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Report No. 14-09-1483  
Date September 17, 2014

**HALIFAX REGIONAL SCHOOL BOARD  
Purchasing Annual Report – 2013/2014**

**PURPOSE:** To provide the Board with an annual report with respect to the implementation of and compliance with the Purchasing Policy.

**BUSINESS PLAN GOAL:** N/A

**BACKGROUND:** The mandate of the Purchasing Division is to ensure that goods and services are purchased in an open, fair, consistent, efficient and competitive manner, by providing staff with information and tools to implement best practices in purchasing.

The Board’s Purchasing Policy requires that the Purchasing Division provide an annual report to the Board *“on the implementation of the policy, purchasing activities and any recommendations for improving the purchasing policy and procedures.”*

**CONTENT:** The attached report covers the period **April 1, 2013 to March 31, 2014**. Annual reporting under this policy covers the fiscal year and will be presented to the Board each year.

As required, the report provides an overview of compliance with the policy, and major purchasing activities during the course of the 2013/2014 fiscal year.

**COST:** N/A

**FUNDING:** N/A

**TIMELINE:** N/A

**APPENDICES:** Purchasing Annual Report – 2013/2014

**RECOMMENDATIONS:** It is recommended that the Board receive the Purchasing Annual Report – 2013/2014 for information.

**COMMUNICATIONS:**

Audience	Responsibility	Timeline
General Public via web site	Doug Hadley	Upon receipt by the Board

**From:**

For further information please contact Terri Thompson, Director of Financial Services at 464-2000, ext. 2241, or email at [tthompson@hrsb.ca](mailto:tthompson@hrsb.ca), or Kathryn Burlton, Manager of Accounting and Purchasing, at 464-2000 ext 2843 or via e-mail [kburlton@hrsb.ca](mailto:kburlton@hrsb.ca).

**To:**

Senior Staff – September 9, 2014  
Audit Committee – September 17, 2014  
Board – September 24, 2014

File name: *2014-annualpurchasingreport*

Date last revised: *September 2, 2014*

## **Purchasing Annual Report – 2013/2014**

### **Background**

Section 15 of the Purchasing Policy states that:

*“The Superintendent will submit an annual report to the Board on the implementation of this policy, purchasing activities and any recommendations for improving the purchasing policy and procedures.”*

### **Implementation of the Policy**

The Purchasing Division monitors all purchasing activities for compliance with the Purchasing Policy. The Purchasing Division reviews all requisitions for the purchasing thresholds to ensure compliance with the policy and ensures an open, transparent and competitive process is undertaken consistent with public tendering guidelines. There were no instances observed where policy provisions were not followed by schools and board offices in 2013/2014.

### **Purchasing Activities**

The Halifax Regional School Board purchases approximately \$80 million in goods and services annually. The Purchasing Division issued 87 tenders/RFP's and 3,347 purchase orders from April 2013 to March 2014. The Purchasing Division will continue regular communication with schools and departments to ensure compliance with the policy. The Purchasing Division will continue its ongoing cooperation and networking with other school boards, public groups, government departments and agencies to leverage combined expertise in promoting and maximizing purchasing best practices and to ensure accountability for public funds.

Section 14 of the Policy requires all tenders, requests for proposals (RFP), and contracts with a value of \$500,000 or more to be approved by the Board. The following contracts with a total contract value over \$500,000 were approved by the Board in 2013/2014:

<b>Contract Name</b>	<b>Vendor</b>	<b>Contract value</b>	<b>Date Approved by Board</b>
Main Entrance Reno – Prince Andrew	Ridgeback Contracting	\$648,520	23/05/2013
Additions & Alterations – Cole Harbour High	Bird Construction	\$5,499,550	19/06/2013
Snow & Ice Maintenance	Various Contractors	\$3,045,118	25/07/2013
Custodial Products RFP	Swish Maintenance	\$1,300,273	01/09/2013
Reno/Elevator – Rocky Lake Jr High	Blunden Construction	\$677,000	12/11/2013
Natural Gas Conversion – Citadel High	G J Cahill & Company	\$1,231,100	08/01/2014
Biomass Heating – Millwood High	Atlantic Mechanical	\$1,019,800	26/02/2014

Section 7 of the Policy permits alternative purchasing (sole sourcing) under certain circumstances. In 2013/2014, the following purchases were of values that should normally have been undertaken with tenders or RFP's. However, alternative or sole sourcing is permissible under circumstances outlined in the Policy and these purchases met the criteria and were approved for sole sourcing.

<b>Item/Project</b>	<b>Vendor</b>	<b>Value</b>	<b>Reason for Sole Source</b>
Software Licenses	Enterprise Management Systems	\$17,892	Compatibility/warranty issue
Annual Maintenance Agreement	SoftChoice	\$61,539	Compatibility/warranty issue

**Recommendations**

Recommendations for revisions to the Purchasing Policy related to signing authorities, approvals for change orders, and Services Provided by Non-Canadian vendors will be brought forward in a separate report at a later date..