



Tender for Supplies and Services

Subject to Section 70 of the Public Schools Act, all expenditures for goods and/or services over \$50,000 shall be made by public tender. Tenders for goods and/or services of less than \$50,000 may be made when, in the opinion of the Secretary-Treasurer or Designate, if it is of advantage to the Division to do so and when one or more of the following exceptions do not apply:

1. where goods and services are available only from one or two sources;
2. where goods must be compatible with existing equipment;
3. when emergency situations require immediate availability of goods or services.

Summaries of tenders received for goods or services over \$50,000 shall be made to the Secretary-Treasurer for review and approval. Tenders for goods and/or services not included in the approved budget for the applicable year will be submitted to the Board who shall review and accept said tender by Board resolution.

Tenders on goods or services over \$50,000, which meet specifications, will generally be awarded to the lowest tender. When the Administration recommends accepting a bid that is not the lowest tender, the tender will be referred, if applicable, to the Board for review.

The Division shall encourage all responsible suppliers to engage in business with the Division. Purchase decisions shall consider:

- Lowest cost to the Division;
- Suppliers resident in the Division;
- Suppliers with positive past performance;
- The quality of goods provided; and
- Service satisfaction.

Tenders shall be directed to the attention of the Secretary-Treasurer and made according to accepted tendering procedures and will include:

- Appropriate advertising a minimum of one week in advance of closing dates;
- Defined stated closing dates and adherence to those dates; and
- Detailed specifications for goods and / or services required.