



POLICY MANUAL

<p>Legal References:</p> <ul style="list-style-type: none"> • Canadian Free Trade Agreement (CFTA), Chapter 5 • Comprehensive Economic Trade Agreement (CETA), Chapter 19 • Freedom of Information and Protection of Privacy Act (FOIP) (Alberta) • Municipal Government Act (MGA) • New West Partnership Trade Agreement (NWPTA), British Columbia, Alberta and Saskatchewan; • Occupational Health and Safety Act (OH&S) (Alberta) • Records Management Act 	<p>Policy department: Corporate Services</p>
<p>Cross References:</p> <ul style="list-style-type: none"> • B2 – Legal Signing Authority • C9 – Operating Budget • C17 – Capital Budget • C18 – Road Construction Budget Plan • C19 – Unbudgeted Expenditures • L7 – Personnel Policy • O2 – Capital Equipment Replacement Policy • P1 – Records Management Policy Statement 	<p>Policy Number: I4</p>
<p>Adoption Date:</p> <ul style="list-style-type: none"> • March 30, 2015 - #CM20150330.1011 <p>Revision Date:</p> <ul style="list-style-type: none"> • August 27, 2018 - # CM20180827.1002 • July 3, 2019 – CAO Approval Form • August 3, 2019 – CAO Approval Form • December 16, 2019 - #CM20191216.042 	<p>Policy Title: Procurement Policy</p> <hr/> <p>Review Date: December, 2022</p>



POLICY PURPOSE:

To govern the acquisition of all goods, services, and construction works, (including contract, purchase or lease), that utilizes County funds from all sources including both operating and capital expenditures to ensure:

- increased efficiency, economy, and flexibility in the County's procurement activities;
- effective broad-based competition is fostered from all segments of the supplier community;
- public access to the County's contracting information;
- integrity of the procurement system to safeguard and protect against corruption, waste, fraud and abuse; and
- compliance with specific provisions of relevant legislation or trade agreements including CFTA, CETA, NWPTA, MGA, and FOIP-Alberta.

POLICY STATEMENT AND GUIDELINES:

All County staff will follow the proper procurement procedures to ensure that goods, services, and construction works are acquired through a(n):

- Ethical;
- Open;
- Transparent; and
- Competitive process

that uniformly balances the stewardship of public funds with the fair and equitable treatment of suppliers.

The Policy shall serve as a general internal guideline for the process to follow and the content to include in any Procurement process issued by the County. However, staff members remain responsible for following the requirements and instructions specifically set out in any particular tender, request for proposal, request for quotation or other Procurement process, notwithstanding any conflict with this policy. Nothing in this policy shall limit any rights or privileges available to the County in any such Procurement documents or at law.

DEFINITIONS:

Bid – Also termed “Proposal”, “Submission” or “Response.” It is the offer provided by potential suppliers to the County in response to a competitive solicitation. **Bidder** – Also termed “Respondent” or “Proponent” it is a potential supplier of goods and/or services that submits a proposal to the County in response to a competitive solicitation.

Contract A – Also called the “Bid Contract.” It is formed when the solicitation is responded to in the form of a valid bid, and is between the County and each of the bidders that submitted a bid. The



County is bound by the terms of the solicitation to deal fairly and equally with all bidders with regard to those terms, including following the evaluation process as stated.

Goods – refers to capital or operating goods as outlined below:

- a) **Capital goods** – includes all non-construction projects and purchases resulting in a tangible capital asset, including the purchases of vehicles, heavy equipment and other capital goods. Examples include:
 - major software development
 - digital ortho-photos;
 - computer hardware and software;
 - generators;
 - portable buildings;
 - playground equipment;
 - vehicles;
 - large equipment.
- b) **Operating Goods** - All non-capital or non-construction purchases for goods required for day to day County operations. Examples include:
 - Furniture and equipment (if below the asset capitalization threshold)
 - Office supplies;
 - Grader blades;
 - Fuel;
 - Tires.

Procurement Method - is used to describe any and all of the following competitive and non-competitive methods described below:

a) Competitive Methods:

- Request for Information (RFI) – is primarily used to gather information to help make a decision on what steps to take next. RFIs are therefore seldom the final stage and are instead often used in combination with one of the RFx solicitation processes. In addition to gathering basic information, an RFI is often used as a solicitation made available to a broad base of potential suppliers for the purpose of developing strategy, building a database, and preparing for an RFx solicitation process.
- Request for Pre-Qualification (RFPQ) – is generally used for larger construction projects to maintain consistencies with technical and mandatory requirements for goods and/or service providers (can also be used for consistent purchases of budgeted goods and/or service requirements for operations). The RFPQ solicitation invitation is posted on the Alberta



Purchasing Connection website to meet the threshold requirements for the NWPTA, CETA & CFTA to generate interest and appropriate qualification of selected contractor.

