

Posting Competitive Procurement Documents	Section: Procurement Number: 1.6
Approved: April 11, 2022	Page: 1 of 2
Revised:	Scope: All Employees

POLICY:

For an open competitive process, the procurement document needs to be competitive and explain the organization’s requirements. A description of the needed goods, services or construction in generic and/or functional terms specific to the business needs that the goods or service will serve in all procurement documents must be provided. When the use of non-generic and/or non-functional terms is appropriate, the specification must deal with performance requirements and exclude all features that could unfairly confer an advantage to certain suppliers.

PROCEDURE:

The documents must include:

- 1) Full disclosure of the evaluation criteria, process and methodology to be used in assessing submissions. The competitive documents should clearly identify the requirements of the procurement; the criteria that will be used in the evaluation of bids and the methods of weighting and evaluating the criteria. The competitive documents must also identify those criteria that are considered mandatory and any technical standards that need to be met.
- 2) The name, telephone number and location of the person to contact for additional information on the procurement documents and a statement that suppliers who go outside of this contract may be disqualified.
- 3) Conditions that must be met before obtaining procurement documents such as conflict of interest declarations, confidentiality agreements and non-disclosure agreements if/when appropriate.
- 4) The address, date and time limit for submitting bids to procurement documents. Bids received after the closing date and time must be returned unopened.
- 5) The process, date and time limit for the submission of questions and bids on the procurement documents.
- 6) The time and place of the opening of bids in the event of a public opening.

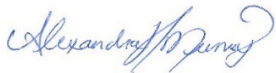
Financial Manual

- 7) The submission rules and competitive clauses to be followed, which may include bid format, language, inclusion of executive summary, number of copies required, attendance at a bidders conference and any additional rules to be followed in order to be considered a compliant bid.
- 8) A draft copy of the contract to be signed in the event of an award of the procurement and a request for a list of any subcontractors to be used to complete the procurement.
- 9) The period of irrevocability of bids where bids cannot be withdrawn (typically 20 days from the closure of the competitive process).
- 10) For goods, services and construction valued at \$100,000 or more, a statement that the procurement is subject to Ontario's trade agreements.
- 11) Notice that any confidential information supplied to the organization may be disclosed by the organization where it is obliged to do so under **Freedom of Information and Protection of Privacy Act** (FIPPA), by an order of a court or tribunal or otherwise required by law.
- 12) The term of the agreement and any other options to extend the agreement must be set out in the procurement document. Changes to the term of the agreement may change the procurement value. Prior written approval by the appropriate approval authority is necessary before changing start and end dates. Extensions to the term of agreement beyond what is set out in the procurement document are considered non-competitive procurements and Broader Public Sector (BPS) organizations must seek appropriate approval authority prior to proceeding.

Advertising and Posting Competitive Documents

During a competitive process and electronic tendering system such as Biddingo must be utilized in order to uphold the principles of fair, open and transparent dealings; to encourage maximum competitive response and to ensure that suppliers have a positive experience in dealing with CLO.

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date