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| Evaluation Matrix | Section: Procurement Number: 1.12 |
| Approved: April 11, 2022 | Page: 1 of 1 |
| Revised: | Scope: All Employees |

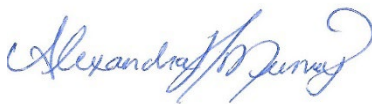
POLICY:

To ensure the evaluation of all open competitive procurement bids are evaluated in an equitable manner.

PROCEDURE:

- Each Evaluation Team member must complete an evaluation matrix rating of each of the compliant bids.
- The evaluation matrix will be kept in the contract file which is retained in the Finance Department.
- Each Evaluation Team member must ensure that all verbal and written communication about the bid submissions is fair, factual and fully defensible.
- The method to resolve a tie score must be identified in the evaluation criteria, including weighting, if applicable.

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date