- Based on the responses to the RFPQ, the County intends to short-list companies to participate in the RFX stage, the next phase of the Competitive Selection Process. This Process will identify a qualified entity with whom the County may enter into an Agreement for the purchase of goods and/or services.
- Request for Proposal – used for complex requirements, involving both a mandatory and point-rated technical evaluation as well as evaluation on price, for goods, services or both (including construction and software). Multiple methods of selecting a successful Bidder for a Contract are available and are chosen based on the individual need of the project/purchase.
- Request for Quotation (RFQ) – used for straightforward requirements, involving evaluation only on price, and allows only for supporting or substantiating documentation along with the pricing information. Used for goods or services. The successful Bidder for award of a Contract is chosen by lowest price.
- Request for Tender (RFT) – used for reasonably straightforward requirements involving a technical evaluation of mandatory requirements only, as well as evaluation of price. Used for goods or services (including construction or software), and occasionally, both. The successful Bidder for award of a contract is chosen by lowest price; after it is determined to be technically compliant.

b) Non-competitive Method

Negotiated Method - (Also known as Sole Source or Non-competitive) - refers to the negotiation of an agreement for the purchase of goods and services from a supplier where there is no open competition. It is used in a case where the conditions listed in the Procurement manual section entitled “Purchase by Negotiation,” are present.

Posting – the act of advertising County purchasing opportunities to vendors using a variety of electronic and non-electronic methods.

Procurement - the acquisition of goods, services or construction from an external source.

Third Party - Someone who may be indirectly involved but is not a principal party to an arrangement, contract, deal, lawsuit, or transaction.

Services – All professional, non-professional services or construction as outlined below:

- a) Non-Professional Service** – Includes services provided operational purposes. Examples include:
 - Janitorial services;
 - Maintenance/mechanics services;



- Courier/delivery services.

- b) Professional Service** – Includes services provided by consultants, frequently holding professional certifications, and typically involving knowledge-based deliverables. Examples include:
 - Auditing services;
 - IT services;
 - Engineering services;
 - Legal services;
 - Banking Services.

- c) Construction** - includes roads and infrastructure construction (water, sewage, landfills, buildings, site improvements, etc.), which would result in a tangible capital asset. Examples include:
 - paving and construction of streets and roads;
 - intersection lighting;
 - fiber optics;
 - gas and utility lines;
 - bridge construction.

Quotations – a written statement of the cost to provide a service, good or construction.

ROLES AND RESPONSIBILITIES:

Chief Administrative Officer is responsible for:

- the overall Procurement process;
- recommending policy changes to County Council;
- approving changes to the supporting schedules to Policy I4 as required;
- delegating authority to develop and implement applicable procedures and processes through the Director of Corporate Services;
- approving changes to procurement limits outlined in Schedule A, as required.
- Review an decision of any appeals initiated by a Vendor responding to the results of their Vendor Performance Report Card.

Director of Corporate Services is responsible for:

- reviewing the County's Procurement Policy, procedures and processes, as required;
- approving changes to the County's procurement procedures and processes, as required;
- recommending policy changes to the Chief Administrative Officer;
- delegating authority to develop and implement applicable procedures and processes through the Procurement Specialist;



- ensuring compliance with the County's Procurement Policy, procedures and processes and where required or identified, mediate and resolve.

Directors and Managers are responsible for:

- ensuring compliance with the County's Procurement Policy, procedures and processes for their areas of responsibility and supervision;
- reviewing and approving all competitive bid solicitations for their areas of responsibility, prior to posting;
- ensuring that a fair and transparent process has been used when calling for, receiving, and evaluating bids;
- recommending contract extensions when applicable;
- delegating purchasing and expenditure approvals for their areas of responsibility, as required
- ensuring all purchases are:
 - included in the current year's budget; or
 - otherwise approved by County Council; or
 - in accordance with Policy C19; Unbudgeted Expenditures Policy.

Procurement Specialist is responsible for:

- coordinating, supporting and facilitating County procurement activities, including the legal aspects of competitive bidding and related contract review and processes for all departments;
- providing recommendations to the Director of Corporate Services, regarding changes to this Policy, and associated procedures/processes;
- providing training and documentation to Council, staff, and relevant external parties regarding the County's Procurement Policy, procedures, and processes;
- reporting on procurement activities;
- providing advice, interpretation, and applicability of pertinent legislation including competitive bidding laws, legislation impacting public procurement, contract law, and provincial statutes;
- ensuring that a fair and transparent process has been used when calling for, receiving, and evaluating bids;
- monitoring and ensuring compliance with the County's Procurement Policy and guidelines, and identifying and reporting breaches to the Director of Corporate Services;
- remaining current with internal and external factors including legislation and legal precedent that may impact the procurement function;
- advising County staff on the appropriate methods of competitive bid release, assisting with the development of specifications, release of bid, review of submitted bids, and award processes;
- assisting with the negotiation of purchase contracts and reviewing/writing contracts resulting from these procurement activities;
- preparing and administering bids, requests for quote/proposal/information, and other vendor documentation;
- organizing and attending bid, tender and proposal openings, to ensure results are recorded in accordance with purchasing guidelines;



- reviewing and assisting departments with award submission recommendations to County Council and attending related Council meetings;
- participating in the development of specifications for equipment, products or substitute materials;
- making recommendations on procurement processes for pre-qualification of suppliers, on group or aggregate purchasing and identifying areas where cost savings may be obtained;
- managing service level agreements, scope of work, and contract terms with service providers;
- managing vendor relationships and assisting in the resolution of vendor or contractor grievances;
- evaluating the cost and quality of goods or services;
- assessing risk and making recommendations related to the competitive bidding process and contract law, obtaining legal advice where necessary;
- ensuring the appropriate records management policy is being followed in accordance with Policy P1 - Records Management Policy Statement;
- providing assistance to relevant departments in cases where the bid solicitation is being managed by a contracted outside third party.

