

Procurement-Supplier Pre-Qualification	Section: Procurement Number: 1.5
Approved: April 11, 2022	Page: 1 of 3
Revised:	Scope: All Employees

POLICY:

Where there is a need to create a pre-qualified supplier list to be used for one or more future procurements, a Request for Supplier Qualification (RFSQ) can be used for the detailed definition of RFSQ.

PROCEDURE:

RFSQ's are used to reduce subsequent effort devoted to the competitive process i.e.:

- To find potential proponents as the first stage of a two stage process, only pre-qualified suppliers (stage 1) will be invited to respond to the actual competition (stage 2).
- Pre-qualify suppliers who are interested in supplying materials or services in the future, as and when as required i.e. Vendor of Record (VOR).
- RFSQ's document specifically defines the type of materials or services included as part of the process. The document should also clearly indicate the time duration the list is to be valid, the methods by which a supplier is placed on the list and a tentative schedule of specific opportunities. The document should also state that suppliers who do not participate in the pre-qualification in the pre-qualification or do not appear on the list may be excluded from opportunities.

RFI, RFEI and RFSQs will be publicly advertised on an electronic bulletin board such as Biddingo. RFIs and RFEIs should not ask for proprietary information from suppliers. The RFI, RFEI and RFSQ process does not result in a legal binding contract, it is specifically meant to gather information to assist in developing the formal procurement request.

A Procurement Lead must be assigned for each gathering mechanism and they will be accountable for the requirements of the document with the assistance from the requestor/customer.

The suggested uses of all three information gathering mechanisms are summarized below.

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Information Required	RFI	RFEI	RFSQ
General supplier or product information	X		
Information on supplier interest in specific opportunities		X	
Information on supplier capability/qualifications		X	X
Pre-qualified suppliers list desired			X

Vendor of Record

VOR are used to reduce costs by establishing strategic relationships with a small group of suppliers. VOR arrangements can be established for the supply of a certain category of goods, services or construction. A VOR arrangement may be established only through an open and competitive procurement process and requires appropriate approval authority.

Multi organization VOR arrangements may be established where there is an identified need for a common category of goods, services or construction among two or more organizations.

A VOR arrangement requires a second stage selection process to assist CLO in obtaining best value for money. Given that an open competition has already occurred to establish all VOR arrangements, the second stage selection process shall be concerned only with the particular goods, services or construction project to be procured, including the specific needs and issues for a particular assignment or project, such as contract price, resources to be assigned, availability and timelines for completion.

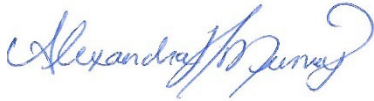
VORs or preferred suppliers lists can be used for competitive procurements provided that for any source list:

- The opportunity to register on the source list has been advertised competitively on an electronic tendering system such as Biddingo
- A supplier that meets the conditions for registration on the source list is able to register at any time
- All registered suppliers in given category are invited to respond to all calls from competitive procurement in that category

CLO must ensure that they are receiving preferred pricing from their suppliers as this is one of the primary reasons for having the arrangement. In return for the opportunity of being on the organization's preferred list, the supplier offers preferred pricing.

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Approved by:



Executive Director

April 11, 2022

Date



Board President

April 11, 2022

Date