

Toronto District School Board

Policy P017

Title: **PURCHASING**

Adopted: October 24, 2001

Revised: April 10, 2002; January 28, 2004; September 21, 2005;
January 31, 2007; May 18, 2011; **June 17, 2015**

Reviewed: November 2011

1.0 OBJECTIVE

To establish administrative requirements for the purchase and supply of materials, equipment and services

2.0 RESPONSIBILITY

Associate Director, Finance and Operations

3.0 DEFINITIONS

Consultant means 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. An individual or organization is considered a consultant if they provide the following services:

- Management Consulting (i.e. helping improve performance, primarily through the analysis of existing problems and development of plans for improvement. This includes organizational change management assistance and strategy development);
- Information Technology Consulting (i.e. advisory services that help clients assess different technology strategies, including aligning their technology strategy with their business or process strategy);
- Technical Consulting (i.e. strategic advice related to actuarial science, appraisal, community planning, employment/placement, engineering, health sciences, interior design, realty, social sciences);
- Policy Consulting (i.e. the provision of advisory services to provide policy options, analysis and evaluation);
- Communication Consulting (i.e. the provision of strategy and advice in conveying information through various channels and media)

Consulting Services is the provision of expertise or strategic advice that is presented for consideration, and decision making.

Non-Consulting Service Provider is an individual/company who contracts to provide services, other than consulting services to another individual or business. Examples may include “consultants” such as property brokers, head hunters or trainers.

(See Appendix A for examples of consulting services and non-consulting service providers and exemptions.)

4.0 POLICY

4.1. General

- (a) Purchasing and Distribution Services shall be responsible for the purchase and supply of all materials, equipment and services required by the Board, except land purchases, insurance, employee fringe benefit contracts and miscellaneous petty cash and purchase-card purchases.
- (b) Purchasing and Distribution Services shall not make any purchases on behalf of employees or members of the Board.

4.2. Musical Instrument Repair

Schools shall use only the vendors approved by the Board when purchasing repairs to musical instruments.

4.3. Legal Services

Prior to a Request for Proposal being issued for legal services, staff shall present a clearly defined selection process, including trustee participation, for the Board’s consideration, and the participating trustee or trustees shall be appointed by the Board.

4.4. Approval Authority

- (a) Contracts for consulting services* up to \$50,000 shall be acquired using the Request for Quotation process and may be approved by the Director, or designate.
- (b) Contracts over \$50,000 for consulting services shall be acquired using the Request for Proposal process and approved by the Board prior to an award.
- (c) Where a sole-source consulting services contract exceeding \$50,000 is deemed necessary, the user department shall receive Board approval prior to an award.
- (d) Contracts for goods and non-consulting services over \$50,000 and up to \$175,000, exclusive of taxes, may be approved by the Director, or designate, and presented to the appropriate standing committee for information, except those undertaken by Facility Services.

* See definitions below

- (e) Contracts for goods and non-consulting services over \$175,000 and up to \$250,000, exclusive of taxes, may be approved by the appropriate standing committee and presented to the Board for information.
- (f) Contracts for goods and non-consulting services over \$250,000, exclusive of taxes, shall be approved by the Board, except those undertaken by Facility Services.

4.5. Facility Services Contracts

- (a) Contracts for goods, non-consulting services, and construction/maintenance undertaken by Facility Services over \$50,000 and up to \$500,000 may be approved by the Director, or designate, and presented to the appropriate Board standing committee for information.
- (b) Contracts for goods, non-consulting services, and construction/maintenance undertaken by Facility Services over \$500,000 and up to \$1,000,000 may be approved by the appropriate standing committee and presented to the Board for information.
- (c) Contracts for goods, non-consulting services, and construction/maintenance over \$1,000,000 undertaken by Facility Services shall be approved by the Board.
- (d) The approval requirements in the purchasing policy shall not apply in the event of an emergency which includes, but is not limited to situations where a risk to health and/or safety of students and/or staff exists, or situations where a risk exists of imminent damage to any of the Board's school sites, properties or facilities.
- (e) The Director, in consultation with the Chair of the appropriate standing committee, may call meetings to approve contracts during months where there are no scheduled meetings and report such approvals at the first scheduled Board meeting.

4.6. Collaborative Services

The Board is committed to working collaboratively with other boards and, where applicable, other public sector agencies, to develop cooperatives and shared services in a wider range of board operations.

4.7. Accountability

The Director shall present a report to the Board, in October of each year, outlining all collaborative ventures entered into by the Board during the previous fiscal year including the measurements and effectiveness of existing collaborative ventures.

5.0 SPECIFIC DIRECTIVES

The Director has authority to issue operational procedures to implement this policy.

6.0 REFERENCE DOCUMENTS

PR.680 Consulting Services

1. Examples of Consulting Services

- (a) Communications – an individual or organization is engaged to develop a communications strategy;
- (b) Training – an individual or organization is engaged to develop a training plan for the organization;
- (c) Professional Services – an architect is engaged to develop a ten year strategy;
- (d) Information Technology – an organization is engaged to develop an IT strategy;
- (e) Operations – an individual or organization is engaged to assess operational performance;
- (f) Executive Management – an individual is engaged to advise the executive team on communicating to the media;
- (g) Employment – an individual is engaged on retainer to provide ongoing expertise to the organization.

2. Examples of Non-Consulting Service Provider

- (a) Communications - an individual or organization is engaged to design a newsletter;
- (b) Training – an individual is engaged to develop and deliver a specific training program;
- (c) Professional Services – an architect is engaged to design a specific building;
- (d) Information Technology – an individual is engaged to create a data base that will support an IT implementation;
- (e) Operations – an individual or organization is engaged to implement process improvements on specific operational processes;
- (f) Executive Management – an individual is engaged to facilitate executive team building sessions;
- (g) Employment – a specialist is engaged on a temporary basis to manage a specific assignment but is **not** on the payroll;
- (h) Employee – an individual is hired on a full or part time temporary basis and is on the payroll.

Exemptions

Services that do not constitute Consulting Services as defined above include:

- (a) Services provided under an employee-employer relationship and paid through Payroll;
- (b) Contracted-out/outsourced services which include, but may not be limited to, snow removal, cafeteria operations; cartage; etc.;
- (c) Fees, which include, but may not be limited to, honoraria, training courses instruction, etc.;
- (d) Tendered work for which the task to be done and the method used to do it are both known, and suppliers/contractors compete only on price;
- (e) Temporary clerical and/or technical staff that is hired directly or through agencies (e.g. Office Overload, Pinstripe, etc.) on a per diem basis to address peak period needs and/or temporary staff shortages;
- (f) Auditing and Banking services.