounts Payable Department

### Prepayment of Goods and Services

To help protect against the risk of not receiving goods and services paid for, the HDSB does not prepay for goods and services prior to their receipt. Exceptions to this may include:

- Payments to Indigenous vendors
- Expenditures related to professional development events
- Deposits for facility rentals

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- Items ordered online using a purchasing card where payment is required to checkout/proceed with order
- Deposits for custom orders (e.g., printing)
- Subscriptions or Maintenance fees covering a period of time
- Insurance
- Deposits for field trips
- Theatre/Show tickets if the venue's only payment option is prepayment
- Prepaid postage

The Superintendent of Business Services and Treasurer or the Director of Education must approve exceptions not covered above. When paying deposits for venues or services, attention should be paid to refund policies should the activity or event need to be canceled or rescheduled.

### Authority to Bind the Board

Only the Director of Education and Superintendent of Business Services and Treasurer have the authority to legally bind the HDSB. As a result, unless noted below, all contracts, agreements, letters of intent, award letters, renewal letters and other agreements must be forwarded to the Superintendent of Business Services office for review and signature.

**NOTE:** Exceptions may occur for contracts up to \$25,000 involving a one time event, such as educational excursions, yearbooks, reserving a banquet hall for graduation, or booking a guest speaker. In this case, the school Principal or Superintendent may sign. Contracts should not be signed by any other staff, under any circumstances.

### Unauthorized Procurement

- No contract, purchase order, or purchase of any kind, shall be divided/split to avoid the requirements of this procedure.
- No employee, volunteer or elected official shall purchase or offer to purchase, on behalf of the HDSB, any goods or services, except in accordance with these procedures.
- No employee or elected official of the HDSB shall become a contracting party or partner (directly or indirectly) to any HDSB contract or agreement.

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Circumventing the procurement process and controls outlined in this Administrative Procedure may lead to suspension of purchasing privileges and possible removal of access to procure goods/services.

### Exception to Procurement Thresholds and Procedure

In very limited circumstances, a competitive procurement process may not be practical. Non-competitive procurement must be documented and facilitated through the Purchasing Department, with the approval by the Superintendent of Business Services. Unless otherwise provided for in this Administrative Procedure, the HDSB Purchasing Department, may enter into negotiations with one or more vendors for the supply of goods/services when any of the following conditions apply:

- An emergency to prevent danger to life, limb or property within the HDSB, which would not reasonably permit the use of prescribed procurement processes.
- No bids are received on a formal quotation, tender or request for proposal call.
- The extension of an existing contract would prove more cost effective or beneficial, as vetted and documented through the HDSB Purchasing Department.
- Bids have been solicited using one of the procurement processes with all bids received being non-compliant.
- The lowest compliant bid received exceeds the approved budget and is impractical to recall.
- Goods/services are available only from a Single/Sole Source.

### Procurement Method and Payment Thresholds - **Appendix A**

Procurement method and payment thresholds are defined through Business Services, and it is the responsibility of the requisitioner to obtain the required approvals as well as comply with the specified thresholds prior to proceeding with any purchase. Thresholds are set as per Each Single Acquisition (or acquisition of goods for a single space or facility) based on the total cost of the contract, agreement or project. i.e. Contractor painting multiple rooms within the same school or



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Consultant providing the same or similar service at multiple schools is one project. Individual rooms or schools are not individual projects. Invoices for services purchased from an individual invoicing under their personal name (as opposed to a registered business) must be sent to Accounts Payable for processing. P-card and SGF cheque may not be used in these circumstances.

Approval Authority Schedule 1 (AAS1) - Schools and Non-Facility Departments **Appendix B**

It is the responsibility of the requisitioner to obtain the required approvals prior to proceeding with any purchase in accordance with the Approval Authority Limits for schools and non-facility departments.

Approval Authority Schedule 2(AAS2) - Facility Service Department **Appendix C**

It is the responsibility of the requisitioner to obtain the required approvals prior to proceeding with any purchase in accordance with the Approval Authority Limits for the Facility Services department.

