



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – PO102

Purchasing of Goods and Services

Area: Business and Finance
Source: Superintendent of Business

Approved: February 26, 2001
Revised: November 11, 2013; May 11, 2020; November 7, 2022, October 27, 2025

1. Introduction

The Durham Catholic District School Board (the “Board”) is committed to ethical, transparent, and cost-effective acquisition of goods and services that support student achievement and operational excellence. All procurement activities shall reflect principles of stewardship, fairness, accountability, and compliance with the Broader Public Sector Procurement Directive, the Supply Chain Code of Ethics, and the applicable trade agreements.

2. Definitions

Competitive Procurement (*Broader Public Sector Procurement Directives*) – a set of procedures for developing a procurement contract through a bidding or proposal process.

Consulting Services (*Broader Public Sector Procurement Directives*) – the provision of expertise or strategic advice that is presented for consideration and decision-making.

3. Purpose

This policy supports employees with purchasing authority in meeting legal and regulatory obligations by offering clear guidance and resources.

4. Application / Scope

This policy applies to all Board employees, Trustees, and agents who are authorized to make purchases using Board or school funds, including purchases made through donations or fundraising.

5. Principles

- 5.1 The Board of Trustees recognizes that:
- 5.1.1 in approving the Annual Estimates, the Director of Education is authorized to incur expenditures for goods and/or services and that the Director of Education delegates authority to Senior Administration, Principals and supervisory staff to incur expenditures within their specific portfolios in accordance with the Approval Authority Schedule, outlined in the General Requirements for Purchasing of Goods and Services Administrative Procedure (AP102-1);
 - 5.1.2 all procurement should be conducted with integrity, fairness, and transparency;
 - 5.1.3 promoting value for money through competitive procurement and collaborative procurement activities with other Ontario public organizations is essential to responsible stewardship;
 - 5.1.4 maintaining accountability requires clear roles and segregation of duties, approval levels, and thorough documentation;
 - 5.1.5 procurement decisions should not be based solely on the lowest bid price. Instead, they should also consider other relevant factors including but not limited to product availability, supplier qualifications, and the supplier's commitment to ethical and fair business practices; and
 - 5.1.6 preference should be given to Ontario businesses for eligible goods and services, in accordance with the thresholds and regulations set out in the Building Ontario Businesses Initiative Act, 2022 (BOBI), unless exempted by regulation.

6. Requirements

- 6.1 The Director of Education, or designate, shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.
- 6.2 All procurement must follow the Board's administrative procedures related to procurement.
- 6.3 Trustees, staff members or other agents working on behalf of the Board must act and be seen to be acting in the best interests of the public when fulfilling their duties on behalf of the Board. All staff members are required to adhere to the Conflict of Interest Policy (PO317), its attendant administrative procedure, all applicable legislation and government requirements. Staff members, Trustees or agents of the Board must not disclose confidential business, personnel or student information or misappropriate Board resources.
- 6.4 The Board requires that all purchases consider environmental, health, and safety impacts.

- 6.5 The Board will ensure that the purchasing function is performed with the following objectives to:
- 6.5.1 provide a competitive opportunity for all vendors and ensure that each is treated fairly and without preference;
 - 6.5.2 provide an appropriate level of service to all schools and administrative departments; and
 - 6.5.3 procure by purchase, lease or rental the goods and/or services of the required quality, in the required quantity with consideration given to the total cost including acquisition, operational, service and disposal cost in evaluating bid submissions and/or proposals to ensure maximum value.
- 6.6 The Board will encourage and support co-operative purchasing in conjunction with other school boards and broader public sector agencies. All such agreements must conform with all aspects of the Board's policies and procedures.
- 6.7 The Board recognizes that it is the responsibility of the Senior Administration, Principal, and supervisory staff to ensure that their staff are properly informed with respect to current policy and procedures, and to ensure that staff adhere to them.
- 6.8 No goods shall be purchased utilizing Board funds with the intent of re-sale. All such purchases (e.g., student agendas, locks, gym clothing spirit wear, fundraising and promotional materials, etc.) must be purchased using school generated revenues, in accordance with the Board's School Generated Funds Policy (PO416).
- 6.9 All donations and surplus disposals must comply with relevant administrative procedures.
- 6.10 All consulting services regardless of value must be procured through a competitive process (invitational or open competitive as appropriate). Deviation from the stated procurement thresholds may only occur under the authority of the Director of Education, or designate, in consultation with the Supervisor of Purchasing Services, Superintendent of Business, Finance and Facilities Services and/or Chief Financial Officer.
- 6.11 Unauthorized purchases made in the name of the Board shall be considered an obligation of the individual making the purchase and not an obligation of the Board.

7. Sources

- 7.1 Education Act, Section 217
- 7.2 Broader Public Sector (BPS) Procurement Directive
- 7.3 Building Ontario Businesses Initiative Act, 2022 (BOBI)
- 7.4 O. Reg. 422/23 General
- 7.5 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- 7.6 Broader Public Sector Accountability Act

- 7.7 Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- 7.8 Canadian Free Trade Agreement (CFTA)

8. Related Policies and Administrative Procedures

- 8.1 General Requirements for Purchasing of Goods and Services Administrative Procedure (AP102-1)
- 8.2 Petty Cash Administrative Procedure (AP102-2)
- 8.3 Use of Corporate Purchase Cards Administrative Procedure (AP102-3)
- 8.4 Cheque Requisition Administrative Procedure (AP102-4)
- 8.5 Vendor Qualification Administrative Procedure (AP102-5)
- 8.6 Competitive Bid Process Administrative Procedure (AP102-6)
- 8.7 Request for Quotation (RFQ) Administrative Procedure (AP102-7)
- 8.8 Third Party Contract Process Administrative Procedure (AP102-8)
- 8.9 Contract Extension Process Administrative Procedure (AP102-9)
- 8.10 Information Technology Administrative Procedure (AP102-10)
- 8.11 Inventory Control Administrative Procedure (AP102-11)
- 8.12 Disposal of Surplus Furniture & Equipment Administrative Procedure (AP102-12)
- 8.13 Replacement/Repair of Lost/Stolen or Damaged Property Administrative Procedure (AP102-13)
- 8.14 Charitable Donations Administrative Procedure (AP102-14)
- 8.15 School Generated Funds Policy (PO104)
- 8.16 School Generated Funds Administrative Procedure (AP104-1)
- 8.17 Broader Public Sector Procurement and Expense Directives Policy (PO109)
- 8.18 Trustee Expenses Policy (PO217)
- 8.19 Trustee Expenses Administrative Procedure (AP217-1)
- 8.20 Employee Conflict of Interest Policy (PO317)
- 8.21 Employee Conflict of Interest Administrative Procedure (AP317-1)