

## **SD 42 PROCEDURE 4600.2**

### **PROCUREMENT – PRODUCT STANDARDS**

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#### **1. OBJECTIVES**

The school district needs standards for products such as computer equipment, classroom furniture, and other classroom items to:

- Benefit from district-wide experience and knowledge
- Meet criteria such as durability, performance, and reliability
- Enable efficient acquisition by schools and departments
- Minimize the administrative cost of procurement processes
- Create economies of scale for suppliers to minimize prices paid
- Minimize costs and down-time for maintenance and repair
- Facilitate movement of personnel and resources between sites
- Apply consistent high standards of safety consideration in selecting products

Product standards are to be developed in a manner which seeks to achieve balance between the needs influencing the selection of standards.

Product standards are intended to satisfy a large portion of purchases which have common usage. Non-standard products are appropriate for use in unique circumstances.

#### **2. RESPONSIBILITY**

The determination of the district product standard is a collaborative process involving the Procurement Department and the appropriate district department staff with relevant responsibilities.

The final determination of district product standards rest with the appropriate district department or product selection committee.

Record keeping of, and adherence to, the district product standards is the joint responsibility of the Procurement Department and the appropriate district department.

#### **3. COMMUNICATION**

The development of district standards may include the use of committees which incorporate end users.

The development of district product standards may include demonstrations, evaluation units and testing.

Product standards selected will, where there is broad application in the school district, be communicated through the publication of catalogues or memorandum.

Observations on product performance are invited and encouraged to be communicated to both the Procurement Department and the appropriate district department. This will enable standards to evolve and adapt to both the changing needs and experiences of the school district, and new developments in the marketplace.

#### **4. DEMONSTRATION/LOANER PRODUCTS**

Suppliers may provide demonstration/loaner products to the school district for evaluation purposes. To ensure the supplier does not develop unwarranted expectation of a sale, the terms and conditions of such arrangements are to be documented in writing by the Procurement Department where the value of the product(s) or potential risk of damage to school district property exceeds \$2,500.

**APPROVED: February 8, 2017**

**UPDATED: August 2024**