ADMINISTRATIVE PROCEDURE

Business Administration	Procurement Process	BUS #10

Revised: **August 2026**

Background

In accordance with the Board's Financial Guidelines Policy, this procedure delineates guidelines for employees to ensure that efficient, transparent, and accountable practices are used when acquiring goods, services and capital assets for Christ The Redeemer (CTR) Catholic School Division.

CTR is obligated to ensure that all purchasing and contracting activities abide by the legal requirements within federal and provincial Trade Agreements, including, the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA).

Procurement records, including quotations, tenders, proposals, evaluations, contracts, and related correspondence, shall be created, collected, used, stored, retained, and disclosed in accordance with the Protection of Privacy Act (POPA), the Access to Information Act (ATIA), the division's records retention procedures, information security requirements, and CTR's Privacy Management Program.

Procedures

1. The function of procurement is to collaborate with departments and schools to source the required goods, services, and capital assets in order to optimize cost and performance.

2. Employees charged with fiscal responsibility and accountability are authorized to purchase on behalf of CTR. All purchases and pertaining invoices must be approved and signed off on, by the designated authority for the specific budget being used.
    - Superintendent
    - Associate Superintendents
    - Directors
    - Coordinators
    - Principals
    - Vice Principals

3. Those authorized to purchase on behalf of CTR must make purchasing decisions that shall not compromise CTR's responsibility to utilize public funds responsibly. This includes not accepting or offering gifts, hospitality, and donations in accordance with BUS #13.

4. Procurement Thresholds:
    4.1 Procurement requirements shall be aggregated to represent the total anticipated value of the project or annual spend. No purchaser shall "split" a purchase, project, or contract into multiple smaller transactions to circumvent requirements to ensure legal compliance with CFTA and NWPTA.
    4.2 Purchasers must review CTR's list of contracted vendors to ensure there is not a pre-existing Standing Offer Agreement and/or Master Service Agreement with CTR. Vendors on this list have been previously vetted by Procurement and typically offer competitive pricing. If a Standing Offer Agreement and/or Master Service Agreement with CTR does not exist, the purchaser must follow the requirements below:

Estimated Purchase Value	Requirement
Below $10,000	Direct Purchase using a Purchasing Card or invoice.
Purchases between $10,000 - $20,000	Purchasers are encouraged to obtain a minimum of three (3) verbal quotes to ensure competitive pricing.
All Purchases above $20,000	Purchasers shall not authorize a purchase with any vendor until the vendor is successfully onboarded in consultation with Corporate Services, and a Purchase Order, which serves as an authorization to proceed with a purchase, is issued by the Procurement Officer.
Purchases between $20,000 - $75,000	Purchasers must obtain a minimum of three (3) written quotes using the Request for Quote form; this requirement shall not apply if there are no other competitive providers available in the market. The Request for Quote form and all supporting documentation must be submitted to the Procurement Officer to review risk and compliance.
Purchases above $75,000	Purchasers must contact the Procurement Officer to follow formal tender procedures.

5. Procurement Requirements:
    5.1 Purchases that meet the established Trade Agreement thresholds below must follow formal tender procedures to promote competition and maximize value.
        - $75,000, or greater, for goods.
        - $75,000, or greater, for services.
        - $200,000, or greater, for construction.
    5.2 Tenders will be posted publicly to Alberta Purchasing Connection for the minimum timeframe outlined in the Trade Agreements.
    5.3 Any purchase that does not meet the competitive requirements of the established Trade Agreements must be supported by a written Sole Source Justification. Such exceptions are only permitted under specific conditions defined by the Trade Agreements and must be approved by the Associate Superintendent of Corporate Services.
    5.4 Evaluators are required to follow the procurement process instructions provided by the Procurement Officer and evaluate proposals solely against the criteria established in the tender documents. The Procurement Officer may recommend removal of an evaluator where there is a conflict of interest, breach of process, or failure to follow the

established evaluation process. The Associate Superintendent of Corporate Services, or designate, will determine whether the evaluator is removed from the evaluation process.

6. Procurement Contracts:
   6.1 A formal contract is required in addition to a Purchase Order, for any service-based engagement where the service involves:
      - Work performed on CTR property or services delivered to CTR.
      - Services that last longer than six months or are a recurring annual service.
      - Any software, application, or third party hosted platform that collects, stores, uses, or discloses student or staff personal information.
   6.2 Any Purchase that requires a contract with a third-party organization must be submitted to the Procurement Officer to prevent unauthorized legal commitments.
   6.3 Procurement must receive a copy of all executed purchasing contracts to ensure contract lifecycle management is properly tracked.
   6.4 Upon contract award, the Procurement Officer shall oversee the development and negotiation of the contract in collaboration with the parties that issued the purchase requisition.
   6.5 Only Purchase related contracts that are signed by the appropriate signing authority listed below shall be deemed as authorized and legally binding.
   6.6 Invoices resulting from an authorized contract may be signed by the designated authority for that specific budget in accordance with Section 2 of this procedure, provided the charges align with the contracted terms.
   6.7 Contract management, storage, and retention will be in accordance with BUS #08.

Department	Authority	Threshold
All	Procurement Officer (*in accordance with Section 2 of this administrative procedure)*	Purchase Orders up to $75,000
Various	Department Directors	Up to $200,000
All	Director of Corporate Services (Secretary Treasurer)	Up to $500,000
All	Associate Superintendents	Above $500,000
All	Chief Superintendent	Any Amount

7. Vendor Agreements, Service Levels, Privacy, and Cybersecurity
   7.1 Regardless of dollar value, where a purchase or contract involves software, technology services, cloud-based platforms, artificial intelligence, access to CTR systems, or the handling of personal information, the Procurement Officer shall consult with Information Technology, Corporate Services, and the ATIA/POPA Coordinator before finalization.

Such agreements must include appropriate privacy, cybersecurity, service level, and data protection requirements aligned with GEN #21 and CTR's Privacy Management Program, including where applicable:

- Clear service level expectations (system availability, support response times).
- Cybersecurity safeguards and data breach notification protocols.
- Restrictions on vendor use, data residency (cross-border storage), and data return/destruction.
- Confirmation that CTR retains ownership and control of its data.

8. Commodity Guidelines
   - 8.1 All construction projects, regardless of value, must be managed by the Facilities and Procurement department.
   - 8.2 All Furniture and Equipment orders must be managed by the Facilities Department in accordance with BUS #04.
   - 8.3 All technology, including hardware and software, must be managed by the IT department in accordance with GEN #21 and BUS #14.
   - 8.4 All items purchased using CTR funds or School Generated Funds become the property of CTR.

References:

New West Partnership Trade Agreement (NWPTA), 2023
Canadian Free Trade Agreement (CFTA), 2017
Protection of Privacy Act (POPA)
Access to Information Act (ATIA)

Appendix A

Purchasing Threshold Flow Chart