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Parent Policy: [Supply of Goods and Services Policy](#)

## Competitive Bid, Competitive Bid Exception and Multiple Quote Procedure

<b>Office of Administrative Responsibility:</b>	Finance, Procurement and Planning (Procurement & Contract Management)
<b>Approver:</b>	Associate Vice-President (Finance, Procurement and Planning)
<b>Scope:</b>	Compliance with this university policy/procedure extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

<b>Contact for questions about this procedure:</b>	<b>Finance, Procurement and Planning (FPP) Procurement and Contract Management (PCM)</b> <b><a href="mailto:procure@ualberta.ca">procure@ualberta.ca</a></b>
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### Overview

The University is committed to an open and non-discriminatory acquisition process for all goods and services required by University units in support of their operations. The competitive bid process ensures that the University complies with appropriate regulations and trade agreements, applies best practices, and receives the best overall value for the purchase of goods and services.

All purchases in excess of the Competitive Bid thresholds are subject to the Competitive Bid and Competitive Bid Exception Procedure. Multiple quotes for purchases of goods and services between \$20,000 to \$75,000 CAD are required. In addition, US Federal Awards require multiple quotes for purchase above \$10,000 USD.

### Purpose

The purpose of this procedure is to outline the process to be followed when soliciting competitive bids for the purchase of goods and services and to outline the circumstances under which it may be appropriate to forgo the competitive bid process and proceed directly to the acquisition with a **sole** or **single source** supplier (competitive bid exception). This procedure outlines the process to be followed when requesting a competitive bid exception (CBE) or a sole or single source exception (SSE).

## PROCEDURE

### 1. COMPETITIVE BID THRESHOLDS, MULTIPLE QUOTES AND VALUATION

#### a. Competitive Bid Thresholds

In order to comply with the New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic Trade Agreement (CETA), the University must competitively bid and advertise purchases greater than the following thresholds:

- goods and services \$75,000 CAD and above
- construction services \$200,000 CAD and above

#### b. Multiple Quote Thresholds

- goods and services => \$20,000 - \$75,000 CAD require multiple quotes
- goods and services for US Federal Awards => \$10,000 USD require multiple quotes

#### c. Valuation

- To determine the value of goods or services, include the estimated current value along with all forms of remuneration including premiums, fees or commissions, and any costs for installation, operation, or maintenance. Taxes are not included in the valuation.
- The valuation must also include all potential contract extensions.
- Splitting purchases into multiple requisitions to circumvent thresholds is prohibited.

### 2. COMPETITIVE BID REQUEST

The University has different competitive bid processes but the two most common are **Request for Bid** and **Request for Proposal**. The competitive bid process may vary depending on the requirements, dollar value or complexity of the proposed purchase.

The following procedure is to be followed to initiate a Competitive Bid request. Business Units should engage PCM early in the process to discuss procurement strategy and timelines. For questions prior to initiating a Purchase Requisition (PR), contact PCM at [procure@ualberta.ca](mailto:procure@ualberta.ca) to be directed to the appropriate PCM consultant.

#### a. Complete a Purchase Requisition (PR)

- i. Using SupplyNet (UofA E-Procurement platform), the Business Unit will complete a PR which includes a description of the goods and services to be purchased, the quantity, the estimated purchase price and a potential source of supply. The PR is required to provide account details and to initiate the procurement process and the development of competitive bid documents.
- ii. Once approved by the budget owner, the SupplyNet PR will route to a PCM Consultant who will contact and work with the Business Unit in the development of competitive bid documents.

For SupplyNet instructions and instructions on the creation of a PR, see [SupplyNet Training and Reference Guides](#) on the FPP Web Page.

#### b. Establish Evaluation Criteria

PCM will work with the Business Unit, as part of the process to develop the bid documents, to establish evaluation criteria (such as technical merit, servicing and warranty, corporate stability and sustainability) and weighting (if price is not the only factor) to evaluate bid submissions.

