

Winning Bid	Section: Procurement Number: 1.13
Approved: April 11, 2022	Page: 1 of 1
Revised:	Scope: All Employees

POLICY:

Community Living Oakville (CLO) will ensure the winning bid of an open competitive procurement process is selected in a fair and transparent manner.

PROCEDURE:

Only the highest ranked submission(s) that have met all mandatory requirements set out in the related procurement document will be selected. In responding to procurement documents, suppliers may sometimes propose alternative strategies or solutions to the organization’s business needs. Unless expressly requested in the procurement documents, CLO must not consider alternative strategies or solutions proposed by a supplier.

CLO must post, in the same manner as the procurement documents were posted, contract award notification. The notification must be posted after the agreement between the successful supplier and CLO was executed. Contract award notification must list the name of the successful supplier, agreement start and end dates and any extension options.

All contracts over \$100,000 must be accompanied by a contract award letter or purchase order accepting CLO terms and conditions. CLO and the successful supplier must both sign off on the letter of award or written contract.

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date