

Adopted	January 20, 2022
Revision Date	
Review Year	2026

Background/Purpose:

In executing the approved budget as per BP 4005 Annual Budget Development and BP 4006 Annual Budget Implementation, the process of purchasing, procuring, and contracting functions at Aurora School will be guided by this policy.

Policy Statement:

Aurora School utilizes its resources to the greatest benefit of our students’ education. Procedures for all expenditures made with school funds need to be efficient, economical, transparent, legal, ethical, and in compliance with all applicable legislation, regulation, and guidelines. Procurement should be free from conflicts of interest (actual, potential, or perceived).

Guidelines:

1. The procurement method is as follows:

Aggregate Value of Purchase	Method of Quotation
Goods, services, or construction projects under \$5000	No formal requirement to obtain competitive prices, all purchases must be efficient, economical, legal, ethical, and in compliance with all applicable legislation, regulation, and guidelines
Goods, services, or construction projects above \$5,000	Written quotes required (minimum of three; rationale to be documented if fewer than three quotes obtained)

2. For Capital projects \$500,000 or greater, Board approval is required for the tender and the bid selection.
3. Situations when sole-sourcing is permitted are as follows:
 - a. Where it can be demonstrated that only one supplier can meet the requirements of a procurement
 - b. where an unforeseeable situation of urgency exists and the services, or the goods or services in respect to construction, could not be obtained by means of open procurement procedures
 - c. when the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise confidentiality
 - d. of services provided by lawyers and notaries
 - e. in the absence of a receipt of any bids in response to a call for tenders

Monitored on a five-year cycle.

Accountability:

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Secretary-Treasurer, Superintendent, Finance & Audit Committee

References:

BP 4005 Annual Budget Development

BP 4006 Annual Budget Implementation