

Financial accountability shall be practiced at all levels of the Division's operation. In order to ensure transparency and fairness when expending public funds, Frontier School Division utilizes the public tender method for purchasing.

All purchases shall be made in the most economic manner possible and in accordance with *The Public Schools Act* and federal regulations.

Information: [The Public Schools Act, Section 70](#)

Adopted September 1, 2009		
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1. Tenders shall be called on all projects where the estimated cost exceeds that specified in section 70 of *The Public Schools Act*. Where the cost of property or services exceeds \$50,000.00, competitive offers for such property and services shall be obtained by public tender except in emergency situations, sole source supply or Cooperative Agreement/Partner Programs. For items with an estimated cost between \$5,000.00 and \$50,000.00, a tender will not necessarily be called. However, where practical, a minimum of three quotations will be obtained by the Purchasing Department.
2. Tenders shall be advertised through newspapers, electronically (by Division website or other commercial site), Division community circulation, or other media. All tender notices shall be advertised by the Secretary-Treasurer.
3. Where appropriate, tender notices will be sent to local businesses or advertised locally. All tenders pertaining to local communities will be forwarded to the school committee.
4. Tenders notices shall contain the following information:
 - a. description of project,
 - b. indication of where specifications and additional information can be obtained,
 - c. specification that lowest or any tender not necessarily accepted,
 - d. specification that all tenders are to be sealed,
 - e. date and time of tender closing, and
 - f. invitation for applicants to attend the tender opening at their option.
5. Subject to conflict of interest regulations, employees of Frontier School Division are eligible to bid on tenders.
6. All tenders shall be directed to the office of the Secretary-Treasurer or other location as approved by the Secretary-Treasurer.
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 - a. Tenders shall be opened in the Division Office and/or other designated location immediately following the tender closing time.
 - b. At least two Division representatives must be present at the tender opening, one of which shall be the Secretary-Treasurer or designate.

8. All tenders received will be recorded and will be available for publication. The Division will advise all applicants of the disposition of the tender call within a reasonable period of the closing of tenders.
9. Where the Division offers a tender for the disposal of property, the Division may, at its discretion, include protective clauses which stipulate a deadline to receive payment. If the payment is not received within the deadline period, the Division may award the tender to the next most suitable bidder within that tender, or may re-tender, or may withdraw the tender entirely, whichever is in the best interest of the Division.
10. Tender awards shall be approved by the Board of Trustees.

Adopted September 1, 2009	October 6-7, 2018	
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