

Posting of Procurement Documents		<b>8030</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:**

In circumstances of competitive procurement, Nogdawindamin Family and Community Services will make calls for open competition through a variety of publicly accessible means in order to maintain a fair an open competition.

## **PROCEDURE:**

1. Upon determining that a tendering process is required, the responsible employee will solicit quotations and/or proposals through the following public advertising sources in accordance with the annual purchase value and applicable means of procurement:
  - a) Request from Vendors Of Record;
  - b) Agency website;
  - c) Posting in member First Nations;
  - d) Circulation to various vendors, consultants and/or professionals;
  - e) When a contract value is expected to exceed \$100,000, a solicitation may be advertised in newspapers throughout the North Shore.
  
2. The employee will issue a Request for Proposal or Request for Tender in accordance with the annual purchase value and applicable means of procurement. The request must provide the following information to interested contractors:
  - f) Letter of invitation;
  - g) Statement of goods or work required;
  - h) Timeframe for delivery;
    - i. Suppliers will be given a response time of up to 15 calendar days (dependent on need)
    - ii. In special circumstances of high risk, complexity and cost, the Agency will consider a response time of 30 calendar days
  - i) Proposal evaluation criteria (See Policy #8020);
  - j) Bid submission date and time;
  - k) Evaluation methodology
  - l) Bid dispute resolution process

3. For procurements valued at \$100,000 or more, the Agency will post a contract award notification after the agreement between the Agency and the supplier has been executed. The notification post must list the name of the successful supplier, agreement start and end dates, and any extension options.
4. The terms of agreement and any options to extend the agreement will be included in the procurement documents and posted. The Agency will seek the appropriate internal level of authority before executing any modifications to the term of agreement.