Staff members are responsible for:

- meeting the legal and ethical obligations in the purchase of goods, services & construction works, by using a fair and transparent process when calling for, receiving or evaluating bids and quotations;
- identifying specific needs for goods, services, or construction;
- following this Procurement Policy, procedures, and processes;
- obtaining the best value for money by meeting specified needs to include quality, health and safety standards, productivity and service life;
- securing expense and contract authorization prior to any purchase commitment, in accordance with County policy;
- providing the specifications and technical information for bid solicitations and quotations in their areas of responsibility;
- Preserving the confidentiality of the procurement process in accordance with the Freedom of Information and Protection of Privacy Act, (FOIP).

ACQUISITION METHODS and PURCHASING PROCESS

All purchasing of goods, services and construction shall be as outlined in the Procurement Policy and Procurement manual.

PECUNIARY INTEREST

County employees are bound by Policy L7, Section 17 “Conflict of Interest.”

In particular:



- No employee of the County or partnership of which an employee is a member may submit a tender for the supply of goods, services or construction works to the County.
- Any corporation (other than those whose shares are publicly traded) submitting a tender must disclose the names and number of shares held by any shareholder who is also an employee of the County.
- No employee of any department will make any recommendations about the awarding of any tender or quotation when the employee is a member of the immediate family of any individual who is:
 - submitting the tender;
 - a shareholder or employee of a company submitting the tender; or
 - a member or employee of any partnership submitting the tender.

AWARD EXCEPTIONS

In order to protect the overall County interests and minimize long term financial losses, notwithstanding anything to the contrary in this Policy the County reserves the right to not consider award of any agreements to a party:

- that is engaged in litigation or arbitration with the County of Grande Prairie, or
- that receives a grade of “Non-Compliant” on any Vendor Performance Report Card completed by the County (See County Project Representatives and/or Authority with the support of Procurement Services on behalf of the County will maintain a “Vendor Performance Report Card” to determine if the service level of an organization makes it eligible to submit for future County projects (See Appendix A of Schedule B).

CONFIDENTIALITY:

County employees will not release any information that is not intended to be made available to all potential suppliers.

Requests for information regarding submitted bids shall be handled in accordance with the FOIP Act. Generally, the name of the bidder and total amount of the bid is releasable. Details of the bid are not routinely released and requests are to be referred to the Procurement Specialist and/or the F.O.I.P. Coordinator.

RECORDS MANAGEMENT REQUIREMENTS:

All documentation will be filed in accordance with the Policy P1, Records Management Policy Statement and to comply with the Municipal Government Act, FOIP and the Records Management Act.

NON COMPLIANCE:



Consequences of non-compliance with this Policy may result in the potential for legal challenges and/or penalties to the County of Grande Prairie No. 1, its elected officials and/or staff.

The Chief Administrative Officer or the Director of Corporate Services must approve any exceptions to the Policy.

POLICY AUTHORITY:

The County Administrator has the authority to amend the related Schedules of Policy I4 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.

ATTACHMENTS:

Schedule “A” – Procurement Processes and Authorities

Schedule “B” – Vendor Performance Report Card

Schedule “C” – Bidder Debriefing Procedure

Schedule “D” – Vendor Suspension Procedures

Schedule “E” – Competitive Bid Evaluation Procedure



Procedure Title:	Procurement Processes and Authorities
Policy Name:	I4 – Procurement Policy
Schedule:	Schedule “A” – Procurement Processes and Authorities
Adoption Date:	March 30, 2015
Revision Date:	August 27, 2018 – Council Approval

Purpose: This procedure has been created to support the County’s Procurement activities by outlining the process required for each type of purchase and/or value of purchase along with minimum approvals required for each as outlined in Policy C3.

Definitions:

Non-competitive Process – means the appropriate director, manager or their designate(s) can, at their discretion, contact any supplier directly and ask them to provide the required good or service. There is no requirement to advertise the purchasing opportunity.

Simplified, Non-competitive Process – means the appropriate director, manager or their designate(s) can, at their discretion, contact any supplier directly and ask them to provide a quote for the operating good or service. They can continue doing this until they have received the required number of quotes as outlined in this Schedule.

Informal, Competitive Process - means the appropriate director, manager or their designate(s) must follow one of the competitive processes as outlined in Policy I4 “Definitions - Procurement Method” located in the Policy. There is a requirement to advertise locally. There is no requirement to advertise at the provincial or national level.

Formal, Competitive Process – means the appropriate director, manager or their designate(s) must follow one of the competitive processes as outlined in Policy I4 “Definitions – Procurement Method” located in the Policy. In accordance with the *Agreement on Internal Trade* and the *New West Partnership Trade Agreement* they must also advertise using the appropriate national online bid solicitation posting mechanism.



