

<b>Selection and Award of Procurement</b>		<b>8040</b>
Chapter 8: Purchasing/Expenditures	Department: Finance	
Date Approved:	Date Revised:	
Source Reference: Government Ontario – Broader Public Sector Procurement Directive <a href="http://www.doingbusiness.mgs.gov.on.ca">www.doingbusiness.mgs.gov.on.ca</a>		

## **POLICY:**

Nogdawindamin Family and Community Services ensures that all appropriate procurement submissions are reviewed and evaluated in a manner that is fair and factual while remaining free from discriminatory and/or preferential evaluation. The Selection Committee will be used to review quotations, proposals and tenders that have an anticipated purchase value greater than \$100,000. The Executive Assistant will prepare agreements.

## **PROCEDURE:**

1. Members of the Agency Selection Committee will be comprised of three of the positions below as chosen by the Chief Executive Officer:
  - a) Chief Executive Officer;
  - b) Director Finance
  - c) Manager of Information Technology and Infrastructure;
  - d) Senior Program Manager
  - e) Accounting Manager
  - f) Board President;
  - g) Secretary/Treasurer;
  - h) Other resource persons who may be have expertise in the service
  
2. The Selection Committee members will rate each submission using the factors cited below. Records of evaluation scores must be retained for audit purposes. Factors that will be considered when selecting a vendor include the following:
  - a) Past performance of the vendor in delivering the goods or services;
  - b) Quality and level of service provided;
  - c) Suitability of the vendor;
  - d) Ability of the vendor to meet delivery requirements;
  - e) Avoidance of a real or perceived conflict of interest;
  - f) A monopoly hold by vendors will not be permitted;
  - g) Costs associated with conversion from an existing supplier to a new supplier;

- h) Preference will be given to an Aboriginal vendor if goods and services are of equal or greater value or quality.
3. Submissions in response to Requests for Proposal or Requests for Tender must adhere to the following:
    - a) Include time, date, and method of delivery;
    - b) Received by the specified closing date and time;
    - c) If more than one bid is submitted by a vendor, the latest bid will supersede all previous bids;
    - d) Bidders may withdraw a bid at any time by letter, bearing signature;
    - e) Bidders may be requested to supply a list of all subcontractors to be utilized.
  4. Quotations, proposals, or tenders received are to be date stamped and filed, until the deadline date for submission. The seal on tenders must be maintained pending review by the selection committee. On the pre-determined date, the Selection Committee will open and review the submissions.
  5. On the pre-determined date, the Selection Committee will open the quotations, proposals or tenders and review the submissions against evaluation criteria. The Selection Committee will select the bidder who best meets the evaluation criteria. The bidder will be awarded the contract, subject to approval by the Agency's delegated authorities. The lowest bid is not necessarily awarded the contract.
  6. If no acceptable bid has been received, the Director of Finance may waive the need for a revised bid solicitation and enter negotiations if:
    - a) The bid is more than funds approved by the Agency for the project, or
    - b) Written justification is provided to demonstrate that changing the bid requirements does not change the nature of the good and/or service required.
  7. If equal bids have been received, the Director of Finance may:
    - a) Offer the bidders an opportunity to resubmit, or
    - b) Consider other factors that may change the equality of bids such as:
      - i. Payment discounts;
      - ii. Best delivery date;
      - iii. After sales service;
      - iv. Experience with the Agency.
  8. If only one bid has been received, the Director of Finance may:
    - a) Return the bid and inform the bidder that the Agency may be reissuing the tender later, or

- b) Open the bid and assess whether it is acceptable. If the bid is not acceptable, the Director of Finance will follow the Policy for no acceptable bids.
- 9. Upon approval by the Agency's delegated authorities for the bid selection, the Director of Finance will verbally inform the candidate of the contract award.
- 10. For procurements valued at \$100,000 or more, the Agency will inform all unsuccessful suppliers about their entitlement to a debriefing. Unsuccessful suppliers will be given 60 calendar days following the date of the contract award notification to request a debriefing.

**POLICY REFERENCES:**

MAINTENANCE AND DESTRUCTION OF RECORDS