

Competitive Procurement- Information Gathering	Section: Procurement Number: 1.4
Approved: April 11, 2022	Page: 1 of 1
Revised:	Scope: All Employees

POLICY:

Community Living Oakville (CLO) will ensure that competitive procurement will ensure fair and cost effective process for information gathering.

Information Gathering Mechanisms:

Information Gathering Mechanisms are useful in situations where incomplete information about either the procurement that is requires or the capabilities of the market to deliver the material, service or the solution required.

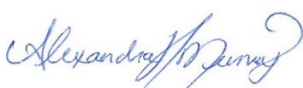
The information gathered by one of the processes outlined will assist with ensuring a fair and cost effective procurement process, define the requirements for the procurement documents or identify whether there are qualified and/or interested suppliers.

When informal research and information gathering is insufficient, the following formal process may be used where warranted, weighing out time and effort required conducting them.

- 1) Request for Information (RFI)
- 2) Request for Expression of Interest (RFEI)

A response to an RFI or RFEI does not pre-qualify a potential supplier. A correctly executed information solicitation process should not result in a legal, binding contract.

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date