

Public
Private

Report No. 12-09-1365
Date: September 10, 2012

HALIFAX REGIONAL SCHOOL BOARD E.001 PURCHASING POLICY REVISION

- PURPOSE:** To request approval from the Halifax Regional School Board for revisions to *E.001 Purchasing Policy*.
- BACKGROUND:** In April 2012, the Board Chair and Vice-Chair received an email from the School Advisory Council Chair of Prince Andrew High School regarding a school committee that was organized around the principle of the “No Sweats” campaign. This campaign focused on an approach to the purchases of clothing and textiles from workplaces employing humane work practices rather than from “Sweat Shops”. The letter brought to the Board’s attention that in March 2006, the Board had agreed in principle with the “No Sweats” concept and referred it to the Policy and Program Committee for a decision (<http://www.hrsb.ns.ca/files/Downloads/pdf/minutes/2006/29mar.pdf>).
- CONTENT:** Following receipt of the letter from Prince Andrew High School, HRM were contacted regarding their Procurement Policy. In addition, Financial Services made inquiries to other boards regarding their practices. It was decided to add the wording of the HRM Procurement Policy as a revision to our current Purchasing Policy and to also revise the *Guidelines to School Initiated Procurement* to include this intent.
- Under the ***Rationale*** section of *E.001 Purchasing Policy*, a new clause will be added to read:
- 1.1.3 Procurement processes and decisions shall include consideration of environmental, economic and social factors.
- E.001 Purchasing Policy* and the *Guidelines to School Initiated Procurement* have been edited to reflect this change.
- COST:** N/A
- FUNDING:** N/A
- TIMELINE:** Immediate
- APPENDICES:** Appendix 1: *E.001 Purchasing Policy (page1)*
- RECOMMENDATION:** That the revised *E.001 Purchasing Policy* be approved by the Board and the revised accompanying Procedures be accepted for information.

COMMUNICATIONS:

<i>Audience</i>	<i>Responsibility</i>	<i>Timelines</i>
Financial Services Department	Selena Henderson Corporate Secretary	Following the September 26 Board meeting
Communications	Selena Henderson Corporate Secretary	Following the September 26 Board meeting
School Principals	Danielle McNeil-Hessian Director – School Administration	Following the September 26 Board meeting

From: For further information please contact Selena Henderson, Corporate Secretary, at Ext 2321 or by email at shenderson@hrsb.ns.ca.

To: Senior Staff – September 10, 2012
Halifax Regional School Board – September 26, 2012

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PURCHASING POLICY

1. Rationale

- 1.1 The Halifax Regional School Board is committed to ensuring that all:
 - 1.1.1 Schools and board offices have access to goods and services that offer “best value” and are complying with all regulatory requirements including:
 - The *Province of Nova Scotia Policy on Government Procurement* (2005)
 - *The Atlantic Procurement Agreement* (1996)
 - Guidelines from the Canada Revenue Agency (RC4110(E) Rev. 06/12)
 - *The Agreement on Internal Trade* (1995)
 - 1.1.2 Goods and services are purchased in an open, fair, consistent, efficient, and competitive manner, by providing staff with the information and tools they need to implement best practices in purchasing.
 - 1.1.3 Procurement processes and decisions shall include consideration of environmental, economic and social factors.

2. Definition

- 2.1 Throughout the policy and procedural Handbook, “purchasing” refers to the work of identifying the need for goods and services in schools and at other board sites, and ensuring that the goods and services are bought responsibly, at the lowest possible cost, representing the best value available, and ensuring timely delivery. Definitions of other important terms used in this policy, are outlined in the ‘Glossary of Purchasing Terms’, in Part 2 – Procedures of the Handbook.

3. Scope

- 3.1 The Purchasing Policy applies to:
 - 3.1.1 all board employees involved in purchasing, recommending purchases, or receiving any goods and/or services purchased by the board for use in the school system
 - 3.1.2 goods and services purchased by all schools or school board offices
 - 3.1.3 the purchase of goods and services regardless of the source of funds including Department of Education funding, board funds, school funds, or donations from parents or others.