

TITLE: ACQUISITION OF MAJOR SERVICES

Date Authorized: 18 November 1998

Last Revised: XXXXXXXX

Last Reviewed: XXXXXXXX

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE

To ~~establish guidelines for the acquisition of major services and the selection of suppliers.~~ ~~These guidelines will~~ ensure that the best value is secured when acquiring major services and selecting suppliers while demonstrating fairness to all potential suppliers.

2.0 DEFINITIONS

Please refer to Appendix A for a full list of definitions of terms used in this policy.

3.0 POLICY GUIDING PRINCIPLES

- 3.1 ~~From time to time~~ The Board shall **occasionally** enter into contracts for the provision of major services.
- 3.2 Major services shall include but not be limited to the following:
- a) external auditors;
 - b) banking facilities;
 - c) insurance - liability and property;
 - d) legal services; **and**
 - e) cafeteria services.
- 3.3 The Board shall follow a public process which may include:
- a) requests for proposals (RFPs); or

- b) requests for expressions of interest and statements of capabilities.
- 3.4 Arrangements for these services shall be reviewed on a regular basis. Contracts awarded as a result of the process may provide for annual renewals without public tendering, provided the total duration of the contract does not exceed five (5) years.

4.0 SPECIFIC DIRECTIVES

- 4.1 The **Superintendent of Finance Associate Director of Operations** shall coordinate the issuance of requests for proposals or requests for expressions of interest/statements of capabilities.
- 4.2 Submissions shall normally be reviewed by a selection committee made up of staff members as appropriate, and as approved by the Director of Education. **From time to time,** Depending on the nature of the major services to be provided, the Director may **occasionally** recommend that the Board establish a selection committee including trustees and staff.
- 4.3 The selection committee shall make a recommendation to the appropriate Standing Committee of the Board.
- 4.4 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCE DOCUMENTS

The Education Act, 1998, ss. 170, 171, 253.1

OCDSB [Policy P.007.FIN: Signing Authority and Spending Controls](#)

OCDSB [Policy P.069.FIN: Tendering, Purchasing and Acquisition of Supplies and Services](#)

OCDSB [Procedure PR.502.FIN: Spending Authorization and Controls](#)

OCDSB [Procedure PR.557.FIN: Acquisition of Major Services](#)

OCDSB [Procedure PR.558.FIN: Tendering, Purchasing and Acquisition of Supplies and Services](#)

APPENDIX A: POLICY DEFINITIONS

In this policy,

Board means the Board of Trustees.

District means the Ottawa-Carleton District School Board.