Definitions - Please refer to **Appendix D**

### **Cross-Reference:**

#### **Legislation**

Truth and Reconciliation Commission Calls to Action  
Ontario Human Rights Code  
Building Ontario Business Initiative Act

#### **Ministry Policy & Program Memoranda**

Broader Public Sector Procurement Directive  
Broader Public Sector Procurement Restriction Policy

#### **Board Policies, Procedures & Protocols**

Code of Ethics Policy  
Procurement Policy  
Risk Management Policy  
Sustainability Education and Environment Policy  
Agreements and Contracts with Government Agencies Administrative Procedure  
Code of Ethics Administrative Procedure  
Community Funding of Facility Enhancements Administrative Procedure  
Corporate Purchasing Card Administrative Procedure  
Decentralized Budgets Administrative Procedure  
Disposal of Surplus / Obsolete Assets Administrative Procedure  
Fraud Prevention and Management Administrative Procedure  
Hospitality Administrative Procedure  
Risk Management Administrative Procedure  
School Fundraising Administrative Procedure  
School Generated Funds Administrative Procedure  
Third Party Agreements Administrative Procedure  
Travel & Expense Reimbursement Administrative Procedure  
Vendor Performance Management Administrative Procedure

### Revision History

- June 2025 - comprehensive review, aligned with Board and Ministry direction to restrict procurement with U.S. based vendors; updated to new template
- June 2023 - comprehensive review, updates to procurement authority limits and format changes

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### Appendix A - Procurement Thresholds and Procedure

<b><u>Estimated Procurement Cost</u></b> (excluding administrative fees, shipping, taxes, exchange rates, duty, customs etc.)	<b><u>Procedure</u></b> Purchases will be made using existing vendors. Existing vendors can be found <a href="#">in the Vendor Directory</a> .  If a new vendor is required, Board staff must use p-card (under \$2000) or contact purchasing for direction/support.
<b><u>\$250.00 or less</u></b>	POs will not be issued for orders under \$250, unless approved by the Purchasing Department or if required by the vendor. For purchases under \$250 use: P-card, Direct Invoice (vendor must be in the financial system) or SGF cheque to the vendor.
<b><u>\$250.01 up to / including \$2,000.00</u></b> (Low dollar purchase) <b>Recommended:</b> A Quote (Informal) is recommended, but not required.	Orders placed directly with vendors. Payment can be processed using P-card, Direct Invoice (vendor must be in the financial system) or SGF cheque to the vendor.  <b>NOTE:</b> PO's can be issued for orders over \$250.01
<b><u>\$2,000.01 up to / including \$25,000.00</u></b> (Facility Services Reference VOR Requirements) <b>Requirements:</b> PO issued based on 1 Vendor Quote	Orders placed using a Purchase Order issued to a Board Approved Vendor prior to receiving goods, services or invoice. One Quote (Formal) must be obtained, and attached to the requisition. PCard may be used in limited circumstances with documented approval from Business Services.(Travel / Hotel / Field Trip eg)
<b><u>\$25,000.01 up to / including \$100,000.00</u></b> Invitational Competitive Process <b>Requirements:</b> PO issued based on 3 Vendor Quote	Orders placed using a Purchase Order issued to a Board Approved Vendor prior to receiving goods, services or invoice. A minimum of three (3) Quotes (Formal) must be obtained from Board Approved Vendors, or Alternate Supplier as recommended by purchasing. All quotes are required to be attached to the requisition.
<b><u>\$100,000.01 or more</u></b> Open Formal Competitive Process(RFQ/RFP/RFT/RFSQ) to RFX document <b>Requirements:</b> PO only Reference RFX document	The Purchasing Department will complete the appropriate RFX procurement process. School or Department will place orders using a Purchase Order issued to the awarded Board Approved Vendor(s) prior to receiving goods, services or invoice.

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### Appendix B - Approval Authority Schedule 1

#### Schools and Non- Facility Departments

<b>Nature of Procurement</b>	<b>Approving Authority</b>	<b>Authorization Limit</b>
<b>School Accounts</b> <i>Acquiring goods and services including one time service agreements (hall rental, speaker consultant etc.)</i>	Senior Administrative Assistant (Elementary)	Up to \$2,000
	Supervisor – School Business (Secondary)	Up to \$5,000
	Principal (Elementary and Secondary) or designate.	Up to \$25,000
	Superintendent	Up to \$100,000
	Director of Education <b>or</b> Superintendent of Business Services and Treasurer <b>or</b> Associate Director of Education	More than \$100,000
<b>Department Accounts</b> <i>(Non-Facility Services)</i> <i>Acquiring goods and services including one time service agreements (speakers, consultant etc.)</i>	Analyst, Administrator, Coordinator, Team Lead, Administrative Assistant, Instruction Program Lead, Executive Assistants, Supervisor, Specialist, Officer	Up to \$2,000
	Senior Manager, Manager, System Principal	Up to \$25,000
	Controller <b>or</b> General Manager	Up to \$50,000
	Superintendent	Up to \$100,000
	Director of Education <b>or</b> Superintendent of Business Services and Treasurer <b>or</b> Associate Director of Education	More than \$100,000
<b>Single/Sole Source</b>	Manager of Purchasing <b>or</b> Designate	Regardless of Cost
	Superintendent of respective area	Regardless of Cost
	Superintendent of Business Services and Treasurer	Regardless of Cost
<b>Memorandum of Understanding</b>	Superintendent of Community Partnerships <b>or</b> Superintendent of Business as designate	Regardless of Cost

