

Vendor Debriefing	Section: Procurement Number: 1.20
Approved: April 11, 2022	Page: 1 of 2
Revised:	Scope: All Employees

POLICY:

The purpose of the policy is to cover the rules associated with vendor debriefing following an award of a contract.

SCOPE:

For all contracts established through an open competitive procurement process CLO will provide a debriefing upon request. The details of the vendor debrief are to be included in the competitive documents including the process for booking debrief sessions at the conclusion of the procurement process. Vendors have sixty (60) days from the date of the contract award to request a debriefing.

PROCEDURE:

Scheduling Vendor Debriefings:

Upon a written request from a Vendor who participated in a contract offering, CLO will in turn confirm, in writing, a date and time for the debriefing session.

All debriefings will be done on an individual basis allowing each Vendor their own opportunity to discuss their own bids short comings.

The responsible Director for the procurement, along with a member of the Evaluation Team (preferably lead person), will conduct any and all debriefings.

All correspondence and documentation relevant to the debriefing session will be maintained in the contract file.

Conducting Vendor Debriefings:

CLO will provide a general overview of the evaluation process set out in the procurement document.

Financial Manual

Discussions around the strengths and weaknesses of the Vendor's submission in relation to the specific evaluation criteria and the Vendor's evaluated score should be the focus. If more than price is evaluated, you may provide the Vendor's evaluation scores and their evaluation ranking, such as you were third (3rd) out of five (5) bids.

Suggestions may be provided on how the Vendor may improve future submissions.

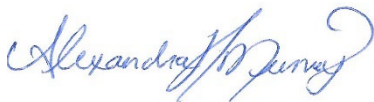
Allow the Vendor to provide feedback on the current procurement processes and practices, and address specific questions and issues raised by the Vendor in relation to their submission.

The name(s) and address(es) of all vendors who participated in the proposal, including qualified and disqualified proponents as well as those who submitted no bid may also be provided.

Disclosure of information concerning other bids, outside of what has been specified above, is not permitted as it may contain confidential third-party information subject to mandatory third party exemption under the Freedom of Information and Privacy Protection Act. If a Vendor makes such a request, they must be advised that a formal Freedom of Information request must be submitted.

Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents and/or governed by this policy.

Approved by:



Executive Director

April 11, 2022

Date



Board President

April 11, 2022

Date