



## **ADMINISTRATIVE PROCEDURE – AP102-5**

### **Vendor Management**

Area: Business and Finance  
Policy Reference: Purchasing of Goods and Services (PO102)

Approved: March 29, 2004  
Revised: November 11, 2013; February 2, 2026

#### **1. Purpose**

The Durham Catholic District School Board (the “Board”) shall maintain a list of approved qualified vendors who may be called upon to provide quotes for goods and/or services.

#### **2. Definitions**

Nil

#### **3. Procedures**

##### 3.1 Vendor Selection

- 3.1.1 The selection of vendors is determined by the Supervisor of Purchasing Services in consultation with the requisitioner. Factors including but not limited to capability, capacity, dependability, service record, standardization, value added, price, and quality will be considered. Inclusion on the vendor list does not guarantee individual vendors will be requested for quotes.
- 3.1.2 The Supervisor of Purchasing Services reserves the right to deny applications from vendors where an adequate number of qualified vendors already exist for the same good and/or service.
- 3.1.3 In order for a vendor to be added to the preferred vendor list, the requisitioner must complete the Vendor Request Form and send it to Purchasing Services. Once approved by Purchasing Services, Purchasing Services will send the Vendor Application to the vendor for completion.

3.1.4 Following the review of a completed Vendor Application Package, Purchasing Services will provide written confirmation to the vendor and the requisitioner that the vendor is on the list or indicate that the qualification criteria have not been met by the vendor.

### 3.2 Vendor List Maintenance

3.2.1 The Supervisor of Purchasing Services reserves the right to limit and maintain the number of approved vendors. Approved vendors will remain on file for a minimum of five (5) years after which the Supervisor of Purchasing Services or designate may remove any vendor that has not provided goods and/or services to the Board within that period.

3.2.2 The Supervisor of Purchasing Services will review the list annually and refresh the vendor listings for any good and/or service as required.

3.2.3 Vendors may be added to the list by Purchasing Services at any time through unsolicited application or may be invited to apply by the Supervisor of Purchasing Services.

### 3.3 Vendor Requirements

3.3.1 The qualified vendor must satisfy the expectations of the Board with regard to terms and conditions, quality, price and service. Failure to do so may result in the vendor's removal from the list for a period of up to five (5) years at the discretion of the Supervisor of Purchasing Services in consultation with the Chief Financial Officer.

3.3.2 Vendors in litigation with the Board will not be permitted to provide goods and/or services and will be removed from the list until such time as the matter is resolved.

### 3.4 Vendor Performance

3.4.1 Vendors are held accountable for their contractual obligations. The Board will monitor the performance of all vendors.

3.4.2 The Board's departments are responsible for managing the contracts they issue and must make sure they regularly track a vendor's performance. The following types of deliverables should be measured:

- Response time
- Goods are provided on time and at the quality specified
- Milestones are met for projects
- Quality workmanship
- Cost Management
- Other key performance indicators (KPI)

- 3.4.3 If there are any issues or concerns regarding vendor performance, the Board will communicate with the vendor and corrective actions will be taken to remedy the issue.
- 3.4.4 If the vendor fails to remedy the issue, the Board may terminate the contract, exclude the vendor from future bid opportunities, or apply both measures. In such cases, the Board must provide written notice to the vendor, clearly stating the termination or exclusion and specifying the length of the suspension period.

#### **4. Sources**

- 4.1 [Broader Public Sector Procurement Directive](#)

#### **5. Appendices**

- 5.1 New Vendor Request Form (AF102-5A)
- 5.2 Vendor Application (AF102-5B)
- 5.3 Notice of Vendor Name Change (AF102-5C)

#### **6. Related Policies and Administrative Procedures**

- 6.1 [Purchasing of Goods and Services Policy \(PO102\)](#)