



SECTION	SUBJECT	CODE: FIN-02
FINANCE	Request for Quotes (RFQ) Competitive Process	PAGE: 1 of 3
		DATE: March 4 th , 2014

Introduction

Community Living Dryden Sioux Lookout promotes a competitive and fair procurement and acquisition process by the following procedure.

Policy

CLD-SL's Procurement Policies is designed to establish a fair and reasonable framework for the solicitation of competitive bids to ensure timely, efficient, and economically wise purchasing within the guidelines of good business practices. This policy applies to all employees and Board members of the Community Living Dryden-Sioux Lookout.

Procedure

Competitive bids will be obtained and maintained in the following manner:

1. Goods and Services of \$10,000 and less than \$25,000 – An informal quotation process will be followed for all items with an estimated value of \$10,000 and less than \$25,000. At least two (2) quotes for items of the same specification will be obtained and copies will be kept attached to the purchase order when issued for verification of pricing and terms.

2. Goods and Services \$25,000 and less than \$100,000– A Request for quotation process will be followed for all items with an estimated value of \$25,000 and less than \$100,000. A competitive process will be followed by issuing a Request for Quote (RFQ) with the Agency's specified terms and description of requirement with a defined closing date to receive bids back by per the RFQ. The RFQ will also include where the bids should be sent, contact information for any questions, fax number to return bids to and a detailed description of good and/or service that is being requested. There will be included in the RFQ the criteria for selection for awarding the contract. This will encourage the interested bidders/vendors to offer choice and ensure the selection can be made in the most informed and cost-effective method to secure the best value. A minimum of (3) bids will be requested and a notation will be maintained on the master RFQ of those vendors who were invited to submit a quote. Copies of all bids received back will be reviewed and copies of all will be kept on the purchase order when issued for future reference. RFQs will be sent out to potential suppliers by a master vendor contact list maintained by the Agency.

3. Goods and Services \$100,000 and over– A request for tender or Request for proposal process will be followed for all items with an estimated value of \$100,000 and over. A minimum of three (3) bids will be requested and a notation will be maintained on the master RFQ of those vendors who were invited to submit a quote. Copies of all bids received back will be reviewed and copies of all will be kept on the purchase order when issued for future reference. RFQs will be sent out to potential suppliers by a master vendor contact list maintained by the Agency.

The following criteria will be applied in the approval process for all purchases, in no order of preference:

- Lowest pricing
- The quality of goods and services to be provided
- Use of local business
- Previous satisfactory work or supply of products to Community Living Dryden-Sioux Lookout

Forms

Request for Quote (RFQ)

References to Other Policies

SECTION	SUBJECT	NUMBER

Adoption and Review Guidelines

Date of Adoption by the Board: March 4th, 2014

Motion Number: 2014-03-04-11

Date of Most Recent Board

Review: February 1st, 2022

Motion Number: 2022-02-01-05

Date of Review by Leadership: February 1st, 2022



REQUEST FOR QUOTE (RFQ)

Date: _____

You are invited to quote on the following item(s) as listed below:

All bids are to be returned by fax, email or delivered no later than:

Return bids to the attention of:

For additional information pertaining to this Request for Quote, please contact the _____ at the above listed contacts

All bids must include complete information on warranty terms and conditions, delivery and availability, applicable taxes, cost of delivery. Any additional information that will clarify your bid such as diagrams or specification documents is welcomed.