

<b>SERVICE COORDINATION SUPPORT (SCS) FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES</b>			
<b>Chapter: 5.</b>	<b>FINANCE</b>	<b>Number:</b>	5.1.05
<b>Section: 3.0</b>	<b>PURCHASING CYCLE</b>	<b>Issue Date:</b>	2008-09-24
<b>Subject: .05</b>	<b>Competitive Bidding</b>	<b>Effective Date:</b>	2008-09-24
<b>Authorized:</b>		<b>Revised Date:</b>	
		<b>Replaces:</b>	
<b>POLICY AND PROCEDURE</b>			

## **1.0 DEFINITIONS**

## **2.0 POLICY & PURPOSE**

- 2.1 Service Coordination Support (SCS) for People with Developmental Disabilities is bound by the Broader Public Sector Accountability Act, 2010. The Boarder Public Sector Expenses Directive was issued by Management Board of Cabinet effective April 1, 2011. Accordingly, SCS has established an accountability framework applicable to Board members, employees and consultants and contractors engaged by the organization, providing consulting or other services.
- 2.2 For procurement values of \$10,000 to \$100,000, SCS will proceed with an Invitational Competitive procurement process which will include a minimum of three suppliers invited to submit a bid.
- 2.3 For procurement values of 100,000 or more, SCS will proceed with an Open Competitive procurement process which will include a public posting for required suppliers who may compete for a contract in an open, fair environment.
- 2.4 Any person in the organization may fill out a requisition form for goods or services in excess of \$10,000. Approval of such a requisition may only occur after a competitive procurement process has been completed and written justification for the supplier selection tendered.
- 2.5 The Finance Director must oversee all competitive processes to ensure procurement compliance and appropriate accountability.
- 2.6 The supplier selection responsibility shall reside with the requisitioner who will be responsible for overseeing the utilization of the good or the delivery of the service. This individual, who is usually named in the contract document, monitors the vendor's performance, approves invoices, and notifies the finance department if any problems are encountered. Depending on the type of service, the manner in which performance is monitored may involve any number of procedures including regular and unscheduled inspections, complaints brought to management's attention, and reports or surveys of consumers of the services.
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### **3.0 PROCEDURE**

#### **3.1 Procurement and Reimbursement**

- 3.1.1 Competitive bidding is the formal process that allows the requestor and/or the finance department to properly survey the marketplace.
  - 3.1.2 In order to ensure appropriate stewardship of SCS' financial resources, a determination should be made to show that a proposed price for an aggregate purchase of \$10,000 or more is fair and reasonable, considering the quality, delivery and other factors. As per the SCS conflict of interest policy, any conflict of interest with the suppliers that will be solicited must be disclosed at the start of the competitive process.
  - 3.1.3 To achieve transparency, criteria upon which each supplier's proposal will be measured against should be established and documented.
  - 3.1.4 All competitive bids must be written and utilize the request for quote (RFQ) form or the request for proposal document template.
  - 3.1.5 When requesting formal quotations/proposals from potential suppliers, the requestor should ask for terms and conditions that are favorable to SCS rather than accept what is in the best interest of the supplier. Supplier responses must also be submitted in writing with quoted prices, terms and conditions clearly documented in the response.
  - 3.1.6 Each potential bidder must receive the same information and business requirements. Please be as specific as possible with requirements. Include manufacturer name and part number if available, a complete description of desired product(s) and/or services, the delivery location and required-by date.
  - 3.1.7 At no time should one supplier's proprietary information be shared with another supplier. Please remember to allow sufficient time (usually two weeks for complex requests) for the supplier to respond to a Request for Quotation.
  - 3.1.8 During the period of evaluation and prior to award, possession of proposals and accompanying information is limited to personnel responsible for participating in the evaluation. Any communications with vendors must be approved in advance by the Finance Director.
  - 3.1.9 Once the bids have been received from the suppliers, the requestor will analyze the proposals to determine which supplier most appropriately fulfills the criteria mentioned above at the least total cost.
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3.1.10 Recommendation for award must be in written form and must address how each supplier has or has not met the evaluation criteria stated in their proposal. All areas of non-conformity with any terms, conditions, or listed specifications must be clearly stated in the evaluation.

3.1.11 If no winning proposal is identified a new RFP will be issued.

3.1.12 All agreements or contracts resulting from competitive processes must be reviewed by the Finance Director prior to signature. Currently, only financial signing authorities (those who can sign SCS cheques) have the authority to contractually bind the organization. All Ministry contracts and protocols are to be signed by the Executive Director and/or the chair of the board of directors.

3.1.13 Since the resulting contract incorporates the contractor's response to the RFP, these documents reflect the agreement between the parties. Amending or canceling the contract can only be accomplished under the terms and conditions of the agreement and such actions must be done through the Executive Director or the Finance Director.

## 3.2 Non- Competitive Procurement

3.2.1 A non-competitive purchase is any request, which, by the specifications needed by the requestor, restricts the purchase to one supplier or to one brand. Examples of non-competitive purchases include:

3.2.1.1 Equipment for which there is no comparable competitive product or service.

3.2.1.2 A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.

3.2.1.3 An item where compatibility is the overriding consideration, such as computer operating software enhancements for an existing system.

3.2.1.4 Repair/replacement parts for non-competitive equipment.

3.2.1.5 Continuation of an existing contract when work is so closely related to that of the uncompleted basic contract that it would not be feasible to consider another potential contractor.

3.2.1.6 If the sole source justification submitted is not sufficient, the request will be denied. Submission to and approval of a written request to waive the competitive bidding is required from the Executive Director or Finance Director in order to proceed with a non-competitive purchase.

3.2.2 Each Sole Source Justification request must include:

3.2.2.1 A clear statement of the unique performance factors of the product or supplier specified

3.2.2.2 Why those unique factors are required

3.2.2.3 What other products or suppliers were evaluated

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3.2.2.4 The reason(s) for rejecting the other products or suppliers

**4.0 ATTACHMENTS**

**5.0 REFERENCES & RELATED POLICIES & PROCEDURES**