

Procurement Process

1

Requirement Definition

- ☐ Security clauses consideration, if required
- ☐ Indigenous consultation and accommodation
- ☐ Determine whether subject to Modern Treaties or Comprehensive Land Claim Agreements
- ☐ Determine whether subject to a Procurement Strategy for Aboriginal Business set-aside
- ☐ If the Nunavut Directive applies, determine Inuit firm capacity and resulting requirement
- ☐ Sole-source justification, as applicable
- ☐ National security exception, as applicable
- ☐ Accessibility considerations
- ☐ Define the requirement in its entirety, including the statement of work or the statement of requirements, as needed
- ☐ Translate documentation
- ☐ Obtain project and internal approval
- ☐ Certify the availability of funds
- ☐ Send requisition to organizational contracting unit or Public Services and Procurement Canada
- ☐ Alignment with governmental and departmental priorities and approved programs

Technical and Payment Authority

2

Procurement Strategy

- ☐ Review requirement for fairness, openness and transparency
- ☐ Source from existing procurement instruments, if available
 - ☐ Regulations, modern treaties, comprehensive land claims agreements, trade agreements, Nunavut Directive, policies, etc.
- ☐ Competitive vs. non-competitive
- ☐ Exceptions being invoked
- ☐ Decide on method of supply
- ☐ Financial security considerations
- ☐ Evaluation criteria and methodology
- ☐ Selection methodology
- ☐ Procurement risk assessment

All Authorities

3

Solicitation Process

- ☐ Review requisition documentation, statement of work, justifications and authorities
- ☐ Prepare contract documentation using approved contract templates and clauses
 - Official languages requirement
 - Solicitation document types: request for proposal, invitation to tender, request for quotation, telephone-buy, request for standard offer, request for supply arrangement
- ☐ Bid solicitation: notice of proposed procurement or advanced contract award notice, electronic or traditional competitive

Contract Authority

4

Evaluation and Negotiation

- ☐ Technical evaluation: manager
- ☐ Clarification and questions on proposals directed to suppliers: procurement specialist
- ☐ If applicable, Indigenous Benefits Plan evaluation: manager
- ☐ Financial evaluation: procurement specialist – organizational contracting unit or Public Services and Procurement Canada
- ☐ Apply selection methodology: procurement specialist – organizational contracting unit or Public Services and Procurement Canada
- ☐ Price support, negotiations: procurement specialist
- ☐ Verifications: vendor performance corrective measure, code of conduct, security clearance, etc.

All Authorities

5

Contract Approval

- ☐ Additional reviews as and when appropriate
 - Peer review
 - Legal
 - Cost analyst
 - Risk
 - Contract quality assurance
 - Other
- ☐ Perform risk assessment if identified risks have changed
- ☐ Obtain approval for contract award if advance approval was not obtained or if requirement changed significantly from what was originally approved

Contract Authority

6

Contract Award

- ☐ Contract award notice on Buyandsell.gc.ca/tenders when required
- ☐ Reporting to all sources, as required
- ☐ Regret letters
- ☐ Unsuccessful bidders may then request debriefings
- ☐ Provide recourse mechanisms

Contract Authority

7

Contract Administration

- ☐ Monitor:
 - Progress of work against timelines
 - Contract progress against budget
 - Contractor's performance against standards
- ☐ Watch for any potential issues or problems
- ☐ Resolve any disputes
- ☐ Contract audit, if required
- ☐ Amend contract, if required
- ☐ Task authorizations, if required
- ☐ Terminations if required as final option

All Authorities

8

Contract Payment

- ☐ Acceptance of deliverables: manager
- ☐ Ensure contractual terms and conditions are met to the acceptable standard: manager and verification authority
- ☐ Ensure payment terms are met: manager and verification authority
- ☐ Exercise payment authority: manager and verification authority

All Authorities

9

Contract Close-Out

- ☐ Ensure all contractual requirements are met and manager received and accepted all deliverables under the contract to an acceptable standard
- ☐ Ensure all payments to the contractor and settlement of claims have been made in accordance with the contract
- ☐ Ensure no outstanding action is required
- ☐ Ensure all reporting requirements have been met
- ☐ Ensure all required documentation is on file
- ☐ Ensure that all payment holdbacks are released
- ☐ Finalization of cost, including amendments, if required
- ☐ Review any lessons learned, including any audit findings
- ☐ Archive documents

All Authorities