

# School-led projects online forms process

Find more information on Ministry requirements for quotes:

[Planning property procurement](#)

## Projects that cost less than \$10,000

- Seek quotes for the project with your project manager.
- Complete procurement recommendation report and send to your school's property advisor.
- Forms to be completed and submitted through Salesforce
  - The school-led project opening form (Excel document)
  - The core project information form
- Once approved by the Ministry, you and your project manager will receive a notification and the project can progress.
- Once the project commences, your project manager will arrange for contracts to be signed and ensure that health and safety requirements are met.  
During the project, you must update the project plan in Salesforce quarterly.

## Projects that cost \$10,000 to \$49,999

- Complete a procurement plan and send it to your school's property advisor for endorsement.
- Seek quotes for the project following the procurement plan.
- Complete procurement recommendation report and send to your school's property advisor.
- Forms to be completed and submitted through Salesforce
  - The school-led project opening form (Excel document)
  - The core project information form.
- Once approved by the Ministry, you and your project manager will receive a notification and the project can progress.
- Once the project commences, your project manager will arrange for contracts to be signed and ensure that health and safety requirements are met.
- During the project, you must update the project plan in Salesforce quarterly.

## Projects that cost more than \$50,000

- Complete the following and send to your school's property advisor for endorsement
  - Each member of the procurement evaluation panel must complete a conflict-of-interest form
  - Procurement Plan
- Seek quotes for the project following the procurement plan.
- Complete procurement recommendation report and send to your school's property advisor.
- Forms to be completed and submitted through Salesforce
  - The school-led project opening form (Excel document)
  - The core project information form
- Once approved by the Ministry, you and your project manager will receive a notification and the project can progress.
- Once the project commences, your project manager will arrange for contracts to be signed and ensure that health and safety requirements are met.
- During the project, you must update the project plan in Salesforce quarterly.

## Projects that cost more than \$100,000

- Each member of the procurement evaluation panel must complete a conflict-of-interest form. These forms need to be sent to the school's property advisor.
- The Design Fees Release Form may be completed (if required) and sent to the regional mailbox for approval. This is to release up to 10% of the project budget to pay for design fees.
- You must also complete a procurement plan and send it to your school's property advisor for endorsement. Refer to the [Planning property procurement](#) for the requirements regarding the GETS process.
- Undertake procurement following the procurement plan
- Complete procurement recommendation report and send to your school's property advisor.
- Forms to be completed and submitted through Salesforce
  - The school-led project opening form (Excel document)
  - The core project information form
- Once approved by the Ministry, you and your project manager will receive a notification and the project can progress.
- Once the project commences, your project manager will arrange for contracts to be signed and ensure that health and safety requirements are met.
- During the project, you must update the project plan in Salesforce quarterly (for projects under \$200,000) or monthly (for projects over \$200,000).