Relevant Information:

1.0 All purchases must be:

- Included in the current year's budget, or
- Otherwise approved by County Council, or
- In accordance with Policy C19 – Unbudgeted Expenditures Policy.

2.0 Other Considerations:

- 1) As outlined in Policy C19, any and all expenditures that exceed the budgeted amount, must be presented to County Council for approval.
- 2) The Chief Administrative Officer or the Director of Corporate Services may approve variations to the process when warranted. Variation is also allowed when Purchase by Negotiation applies or for purchases exempt under the New West Partnership Trade Agreement.
- 3) As outlined in Policy C3, managers may approve up to \$20,000.00. Designates who are not Directors or Managers are limited to \$10,000.00 purchase/contract value approval.
- 4) Where practical, the estimated value of the total purchase shall prevail in determining the process versus individual cost estimates. The exception to this is during emergency situations at which time Policy C 9 – Unbudgeted Expenditures will apply.

3.0 Advertising of Bid Opportunities:

- 1) **All** bid opportunities with a total cost (including taxes) of less than \$75,000 may be advertised locally and will be posted on the County's website. Advertising locally will mean a minimum of one issue in a newspaper, having general circulation in the County of Grande Prairie No. 1.
- 2) Non-construction bid opportunities from \$75,000 to \$199,999 will be posted on the County website, posted on the Alberta Purchasing Connection (APC) website and



will be advertised locally. Advertising locally will mean a minimum of one issue in a newspaper, having general circulation in the County of Grande Prairie No. 1.

- 3) Construction bid opportunities from \$75,000 to \$199,999 will be posted on the County website, may be posted on the national online bid solicitation website and will be advertised locally. Advertising locally will mean a minimum of one issue in a newspaper, having general circulation in the County of Grande Prairie No. 1.
- 4) **All** bid opportunities with a total cost (including taxes and GST) of \$200,000 or greater shall also be posted to the appropriate national online bid solicitation website. For non-construction opportunities, this means posting on the Alberta Purchasing Connection (APC) website and for construction opportunities, posting on the Alberta Construction Association's website known as COOL Net Alberta and the Edmonton Construction Association's website known as COOLNet Edmonton.
- 5) Vendors may be advised directly that a bid opportunity has been advertised but cannot be provided with any additional information which would give a vendor an advantage over other bidders.

4.0 Applying to Bid Opportunities

For a Bid to be considered, applicants applying on a bid opportunity must adhere to the submission instructions provided in the Procurement documents. Applicants are also responsible for ensuring they receive any Amendments, Addendums, Question & Answers, or any other documents that may be available following the initial solicitation posting.

5.0 Evaluation of Submissions

An evaluation meeting will be scheduled as soon as possible following the evaluation period. The received bids will then be reviewed one by one and their adherence to the mandatory and recommended requirements, financial information along with any other information provided in the submission will be recorded.



6.0 Contract Award

- 1) The Procurement Specialist will develop a Contract/Agreement between the County and the successful company, which may be included as part of the RFX documents.
- 2) Once the contract has been developed, a cover letter will be included to the successful bidder congratulating them and asking them to sign two copies of the enclosed Contract/Agreement. Both copies are to be returned to the County office where they are then signed by the appropriate authority. An original copy is returned to the company for their files; the other is kept on file at the County office in the vault.
Note: For the protection of the Contractor and the County, no work can begin until the Contract is signed by both parties.
- 3) A letter will be sent to the unsuccessful bidding companies advising them of the status of their submission.



Types of Purchase	Purchase/Contract Value (INCLUDING GST)	Process
Operating	Under \$7,000	Non-competitive Process <ul style="list-style-type: none"> • Direct purchase at discretion of Director • If asking for quotes, simplified, Non-competitive process
Operating & Capital <i>(excludes construction)</i>	\$7,000 to \$49,999	Non-competitive Process <ul style="list-style-type: none"> • Minimum two quotes • If complex, highly technical or politically sensitive, then use the Informal, Competitive process and contact the Procurement Specialist.
Operating & Capital <i>(excludes construction)</i>	\$50,000 up to and including \$74,999	Informal, Competitive Process <ul style="list-style-type: none"> • Minimum three quotes • Contact Procurement Specialist for appropriate competitive method. • Local advertising, may be required
Construction	Up to and including \$74,999	Simplified Informal Process <ul style="list-style-type: none"> • Minimum three quotes • If complex, highly technical or politically sensitive, then “Informal Competitive” method and contact the Procurement Specialist. • Local advertising, required
Operating & Capital <i>(excludes construction)</i>	Over \$75,000 up to and including \$199,999	Competitive Formal Process <ul style="list-style-type: none"> • National online bid solicitation posting and local advertising required.
Construction	\$75,000 up to and including \$199,999	Informal, Competitive Process: <ul style="list-style-type: none"> • Contact Procurement Specialist (or designate) for appropriate Procurement method. • Local advertising required • National online Bid solicitation posting may be used if determined beneficial.
All Purchases	\$200,000 or greater	Competitive, Formal Process <ul style="list-style-type: none"> • National online bid solicitation posting and local advertising required.