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### Appendix C - Approval Authority Schedule 2

#### Facility Service Department (for Facility Services Department Use Only)

<b><i>Nature of Procurement</i></b>	<b><i>Approving Authority</i></b>	<b><i>Authorization Limit</i></b>
<b><i>Facility Services Administrative Accounts</i></b> <i>Acquiring goods and services including consultant.</i>	Executive Assistant	Up to \$5,000
	Specialist - Capital Projects, Specialist - Facility Services Specialist - Energy & Environmental Supervisor - Regulatory Compliance Supervisor - Facility Services Supervisor - Building Performance	Up to \$25,000
	General Manager Manager - Facility Services Manager - Building Performance	Up to \$50,000
	Superintendent	Up to \$100,000
	Director of Education <b>or</b> Superintendent of Business Services and Treasurer <b>or</b> Associate Director of Education	More than \$100,000
<b><i>Facility Services - Capital Projects / Facility Services Energy &amp; Environment / Regulatory Compliance Building Performance.</i></b>	Specialist - Capital Projects, Specialist - Facility Services Specialist - Energy & Environmental Supervisor - Regulatory Compliance Supervisor - Facility Services Supervisor - Building Performance	Up to \$25,000
	General Manager Manager - Facility Services Manager - Building Performance	Up to \$50,000
	Superintendent	Up to \$100,000
	Director of Education <b>or</b> Superintendent of Business Services and Treasurer, <b>or</b> Associate Director of Education	More than \$100,000

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<b><i>Nature of Procurement</i></b>	<b><i>Approving Authority</i></b>	<b><i>Authorization Limit</i></b>
<b><i>Facility Services - Change Orders, Contingency and Cash Allowance</i></b>	Specialist - Capital Projects, Specialist - Facility Services Specialist - Energy & Environmental Supervisor - Regulatory Compliance Supervisor - Facility Services Supervisor - Building Performance	1. Up to \$25,000 per occurrence within approved allowances. 2. Over allowances but within AAS approval limit (ie. \$25,000) i.e initial PO of \$2000, change order request to add \$1500 to the PO - still within limit so can approve without additional approvals
	General Manager Manager - Facility Services Manager - Building Performance	1. Up to \$50,000 per occurrence within approved allowances 2. Approval above original PO value up to \$50,000
	Superintendent	1. Up to \$100,000 per occurrence within approved allowances 2. Approval above original PO value up to \$100,000
	Director of Education <b>or</b> Superintendent of Business Services <b>or</b> Associate Director of Education	1. More than \$100,000 per occurrence within approved allowances 2. More than \$100,000 above original PO value
<b><i>Emergency Purchasing</i></b> (In order to maintain an essential service or to prevent danger to life, limb or property within the Board)	Specialist - Capital Projects, Specialist - Facility Services Specialist - Energy & Environmental Supervisor - Regulatory Compliance Supervisor - Facility Services Supervisor - Building Performance	Up to \$25,000
	General Manager Manager - Facility Services Manager - Building Performance	Up to \$50,000
	Superintendent	Up to \$100,000
	Director of Education <b>or</b> Superintendent of Business Services and Treasurer, <b>or</b> Associate Director of Education	More than \$100,000

### Appendix D - Definitions

**Approved Vendors (Board Approved Vendor):** Approved Vendors are acquired through the use of a procurement process and vetted through the HDSB Purchasing department. There is an agreement/contract in place and goods/services have been validated. These vendors are color coded as a “green” vendor in the vendor directory.

**Alternate Supplier:** A supplier listed in the financial information system that has not been vetted through the HDSB Purchasing department. There is no agreement/contract in place and goods/services have not been validated. These suppliers are color coded as a “yellow” vendor in the vendor directory. Use of an Alternate Supplier is done so on a “buyer beware” basis.

