

Rainbow District School Board

POLICY & PROCEDURES MANUAL		P.4.09
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POLICY STATEMENT

P.4.09 PROCEDURES FOR PUBLICLY ADVERTISED TENDERS OR REQUESTS FOR PROPOSALS, QUALIFICATIONS, EXPRESSIONS OF INTEREST

THE BOARD IS COMMITTED TO A PUBLIC COMPETITION PROCESS FOR THE ACQUISITION OF GOODS AND SERVICES THAT IS FAIR AND OPEN.

OPERATIONAL PROCEDURES

OP.4.09 PROCEDURES FOR PUBLICLY ADVERTISED TENDERS OR REQUESTS AS INDICATED ABOVE)

- a) Tenders or requests will be called to close prior to the Board meeting and provide time for adequate review.
- b) All Specification documents will state the date, time and location of the opening meeting, and include an invitation to bidders to attend the meeting.

Submission Opening Meeting

- a) The Manager of Finance or designate shall arrange the location and time of the Submission Opening Meeting.
- b) The Submission Opening Committee shall consist of:
 - the Chair of the Board or designate;
 - the Manager of Finance or designate;
 - the Manager of the Originating Department or designate.
- c) Tenders will be opened and prices will be announced publicly. The Manager of Finance or designate will record the prices and the bidders name.
- d) Requests for Proposals, Qualifications or Expressions of Interest will be opened and the name of the company will be announced publicly. The details of the submissions will be held in confidence until a detailed review is performed.

- e) After the names and/or prices have been announced publicly and recorded, the Committee members will initial the submissions, and the opening meeting will end.

Consideration of Tenders and Requests

1. The appropriate Superintendent or Manager of the originating department will analyze the submissions.
2. The rejection of the lowest or any submission and the reason for rejecting will be recorded.
3. Late submissions will not be accepted, and will be returned to the sender.
4. The appropriate Superintendent or Manager of the originating department will provide a recommendation with a summary of the submissions that include the city and province of the bidders' offices. This information will be included with motions of acceptance or rejection, for consideration at the next Board meeting.