Procedure Title:	Vendor Performance Report Card
Policy Name:	Procurement Policy I4
Schedule:	Schedule "B"
Adoption Date:	July 25, 2018
Revision Date:	July 25, 2020

Purpose:

The purpose of this Procedure is to establish a process to evaluate Vendor performance in a transparent and consistent manner. Vendor performance is critical to the success of County projects. Poor workmanship, unnecessary contract delays and unsafe work practices will not be tolerated. Vendors shall perform all work in accordance with the Terms and Conditions of their Contract and all applicable legislation.

This procedure is to be read in conjunction with the County's Procurement Policy (I4) and Vendor Suspension Procedure (Schedule D).

Definitions:

- **"Vendor"**: means either a Supplier, Wholesaler, Retailer, Contractor or Consultant.
- **"Director"**: means the appointed Director overseeing the department of the project.
- **"County Project Representative"**: means the authorized officer or employee of the County who is responsible for all matters concerning the technical content of the work against the project.

Guidelines:

- This procedure applies to all employees of the County of Grande Prairie and its Vendors.
- Consistency in completing the Vendor Performance Report Cards helps to create historical records on County/Vendor relationships, supporting the County's ability to select the best vendor for successful project delivery, services provided and purchase value.



- Completing Vendor Performance Report Cards in a timely fashion can support and provide additional information to project progress reports improving project management efficiencies.
- The Report Cards will be used in conjunction with Schedule “D” (Vendor Suspension Procedure) when deemed necessary.
- In the event a Vendor has received a “non-compliant” grade, they may be subject to a written warning to make improvements or receive a suspension from applying for additional contracts with the County, up to a maximum 3 years.
- In an effort to support positive County/Vendor relationships, Vendors will have the opportunity to receive direction as to where and how they can make improvements in their performance through this Report Card process.

Roles & Responsibilities:

1) Procurement Services – will initiate and oversee this process for County Project Representatives by:

- Providing the Vendor with the Report Card upon contract signing to ensure they are aware of how they will be measured on their performance through to project completion.
- Working with the County Project Representatives to develop dates when the Report Cards will be completed on projects. This may be a single event upon project completion for smaller projects or may be a series of events in which a Vendor’s performance will be evaluated at intervals over a long-term project.
- Alerting County Project Representatives when a Report Card is due for completion on projects.
- Providing support as needed throughout the process.

2) County Project Representative – will be the lead evaluator of the Report Card process by:

- Working with Procurement Services to determine Report Card frequency recommended for Vendor performance on each project.
- Performing the Vendor evaluation by completing the Report Card at the pre-determined intervals.
- Sharing the results with the Vendor and ensuring signatures are completed.
- Submitting the document to Procurement Services for record keeping.
- Submitting appeals to the Director/County Administrator for review.
- Providing support as needed in an appeal situation.



- 3) **Director / County Administrator** – will support the process by:
- Signing off on completed Report Cards.
 - In the event of an appeal, working with Procurement Services and the County Project Representative to review the Report Card outcome and determine if the appeal is defensible or support the Report Card results as reported.
 - Determining final decision for appeals.

Procedure:

- Step 1** – The County Project Representative and Procurement Services will determine the Report Card frequency for each project.
- Step 2** – Procurement Services will provide copies of the Report Card to the Vendor upon contract signing and explain the process.
- Step 3** – At the intervals agreed upon, the County Project Representative will complete the Report Card, including required signatures and submit to the Vendor for review within 10 business days
- Step 4** – The Vendor will have the opportunity to appeal the “non-compliant” grade within 15 days of receipt. Appeals must be made in writing, providing reasons for disputing the grade. Any such appeal that is not received by the County within the specified 15 days will conclude the “non-compliant” grade as final.
- Step 5** – Appeals will be submitted to either the Director or the County Administrator for review. The decision of the Director or the County Administrator shall be final and not subject to any further appeal.

Appendices

- Appendix A – Vendor Performance Report Card

Related Documents

- Procurement Policy
- Vendor Suspension Procedures



Appendix A

VENDOR PERFORMANCE REPORT CARD

Dated:	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p style="text-align: center; margin: 0;">(Month Day, Year)</p>
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Vendor Organization	
Address:	
City, Province, Postal Code	
Project/Purchase Name	
Project File Number	

Period:	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p style="text-align: center; margin: 0;">(Month Day, Year) to (Month Day, Year)</p>
Type of Service/Purchase:	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p style="text-align: center; margin: 0;">(Project Type/Description)</p>
County Location:	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p style="text-align: center; margin: 0;">(Project Location)</p>



	Performance Criteria	Explain	Compliance (Yes or No)
1.	Did the Vendor demonstrate the skills, qualifications, and work experience as required by the agreement or submission as applicable for the project?		
2.	Did the Vendor stay within the original quoted price, except where a change was permitted by the County?		
3.	Did the Vendor follow the proposed course of action towards achieving the project requirements, except where a change was permitted by the County?		
4.	Did the Vendor adhere to completion deadlines, except where a change was permitted by the County?		
5.	Did the Vendor demonstrate acceptable work habits and attitudes as they apply to Safety and Security outlined in the agreement or the applicable legislation?		
<u>Additional Comments:</u>			

Vendor Organization is (check one):

- Compliant ; or
- Non-Compliant



Vendor Performance Report's County Signing Authority

This Vendor Performance Report card was completed on behalf of the County of Grande Prairie No. 1 by:

County Project Representative:

Name _____

Title _____

_____ Date

_____ Signature

Director:

Name _____

Title _____

_____ Date

_____ Signature



Procedure Title:	Bidder Debriefing Procedure
Policy Name:	I4 – Procurement Policy
Schedule:	Schedule “C”
Adoption Date:	July 25, 2018
Revision Date:	July 25, 2018

Purpose: The County of Grande Prairie is committed to supporting fair, open and transparent Procurement Processes. This process has been developed to ensure compliance with Article 516 of the CFTA (Canadian Free Trade Agreement) that states “...a procuring entity shall, on request, provide an unsuccessful supplier with an explanation of the reason why the procuring entity did not select its tender.”

This process also ensures compliance with Article 19.15 of the CETA (Comprehensive Economic and Trade Agreement) that states “...a procuring entity shall, on request, provide an unsuccessful supplier with an explanation of the reasons why the entity did not select its tender and the relative advantages of the successful supplier’s tender.”

This procedure will outline the process that County staff will follow should a Bidder/Proponent request a debriefing.

Roles & Responsibilities

1) **Procurement Services** – will be the lead facilitator in the debriefing process and will be responsible for:

- Collecting all relative information resulting from the Evaluation Summary meeting;
- Coordinating the meeting date and time that is suitable for all parties to hold the Bidder debriefing;
- Facilitating Phase 1 – Email Debrief without County Project Representative involvement;
- Facilitating Phase 2 – Teleconference Debrief session with County Project Representative involvement and;



- Ensuring participants hold confidential information in confidence and an impartial process is applied.
- 2) **County Project Representative** – will be the lead technical voice in the debriefing process and will be responsible for:
- Completing, reviewing and making available all necessary paperwork under this procedure as requested;
 - Attending all telephone debriefings, as directed by Procurement Services.
- 3) **Evaluation Committee** – are required to be the objective reviewers for all submissions received in the Competitive Bid Process and are responsible for:
- Providing comments and feedback in relation to their scoring of submissions and ensure these are recorded and available to Procurement Services in the event a bidder has requested a debriefing.

Procedure:

The following process will be followed when an unsuccessful Bidder has requested a debriefing of their scoring in a solicitation, providing the request was received by Procurement Services within sixty (60) days from the date of award notification.

1.0 Phase 1 – Email Debriefing:

- Procurement Services will provide the Bidder with their individual score sheet, overall total ranking (e.g. 5th out of 6 proposals evaluated) and general comments related to their overall score via email.

In the event Bidders are not satisfied with the scoring information provided through the email process, they may request a telephone debriefing.

2.0 Phase 2 – Telephone Debriefing:

- Procurement Services will coordinate the date and time of the telephone debriefing session.
- Procurement Services will begin the debriefings with introductions for all participants and will ensure everyone is aware that the purpose to the meeting is to simply



provide information. This is not an opportunity for renegotiation, competitor criticism, or deconstruction of the County's Procurement process.

- Procurement Services will briefly summarize the competitive bid process that took place and will provide information on:
 - ~ The number of submissions received;
 - ~ The successful Bidder's name;
 - ~ Total value only of the successful bid
- Procurement Services will review each of the evaluation criterion applied to the process and convey the individual scoring average assigned for the applicable unsuccessful Bidder, along with evaluator comments relating to that score.
- The Bidder Debriefing Summary (Appendix A), previously completed by the County Project Representative, will be reviewed during the session and focus will be on the strengths and weaknesses of the Bidder's submission. Discussion will surround why the Bidder received the score they did, and how they can improved for future opportunities.
- The County Project Representative will be responsible for addressing technical questions related directly to the submission, without divulging confidential information.
- Procurement Services will thank the Bidder for their submission and time; and encourage them to submit on future opportunities.
- Once the Bidder Debriefing session has finished, the Bidder Debriefing Summary will be signed by both

Appendices

- Appendix A – Bidder Debriefing Summary

Related Documents

- Procurement Policy
- Competitive Bid Evaluation Procedure



Appendix A – Bidder Debriefing Report

File No.:	PS-20 __ - ____	Project Description:	
Bidder Name:		County Project Representative:	
Debriefing Date:		Additional County Attendees: (if applicable):	

Successful Bidder Information:	Vendor Name:	
	Total Score:	
	Total Bid Value:	

<u>Summary of Unsuccessful Bidder:</u>	
Total Score: _____	
<i>Strengths:</i>	
<i>Weaknesses:</i>	
<i>Areas for Improvement:</i>	
<i>Relative Advantages of the Successful Bidder:</i>	
Procurement Specialist Signature: _____	County Representative Signature: _____



Procedure Title:	Vendor Suspension Procedures
Policy Name:	I4 – Procurement Policy
Schedule:	Schedule “D”
Adoption Date:	July 25, 2018
Revision Date:	July 25, 2018

Purpose: This procedure has been developed to support the County of Grande Prairie’s Procurement objective of receiving quality Goods, Services and Construction from Vendors that conduct business in a professional, ethical and responsible manner, while maintaining its commitment to following transparent, fair and open procurement practices.