**Authority:** The legal right to conduct the tasks outlined in this Administrative Procedure as directed and delegated by the Director of Education to the Superintendent of Business Services and subsequently to the Manager of Purchasing.

**Bid:** An offer or submission received from a vendor in response to a request, which may be accepted or rejected.

**Board:** means the Board of Trustees of the Halton District School Board.

**Board of Trustees:** The elected or appointed members of the Board.

**Broader Public Sector Procurement Directive (BPS):** The Broader Public Sector Procurement Directive issued by the Management Board of Cabinet, effective July 1, 2011, as may be amended from time to time.

**Building Ontario Businesses Initiative (BOBI):** is a province wide program developed by the government of Ontario to leverage the role public sector procurement can play in Ontario’s economic development. BOBI creates a level playing field that reduces barriers and provides Ontario business with greater access to procurement opportunities.

**Canadian Business:** means a commercial enterprise that is incorporated pursuant to the laws of Canada, and which has ongoing business activities in Canada.

**Change Order:** When there is a change in scope, or changes required by an authority having jurisdiction - such as the building inspector or the Fire department or other municipality departments, or unforeseen conditions are identified, from the original scope of a facilities project. The appropriate approval, based on the Approval Authority Schedule (AAS) must be obtained prior to the issuance of a change order and the



commencement of work. It is the responsibility of the project lead to acquire the appropriate approval.

**Competitive Process:** Fair and transparent process intended to ensure vendors are given equal opportunity to compete for HDSB business.

**Conflict of Interest:** A situation in which financial or other personal considerations have the potential to compromise, or bias an employee, Trustee or school council member's professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the respective HDSB representative's judgment is likely to be compromised. A conflict of interest may exist, when the decisions and/or actions of the respective HDSB representatives during the course of exercising their employment/assigned duties, are affected by, or perceived by another party or person, to be affected by, or has been determined by HDSB to be affected by, the respective HDSB representative's personal, financial or business interests or the personal, financial or business interests of a relative, friend and/or business associate.

**Consultant:** A vendor who by virtue of a particular expertise is contracted by the Board to undertake a specific task or assignment that may include but is not limited to expert advice, guidance, strategic advice, assessment without implementation or consideration for decision making.

**Consulting Services:** The provision of expertise or strategic advice that is presented for consideration and decision making.

**Contract:** A contract is a legally enforceable agreement, usually but not always in writing, between two or more legal entities who intend for the terms to be legally binding and enforceable. In order for a contract to be legally binding, there must be an offer and acceptance of the offer, mutual understanding and agreement of the terms, and the exchange of something of value ("consideration").

**Currency:** All dollar figures quoted in this procedure refer to amounts in Canadian funds, including applicable taxes.

**Emergency Procurement:** A situation where the immediate purchase of goods and/or services, repair or replacement of equipment, or facilities is essential in order to maintain an essential service or to prevent danger to life, limb or property within the Board.

**Ethical procurement:** Ethical procurement supports open competitive bidding amongst qualified and compile suppliers, through a fair and transparent process in

respect of the acquisition and disposal of goods/services, where practical or legally mandated.

**Financial Information System (FIS):** Means the Sparkrock Financial Information System or other financial information systems used by the Board.

**Goods:** All materials, equipment, fixtures, and structures to be delivered, installed or constructed.

**Invitational Competitive:** Fair and transparent process in which a minimum of three proponents are invited to submit a bid.

**Local Business:** means a business that provides goods and services primarily to a specific community or region, often characterized by its physical presence and focus on serving local customers.

**Ontario Business:** means a business that has headquarters or a main office in Ontario, and that regularly conducts its activities (i.e., produces manufactured goods, intangible goods, or services) on a permanent basis in Ontario, is clearly identified by name and is accessible during normal business hours.

**Municipal Freedom of Information and Protection of Privacy Act (MFIPPA):** An Act under which the Board is accountable to the public and must protect personal information.

**Non-competitive Procurement:** A procurement method where the usual competitive process is suspended and negotiations are entered into with one or more than one vendor.

**Personal Health Information:** Defined by the Personal Health Information Protection Act (PHIPA).

**Personal Information:** Broadly defined by MFIPPA, personal information is any recorded information about an identifiable individual regardless of format.

