



TITLE: ACQUISITION OF MAJOR SERVICES

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1.0 OBJECTIVE

To establish guidelines for the acquisition of major services and the selection of suppliers. These guidelines will ensure that the best value is secured while demonstrating fairness to all potential suppliers.

2.0 DEFINITIONS

Major services are defined as services in excess of \$100,000 (total value over the life of the multiple year contract).

3.0 POLICY

3.1 From time to time the Board enters into contracts for the provision of major services.

3.2 Major services shall include but not be limited to the following:

- (a) external auditors;
- (b) banking facilities;
- (c) insurance- liability and property;
- (d) legal services;
- (e) cafeteria services.

3.3 The Board shall follow a public process which may include:

- (a) requests for proposals (RFPs); or
- (b) requests for expressions of interest and statements of capabilities

3.4 Arrangements for these services shall be reviewed on a regular basis. Contracts awarded as a result of the process may provide for annual renewals without public tendering, provided the total duration of the contact does not exceed five (5) years.

4.0 SPECIFIC DIRECTIVES

- 4.1 The Superintendent of Finance shall co-ordinate the issuance of requests for proposals or requests for expressions of interest/statements of capabilities.
- 4.2 Submissions shall normally be reviewed by a selection committee made up of staff members as appropriate, and as approved by the Director of Education. From time to time, depending on the nature of the major services to be provided, the Director may recommend that the Board establish a selection committee including trustees and staff.
- 4.3 The selection committee shall make a recommendation to the appropriate Standing Committee of the Board.
- 4.4 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

5.0 REFERENCE DOCUMENTS

The Education Act, 1998, ss. 170, 171, 253.1

Board Policy P.007.FIN: Signing Authority and Spending Controls

Board Policy P.069.FIN: Tendering, Purchasing and Acquisition of Supplies and Services

Board Procedure PR.502.FIN: Spending Authorization and Controls

Board Procedure PR.557.FIN: Acquisition of Major Services

Board Procedure PR.558.FIN: Tendering, Purchasing and Acquisition of Supplies and Services