**Procurement Process**

# 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

# 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

# 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

# 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

# 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

# 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

# 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

# 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

# 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