



1. All factors being equal, purchases shall be made from local, provincial and national suppliers, in that order of preference.
2. In considering a vendor's performance, consideration shall be given to:
 - Reputation and experience;
 - The ability to deliver or perform within the time specified;
 - The ability to provide after sales maintenance, warranties, and service; and
 - Past experience on previous orders.
3. In considering pre-qualification of vendors', the following criteria shall be met;
 - Current business license;
 - Minimum liability insurance;
 - W.C.B. coverage (where applicable); and
4. Employees of the District who wish to be treated as a vendor and enter into a contract with the District other than that of employment shall comply with the above pre-qualification requirements as well as the following requirements:
 - Provide a detailed overview on the type of product or service to be provided; and
 - Submit requested information to the Superintendent for review and approval.
5. Vendors shall be evaluated and selected in accordance of this policy and Administrative Policy and Regulation 210 – Conflict of Interest.


Vendor Master File

6. The District shall maintain a Vendor Master File.
 - The Vendor Master File will be broken down into two areas:
 - Regular Vendors
 - One Time Vendors
 - All changes to the Vendor Listing shall be done by way of the **Vendor Information Form**. Accounts Payable shall maintain a Vendor Maintenance log and this log shall be reviewed monthly by the Assistant Superintendent Financial Services.
7. Prior to adding a vendor to the **Regular Vendor Listing**, a **Vendor Information Form** shall be completed and submitted to the Assistant Superintendent, Financial Services for approval. This form will outline and summarize information obtained in articles 1-5.
8. Accounts Payable shall maintain a listing on MyECSD outlining current approved regular vendors. When new vendors are added to the **Regular Vendor Listing**, Purchasing Services shall advise Principals/Assistant Superintendents of the additions and the services provided by the newly added vendors. Staff members who believe they may have a conflict of interest,

as defined in Policy 210, Conflict of Interest, shall follow the procedures outlined in that Admin Policy and Regulation.

9. Payments to one time vendors will be processed, however if additional purchases or services are obtained from a One Time Vendor, a **Vendor Information Form** shall be completed and submitted to the Assistant Superintendent Financial Services for approval. Payment details to one time vendors shall be reviewed by the Assistant Controller, Accounts Payable.

10. The **Vendor Master File** shall be reviewed on a semi annual basis. Regular Vendors who have not conducted business with the District for a period of two years shall be reclassified as **One Time Vendors**.

Reference: Governance Process GP 4 Administrative Responsibilities and Authorities 1, 7, 8 ECS Board Staff Relations 2 ECS District Organizational Bylaw 19.6 School Act Section 148 Internal Trade Agreement Trade, Investment and Labour Mobility Agreement	Approved: 
Cross Reference: 101, 102, 210, 500, 502 Internal Trade Agreement Trade, Investment and Labour Mobility Agreement	Date Approved: September 2, 2008 Date(s) Revised: