



## **FINANCE & ADMIN.**

### **Board Policy: 01:05:02 - Purchasing -Tendering**

Active

#### **BOARD POLICY:**

Tendering is used to ensure the selection of vendors on a fair and economically competitive basis for purchases of major financial significance, including purchases of real property, capital equipment, renovations or improvements to real property and as otherwise directed by the Society's Board of Directors.

The tendering process is co-ordinated by the Director, Finance, Administration & IT or his designate.

#### **Tender Specifications**

Services, supplies, or equipment are described in generic or functional terms. Where circumstances render this impractical, brand names accompanied by the words "or approved equal" are incorporated. Specifications must not restrict competitive purchasing.

#### **Call for Tenders**

The Director, Finance, Administration & IT or his delegate decides upon the vendors of the services, supplies or equipment to be purchased in specific cases through the tendering process and completes, sends out and logs the associated request for tenders. In choosing vendors the Director relies on professionally relevant and objective information obtained from appropriate internal or external sources.

#### **Receipt of Tenders**

Designated staff receive all tenders up to the official closing time. All tenders are date and time stamped upon receipt and kept in a secure place until opened.

#### **Late Submissions**

Tender submissions are invalid if received after the time and date specified on the tender call.

#### **Tender Openings**

Sealed bids are opened at a pre-appointed time by a bid-opening committee.

For purchases with an estimated value greater than \$50,000 the bid opening committee consists of at least one member of the Board of Directors or of a standing committee of the Board, as appropriate in the circumstances, and at least two management staff

deemed appropriate by the Board of directors or a standing committee of the Board as appropriate in the circumstances.

For purchases with an estimated value equal to or less than \$50,000 the bid opening committee need not include a member of the Board of Directors or standing committee of the Board.

### **Tender Evaluation**

Sound evaluation criteria must be established prior to a call for tenders. Evaluation criteria are public information and may be disclosed in debriefing unsuccessful vendors.

The evaluation of tender submissions made in request to a tender call is the responsibility of the Director, Finance, Administration & IT and such other members of his management team, the Board or its standing committees as he considers appropriate in the circumstances. Selection of the source of service or supply are based on but not limited to:

- Price
- Quality
- Quantity
- Delivery
- Past Performance
- Canadian and local content
- Environmental impact
- Efficiency including energy efficiency
- Total life cycle costs
- Overhead costs

Selection criteria are made available to vendors immediately when calls for tenders are issued.

### **Tender Awards**

The Director, Finance, Administration & IT or his delegate makes due notification to the successful bidder of that bidder's selection and ensures the completion of whatever contracts and other documentation is required in the circumstances.

When the lowest bid is not accepted the Director duly documents the reasons for acceptance of the successful bid and duly obtains and documents the concurrence of the Society's Board of Directors or of its Finance & Administration Committee as appropriate in the circumstances.

### **Compliance with Ministry of Children 's Services Purchasing Policies**

Ministry policies are applicable to the Society's tendering process to the extent that the policies apply to organizations external to the Ministry. In any call for tenders, The Director, Finance, Administration & IT or his designate is to perform due diligence to ensure that applicable Ministry policies are being met.

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## **CROSS REFERENCES**

[CROSS-REFERENCES](#) 

[SUPPLEMENTARY DOCUMENTS:](#)

**DOCUMENT INFORMATION & HISTORY**

ORIGINAL APPROVAL DATE 24/06/97

APPROVED  
BY:

SUPERCEDES:

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**REVIEWED:**

MOST RECENT REVIEW DATE: 08/12/2003

REVIEWED BY: Deborah Stuart

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**REVISION:**

CURRENT REVISION  
EFFECTIVE DATE:

REVISED BY:

APPROVED BY: Board of Directors - CCAS

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