Guidelines:

- **Scope of Procedure:** This procedure applies to all employees of the County and any/all Vendor(s).
- **Scope and Length of Suspension:** The maximum suspension period is three (3) years. The length of the suspension period will be proportional to the reason for suspension, as determined by the considerations set out in this procedure. A suspension may be either a blanket suspension that applies to any/all Procurements or a suspension that applies only to Procurements with specific deliverables. Divisional Directors, the County Administrator and Procurement Services will be responsible for applying the appropriate suspension period based on circumstances of the Vendor’s performance.
- **Reasons for Suspension:** In accordance with this procedure, the County may suspend Vendors for participating in its Procurement processes for a prescribed period of time due to any of the following reasons:
 - 1) **Poor Performance** – The County may consider suspending any Vendor if:
 - a. The County determines the Vendor’s performance was significantly or persistently deficient to the extent as to jeopardize the successful completion of the required deliverables;
 - b. The Vendor was terminated for performance issues prior to completion of required deliverables;



- c. The County brought a litigation proceeding against the Vendor in connection with performance or non-performance of the Vendor's contractual obligations;
- d. The deliverables provided were defective or deficient, and were not replaced, repaired or required multiple repairs;
- e. There were unrectified performance issues on a Vendor that resulted in additional costs to the County; or
- f. The suspension of the Vendor has been recommended in accordance with the County's Vendor Performance Report Card procedure.

- 2) **Misleading or False Declarations** – If any Vendor fails to disclose a conflict of interest in connection with a procurement process or during the performance of a contract with the County, and it is discovered that such a conflict of interest exists, the County may suspend that Vendor from participating in future Procurements.

If any Vendor includes misleading or false information in its bids, the County may suspend that Vendor from participating in future Procurements.

The following factors will weigh in favour of suspension:

- a. The Vendor knowingly made misrepresentations or failed to disclose a conflict of interest.
- b. The misrepresentation or undisclosed conflict of interest resulted in the Vendor having an unfair advantage or otherwise compromised the integrity of the County's procurement process.

- 3) **Professional Misconduct or Lack of Commercial Integrity** – The County may suspend a Vendor for professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Vendor. Such conduct includes, but is not limited to:
- a. Unethical bidding practice, such as inappropriate offers of gifts to the County's officials, officers, employees or agents and inappropriate in-process lobbying or prohibited communications during a procurement process;
 - b. Failing to perform contractual obligations in a professional and competent manner in accordance with the duty of honest performance and all applicable laws, including safety and labour standards; and
 - c. A history of litigious conduct or bringing frivolous or aggravating claims in connection with the County's procurement processes.
- 4) **Crimes or Offenses** – If a Vendor was convicted of serious crimes or other serious offences, including bid-rigging, price-fixing or collusion, fraud or other statutory offenses, that



Vendor will be suspended for the maximum suspension period of three (3) years from the date notice is given under this procedure.

Procedure:

1. Suspension Recommendation Report

Any decision to suspend a Vendor must be supported by a written report detailing the circumstances surrounding the recommendation, based on the criteria stated above in section 3.0, Reasons for Suspension. The report must also include the recommended length and scope of the suspension.

In the event of a recommendation to suspend a Vendor for poor performance, the completed Vendor Performance Report Card, prepared in accordance with the County's Vendor Performance Report Card Procedure, will fulfill the requirement for a written Suspension Recommendation Report.

2. Suspension Approval

If either a Suspension Recommendation Report or a Vendor Performance Report Card has been completed to pursue a suspension, it must be submitted to the Divisional Director or County Administrator for approval. This may require consultation with Procurement Services and or the County Project Representative for additional information in order to determine a final decision.

3. Notification

If the Suspension Recommendation is approved, a notification must be provided to the Vendor in question, informing the Vendor that it has been suspended from participation in the County procurement processes for the determined period of time. The written notification letter must include:

- a. The length and scope of the suspension period;
- b. Full details as to the reason for the suspension, including copies of any documents or correspondence to support such a suspension; and
- c. Information detailing the Vendor's right to re-apply for eligibility within the suspension period and the processes for requesting such a reinstatement.



4. Review of Suspension

A suspended Vendor may apply for reinstatement upon completion of half (1/2) of the original suspension period. For example, if the original suspension period was one (1) year, the Vendor may apply for reinstatement after six (6) months. In order to be re-eligible for participation in the County's procurement process, the Vendor must submit a written case for reinstatement. This would include supporting documentation, if necessary, that provides reasons why the original reason for the suspension would no longer prove a risk for the County.

Applications for reinstatement will be reviewed by either the Divisional Director or the County Administrator (whichever made the original final decision for suspension). If it is determined that providing the Vendor the opportunity to participate in the County's procurement process would no longer expose the County to risk, then the application for reinstatement may be approved.

