

**HALIFAX REGIONAL SCHOOL BOARD**  
**Purchasing Annual Report – 2011-2012**

**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.

In 2008, the Purchasing Division embarked on the development of a revised, comprehensive Purchasing Policy to assist and guide schools and Board offices with efficient and effective processes for acquiring goods and services needed for their operations. This policy <http://www.hrsb.ns.ca/files/downloads/pdf/board/policy/sectione/e.001-purchasing.pdf> was approved by the Board in June 2008. The 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, 2011 to March 31, 2012**. As required, the report provides an overview of compliance with the policy, and major purchasing activities during the course of the 2011-2012 fiscal year.

**COST:** N/A

**FUNDING:** N/A

**TIMELINE:** N/A

**APPENDICES:** Purchasing Annual Report – 2011-2012

**RECOMMENDATIONS:** It is recommended that the Board receive the Purchasing Annual Report – 2011-2012 for information.

**COMMUNICATIONS:**

Audience	Responsibility	Timeline
General Public via web site	Corporate Secretary	Upon receipt by the Board

**From:**

For further information please contact Terri Thompson, Director of Financial Services at 464-2000, ext. 2220, or email at [tthompson@hrsbc.ca](mailto:tthompson@hrsbc.ca), or Kathryn Burlton, Manager of Accounting and Purchasing, at 464-2000 ext 2843 or via e-mail [kburlton@hrsbc.ca](mailto:kburlton@hrsbc.ca).

**To:**

Senior Staff – September 17, 2012  
Board – September 26, 2012

File name: *Purchasing Annual Report 2011-2012 Rep 12-09-1364*

Date last revised: *September 17, 2012*

## **Purchasing Annual Report – 2011-2012**

### **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. During 2011-12 several improvements were made to this process, in particular by working closely with the Project Managers of the Additions and Alterations projects. The Purchasing Division will continue regular communication with schools and departments and other partners 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.

### **Purchasing Activities**

The Halifax Regional School Board purchased approximately \$63 million in goods and services in 2011-12, including \$11 million in capital expenditures. The Purchasing Division issued 55 tenders/RFP's and 4,605 purchase orders from APRIL 2011 to MARCH 2012.

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 2011/2012:

<b>Contract Name</b>	<b>Vendor</b>	<b>Contract value</b>	<b>Date Approved by Board</b>
New Gymnasium – Dartmouth High	Bird Construction	\$3,113,634	9-Feb-11
Student transportation	Stock Transportation	\$66,651,941	18-May-11
Mod Bit Roof – Shannon Park	Flynn Canada	\$ 628,200	21-Jul-11

Section 7 of the Policy permits alternative purchasing (sole sourcing) under certain circumstances. In 2011/2012, 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 all 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>
French Language Publications	Cheneliere Education	\$11,065	Order direct from publisher - no alternative supplier.
French Language Publications	Cheneliere Education	\$16,385	Order direct from publisher - no alternative supplier.
Assistive Technology Software	Nectar Foundation	\$17,512	Absence of competition – sole source.
French Language Publications	Pearson Education	\$25,381	Order direct from publisher - no alternative supplier.
Hard Drive Storage	Enterprise Management Systems	\$27,947	Compatibility/warranty issue.
Early Literacy Publications	Pearson Canada Assessment	\$20,802	Order direct from publisher - no alternative supplier.
McAfee Antivirus Licenses	Enterprise Management Systems	\$42,000	Compatibility with existing licenses.
French Language Books	Groupe Modulo	\$14,461	Order direct from publisher - no alternative supplier.
Wireless Access Points for schools	UNIS Lumin (Softchoice)	\$14,250	Compatibility with existing systems.
Assessment Kits	Pearson Canada	\$16,776	Order direct from publisher - no alternative supplier.
VOIP (Voice Over IP) Support Contract	Softchoice	\$31,544	Software Maintenance Renewal

**Recommendations**

Recommendations for revisions to the Purchasing Policy and Handbook related to environmental, economic and social factors are being brought forward in a separate report. There are no other recommendations for changes at this time.