**Piggyback Clause:** An option to contract with a vendor in which other Ontario school boards, public agencies or government bodies have awarded, through a competitive bid process, the supply of goods and/or services.

**Procurement Process:** The process by which the required goods and/or services are obtained.

**Proponent:** A person or firm who puts forward a proposal in response to a solicitation.

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**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, including the lease of goods and/or services. Note “purchased”, “purchasing”, “acquisition”, “procurement”, “procure”, and “buy” shall have similar meanings.

**Purchase Order:** A 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 is also the vendor's authority to ship and charge for the goods and/or services specified on the order.

**Purchase Order Fraud:** is the unlawful manipulation of a procurement process, requisition, purchase order, p-card transaction or financial transaction to acquire contracts, goods or services or to obtain an unfair advantage during the procurement process.

**Purchasing Card (P-Card):** A commercial credit card that allows organizations to procure goods and services.

**Purchasing:** The department within Business Services authorized to perform the purchasing function.

**Quote Informal:** Pricing and delivery information obtained from a vendor website, portal, catalog, screen shot, email, work order or other means offered by the vendor.

**Quote Formal:** Pricing and delivery information provided directly from a vendor identifying the company name, product / services to be acquired, pricing, taxes, estimated delivery/shipping charges, estimated delivery date, and any other applicable charges.

**Requisition:** A request for goods and/or services initiated by staff, approved and electronically transmitted to Purchasing through the Financial Information System (FIS).

**Requisitioner:** A person placing a request for goods and/or services.

**Request for Information (RFI):** A process used to gather information on vendor interest regarding the feasibility and availability of specified goods and/or services in the marketplace.

**Request for Proposal (RFP):** A process used where a need is identified, but how it will be achieved is unknown at the outset. This 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 request for prices on specific goods and/or services from selected vendors, which is submitted in writing or transmitted electronically as specified in the Request for Quotation.

**Request for Supplier Qualifications (RFSQ):** A process used to gather information on vendor capabilities and qualifications, with the intention of creating a list of pre-qualified vendors.

**Request for Tender (RFT):** A process used where a specific need is identified and the vendors offer to provide the specific need at a specified price.

**School/Administrative Site:** Any facility or location within the HDSB's jurisdiction operating as a cost centre.

**Services:** All professional, construction, or maintenance services, and non-consulting services, including the delivery, installation, repair, restoration, demolition or consideration of the particular goods and/or services.

**Single Source:** Is a situation where there is more than one supplier or distributor for a product, but only one of those suppliers or distributors is able to meet detailed specific requirements. Detailed specific requirements must be documented and provided to support a single source.

**Social Procurement:** Social procurement is the practice of leveraging purchasing power to realize socio-economic objectives. These objectives can include enhancing market competition, job creation, and economic and social advantages stemming from purchases from small and medium enterprises, social enterprises or social purpose organizations. They can also include encouraging the conduct of socially responsible business and advancing diversity and inclusion.

**Sole Source:** Is a situation in which only one supplier is capable of meeting an end user requirements/specifications. In other words, there are no other suppliers in the market. The sole-sourced supplier must provide a letter verifying that they are the only supplier in the market of an identified good or service.

**Splitting/Transactions Splitting:** is a single procurement, intentionally divided into two or more purchase orders or contracts to avoid review, approval thresholds or competitive selection. Splitting / Transaction Splitting constitutes Purchase Order Fraud.

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**Sustainable Procurement:** is the procurement of sustainable goods and services whenever they are available in the marketplace and suit the needs of the board. Sustainable procurement is characterized by financial decision-making on a life cycle cost basis whenever practical and is a bigger picture version of traditional practices that embraces the triple bottom line of financial, environmental and social responsibility.

**Total Cost of Ownership:** All direct and indirect costs of an asset, good or service during its useful life, from acquisition to disposition. This includes purchase price, implementation fees, upgrades, maintenance contracts, support contracts, license fees and disposal costs.

**Underrepresented Community:** means a group that is not represented in the majority with respect to race, ethnicity, national origin, sexual orientation, gender identity, or physical ability.

**Value for Money:** The consideration of the purchase price, as well as the suitability, durability, serviceability, maximum efficiency, and effectiveness of a purchase.

**Vendor:** An individual, firm, contractor, architect or consultant, providing goods and/or services to the Board.

**Vendor of Record (VOR):** A group of vendors that have been vetted through a competitive process and approved to provide goods/services to the Board. (A vendor listed in the Financial Information System does not make them a VOR.)