



HOW TO SELL YOUR GOODS & SERVICES TO THE WATERLOO CATHOLIC DISTRICT SCHOOL BOARD

Introduction

The WCSDB Supply Services staff extends a cordial welcome to all businesses and their sales personnel.

We want to give all potential suppliers of goods and service a fair and equal opportunity to bid on WCSDB business. This pamphlet, which is also available on our website, will provide you with information about the Board's procurement guidelines and procedures, current bid opportunities and department contact information.

About Supply Services

Supply Services is under the direction of the Manger of Supply and Administrative Services who reports to the Chief Financial Officer and Superintendent of Corporate Services.

The centralized procurement function is administered by Supply Services.

Supply Services maintains memberships in several industry associations to maintain and promote simplified standards and specifications and to keep pace with changing market conditions.

- [Ontario Public Buyers Association Inc.](#)
- [National Institute of Government Purchasing](#)
- [Cooperative Purchasing Group of Waterloo Region](#)

On behalf of Supply Services, I welcome you as a potential supplier/contractor and will be pleased to respond to any inquires you may have regarding the policies and procedures identified on our website. Supply Services is located within Corporate Services on the 2nd floor, 35 Weber Street West, Unit A, Kitchener, ON, and open from 8:30 a.m. – 4:30 p.m. Monday through Friday. For General Inquiries please call 519-578-3660.

Sales representatives are welcome during office hours. It is recommended that you call ahead to Supply Services for an appointment so that both your time and the procurement agent's time can be more efficiently utilized.

WHAT IT IS THAT WE DO

With due regard for price, quality, service and delivery, Supply Services solicits pricing on a variety of items including, but not limited to, consumable products, services, rentals, consulting, construction, renovations, printing and equipment, computers, software etc.

Supply Services operates on the premise that a competitive market exists to provide best value goods and services to benefit the Board and its taxpayers.

To seek opportunities for improved pricing, standardization and avoid redundancy, the Board is an active member of the Cooperative Purchasing Group of Waterloo Region (CPGWR). For more information on the CPGWR please go to <http://www.cpgwr.ca>

PURCHASING PROCEDURE

Administrative Procedure Memo APO006 adopted by senior staff on September 28, 2015 and as amended from time to time governs all purchasing activities.

The purposes, goals and objectives of this procedure are:

- to encourage competitive bidding;
- to ensure objectivity and integrity in the procurement process;
- to ensure fairness between bidders;
- to maximize savings for taxpayers;

- to offer a variety of procurement methods, and to use the most appropriate method depending on the particular circumstances of the acquisition;
- to the extent possible, to ensure openness, accountability and transparency while protecting the best interests of the Board and the taxpayers of the Regional of Waterloo;
- to obtain the best value for the Board when procuring Goods and Services;
- to avoid real and perceived conflicts between the interests of the Board and those of the Board's employees and elected officials.
- to encourage the procurement of Goods and Services with due regard to the preservation of the natural environment.

SUBMITTING A BID

All necessary instructions for submitting a bid are included in the bid documents. The following is additional information about the solicitation, advertisement and opening of bids. If you still have more questions please contact Supply Services.

Bid Solicitation: Bid opportunities for goods and services in excess of \$100,000.00 are advertised on <http://www.biddingo.com/wcdsb>.

Document Fees: The Board does not currently charge a fee for documents.

Altering Documents: Bidders must not electronically alter any portion of downloaded documents, with the exception of adding the information requested. To do so invalidates the bidder's response.

Bid Enquires: It is the bidder's responsibility to clarify any questions raised by the bid, before the bidder submits its bid. The bidder may directly contact the Supply Services individual as set out in the bid document. Questions and answers are provided in an addendum posted on the individual bid webpage.

Addendum: Interpretations to queries from bidders, changes, questions and answers, cancellation of or additions to the bid document under call are in the form of a written addendum. All addenda must be acknowledged by the bidder on the bid form.

Bid Deposits: If a bid deposit is required, then the bid amount and the form will be specified in the bid document. A bid deposit may be a certified cheque, bank draft or money order, bid bond or any combination thereof, made payable to the Waterloo Catholic District School Board. The bid is deemed as non-compliant and rejected by the Board if it is not accompanied by a required bid deposit.

Late Bids: A bid will not be accepted at the counter after the closing time, and will be considered late and refused at the counter. If a bid is received after the official closing time through the mail, it shall be returned unopened, collect, via next day courier, and with a covering letter stating that it could not be accepted due to the late arrival.

Bid Results: Results for procurements in excess of \$100,000.00 are posted on <http://www.biddingo.com/wcdsb>.

Review of Bids: If a bid contains an informality or irregularity, the bid may be referred to a review committee to determine whether the bid complies with the submission requirements set out in the bid document. Irregularities are dealt with according to the Administrative Procedure Memo.

Cancellation of Bid Solicitation: When the Board deems it necessary to cancel a bid solicitation, all bidders will be notified.

Contract Award: The Board awards contracts to the lowest compliant bidder for quotations and tenders. The lowest compliant bidder is one who:

- Meets specifications and criteria outlined in the bid;
- Meets terms and conditions of the bid;
- Provides the lowest price; and
- Provides necessary securities as required.

For proposal awards, the evaluation criteria are specified in each Request for Proposal document. The Board awards a contract to the bidder whose proposal is the highest overall ranking score; however, cost is not necessarily the prime consideration.

Bidder De-briefing: A bidder can request a de-briefing session to discuss their proposal. Representatives from Supply Services and the department will meet with the unsuccessful bidder after a proposal award to learn how they might be successful the next time. The bidder should contact the Supply representative as specified in the bid document.

AGREEMENT ON INTERNAL TRADE

On July 1, 1994, First Ministers signed the Agreement on Internal Trade (AIT) to eliminate barriers to trade, investment and mobility within Canada. Chapter five of the AIT covers Procurement to ensure equal access to government procurement for all Canadian suppliers, in a transparent and efficient manner, in order to reduce procurement costs and to contribute to the development of a strong economy.

Under AIT rules, Governments are not permitted to discriminate against suppliers of another province or territory. This includes local price preferences or unreasonable time constraints. Therefore, the Board does not have or promote a local preference policy.

BROADER PUBLIC SECTOR ACCOUNTABILITY ACT

The Broader Public Sector Accountability Act, 2010 provides the authority for the Management Board of Cabinet to issue directives governing the procurement of goods and services by designated broader public sector organizations.

The Broader Public Sector (BPS) Procurement Directive provides consistent procurement practices for BPS organizations to:

- improve accountability and transparency for procurement decisions and processes, and
- maximize the value that BPS organizations receive from the use of public funds.

The BPS Procurement Directive is based on the Supply Chain Guideline which was developed in consultation with BPS organizations.

Click [here](#) for a frequently asked questions list.

UNSOLICITED PROPOSALS

All unsolicited requests for product and service reviews must be submitted to Manager of Supply Services. The Manager will forward the request to the department where the product or service would be used. The Manager, along with the user department will determine if the product or service being reviewed is of value to the Board.

CONTACT INFORMATION – SUPPLY SERVICES

General Inquiries

Email: purchasing@wcdsb.ca

Telephone Number: 519-578-3660

Fax Number: 519-578-9967

Waterloo Catholic District School Board

35 Weber Street West, Unit A

Kitchener, Ontario

N2H 4Z1

<http://www.wcdsb.ca>

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