The Vendor must be notified, in writing, of the final decision to its application.

5. Suspended Vendor/Vendor List

Procurement Services must maintain an up-to-date list of all suspended Vendors/Vendors. Any Vendor that is owned or controlled by the same individual(s) that owned or controlled a suspended Vendor at the time it was suspended is also considered suspended.

The list will contain, at a minimum;

- a) The full name of the Vendor
- b) The names of the directors and officers of the Vendor
- c) The reasons for suspension
- d) The file number where the Suspension Recommendation Report/Vendor Performance Report Card is filed
- e) The scope of the suspension (i.e. blanket suspension or specific deliverables); and
- f) The duration of the suspension and the expiry date of the suspension period.

For any competitive procurement process held by the County, Procurement Services must check the suspended Vendor list to ensure that bids are not accepted from the suspended Vendor.

Related Documents

- Procurement Policy
- Vendor Performance Report Card



Procedure Title:	Competitive Bid Evaluation Procedure
Policy Name:	I4 – Procurement Policy
Schedule:	Schedule “E”
Adoption Date:	July 25, 2018
Revision Date:	July 25, 2020

Purpose: This procedure has been developed in an effort to support the County of Grande Prairie’s commitment to transparent, fair and open Procurement practices and to communicate the significance of applying consistent, objective, and defensible evaluations to all County Procurements.

Scope: This procedure applies to all employees of the County of Grande Prairie. This includes, but is not limited to; Managers, Directors, Designated Officers, Agents, and Consultants, involved either directly or indirectly in the County’s Procurements.

Principles:

- Each member is required to disclose any personal or professional conflicts of interest they may have in serving on the Committee. Conflicts include any action of the committee that might benefit that individual, the individual’s family or any organization or business which that individual is associated. Please contact Procurement Services immediately upon discovery of a potential conflict. Failure to do so may void the evaluation process.
- Each member selected understands they have an obligation to act with honesty and integrity throughout the evaluation process.
- Each member selected agrees to hold all confidential information of the Procurement in confidence and as such will not discuss the Procurement with anyone outside of the evaluation committee other than our own internal employees that may be assisting to determine if your requirements have been met. Those employees will also be instructed that this is confidential information at this time. If you receive a request for additional information, you will not disclose the information and must direct the requestor to Procurement Services. Do not discuss the Procurement with any



Proponents, other Constituents, Legislators or any representative of the media. All internal workings of the Committee shall be kept confidential until the Committee has concluded its official report and all bidders have been officially notified of the selection.

- Vendor contact must ONLY be through Procurement Services. Evaluators are instructed to direct any vendor inquiries to the Procurement office if they are contacted directly by a vendor. Evaluators will NOT partake of individual meetings, lunches, entertainment, gifts or any other direct contact with vendors once you have been appointed to the Evaluation Committee.
- Each member understands and agrees to perform the evaluation with the utmost of objectivity, keeping the best interests of the County at the forefront.

Evaluation Procedure:

1. Assembling Evaluation Committee:

- a) Evaluation Committees are required for all competitive solicitations. This would include all RFP's, NRFP's, RFT's, RFQ's, RFPQ's, EOI's, and RFI's. Simplified Quotes & Sole-Sourcing are not required to hold formal evaluations.
- b) A minimum of two (2) evaluators are required for all competitive solicitation. The number of evaluators will increase based on the project scope and complexities.
- c) For each County Procurement that requires an evaluation process, an Evaluation Committee will be assembled, consisting of employees that have an inherent interest in the specific business intent of each Procurement. These employees will have a strong understanding of the project scope/requirements and its impact on County business.
- d) County Project Representatives will be the lead Evaluator will determine the number of employees required for the evaluation (based on the scope and complexities) and which employees will form the Evaluation Committee.

2. Individual Evaluation Performance

- a) Once the solicitation (RFP, RFT, NRFP, RFPQ, RFI, and EOI) has been closed and Procurement Services has opened the submissions received that have met the closing



date and time, the Evaluation Committee will receive electronic versions of the submissions to be evaluated.

- b) Evaluators will also receive an electronic version of the evaluation documents to record their findings for each submission to review, developed by Procurement Services. These documents will mirror the Mandatory and Point-Rated evaluation criteria used in the original solicitation document prepared for respondents.
- c) A suitable period of time will be allotted for each evaluator to complete their individual evaluations at their convenience and record the results on the prepared electronic forms.
- d) Evaluators need to apply a consistent approach to each submission they are evaluating and ensure their scores are supported in their comments for all criteria.
- e) Procurement Services will maintain the documents and compile all evaluation data into a summary for review at a later date.

3. Evaluation Summary Meeting

- Procurement Services, along with the County Project Representative will organize an Evaluation Summary Meeting for the Evaluation Committee to attend.
- The Committee will review the individual results to ensure there are no discrepancies in the understanding of the Procurement scope and evaluation criteria.
- Procurement Services will provide support and guidance through the meeting and will combine the scores of each evaluator to determine the final average scores for each submission being evaluated.
- During this meeting, the Committee will decide which Proponent will be recommended for Contract Award.

Related Documents

- Procurement Policy