- c. Prepare and Post Competitive Bid Documents
  - i. All proposed purchases in excess of the *Competitive Bid Thresholds* will be posted on the Alberta Purchasing Connection (APC) website for the supplier community to consider. Suppliers are given a reasonable period of time, based on the value and complexity of the proposed purchase, to respond. Some trade agreements require high value purchases to be posted for up to 40 days.
  - ii. PCM will prepare and post the competitive bid documents.
  - iii. PCM is the single point of contact for suppliers during the bid process.
  - iv. A Participation Agreement, provided by PCM, must be completed and signed by all individuals participating in the bid and evaluation process.
- d. Evaluate the Bids
  - i. Once the Bid closes, a PCM Consultant reviews all submissions to ensure commercial compliance and compliance with the mandatory requirements of the bid document.
  - ii. The PCM Consultant forwards the submissions to the Business Unit (and evaluators, if applicable) for review.
    - All bid submissions must be evaluated as per the published criteria.
    - The evaluators must document the methodology for awarding/deducting points and then consistently apply the methodology while evaluating all bid submissions.
    - An evaluation summary document must be created noting the points awarded and the reasons for the point allocations.
- e. Selection of the Successful Supplier
  - i. The successful supplier is selected based solely on the evaluation criteria. All evaluation documentation must be returned to PCM and should clearly indicate the successful supplier as well as approval of the item(s) to be purchased. PCM is the official record holder of all documents.
- f. Awarding of the Purchase Order or Agreement
  - i. PCM will contact the successful supplier and issue the Purchase Order and/or Agreement.
  - ii. No goods or services are to be provided to the University until a fully executed PO or Agreement is in place.
  - iii. Once the contract is finalized, the award information (supplier information and contract value) will be posted on the Alberta Purchasing Connection (APC) website, as required by trade agreements.
- g. Debriefing
  - i. PCM will provide notice to all unsuccessful suppliers.
  - ii. Upon request, PCM will complete a debrief to any unsuccessful supplier. The business unit may be asked to participate to provide technical comment.

### 3. MULTIPLE QUOTE PROCESS

A minimum of two supplier quotations are required for purchases of goods and services => \$20,000 and \$75,000 and below, unless the purchase is made from Preferred Suppliers or when a purchase relates to an existing contract renewal or extension.

For US Federal Awards, multiple quotes are required for purchase of goods and services =>\$10,000 and \$75,000 and below.

For purchases of goods and services over \$5,000 and under \$20,000, it is recommended to obtain more than one quote.

The following process is to be followed to initiate the Multiple Quote process. For questions prior to initiating a Purchase Requisition (PR), contact PCM at [procure@ualberta.ca](mailto:procure@ualberta.ca) to be directed to the appropriate PCM consultant.

a. Determine the total Procurement Value

- i. Include annual maintenance fees, warranties and goods and services that may be required over a period of time.
- ii. A Quote Checklist is available to assist in developing a comprehensive quote request.

For SupplyNet instructions and instructions on the creation of a PR, see [SupplyNet Training and Reference Guides](#) on the FPP Web Page.

b. Download the University Quote Template

Complete the following:

- i. Timetable: Issued on and Respond by dates.
- ii. University of Alberta requesting department.
- iii. Supplier information.
- iv. Product/ Service requirement details.
- v. Email an identical copy to each supplier noting “Respond by” date in the email.
- vi. After the respond by date has passed, review all received quotations, ensure supplier acknowledgment is completed and signed.
- vii. Determine whether to accept one of the quotations and place an order. Note: There is no obligation to make a purchase resulting from any quotation solicitation.

c. Making the Purchase

- i. Create a SupplyNet Requisition.
- ii. Attach all received Supplier Quotations and supporting documents.
- iii. Indicate if any vendors did not respond.

- iv. Use the “Justification” field to explain your decision. Note: This is mandatory when the selected Supplier is not the lowest priced quote.
- v. Select the “Competitive Procurement” value “Multiple Quotes attached”.
- vi. Submit the Requisition.

The Requisition will first route to the Budget Owner and will then route to Procurement and Contract Management for review and approval.

#### 4. COMPETITIVE BID EXCEPTION REQUEST & SOLE AND SINGLE SOURCE EXCEPTION PROCESS

While all procurement should occur through competitive means, situations may arise where the procurement is not covered by a trade agreement or where the opportunity to solicit competitive bids may not exist. In these instances a Competitive Bid Exception (CBE) or a Sole and Single Source Exception (SSE) process may be appropriate. An exception cannot be used to avoid competition between suppliers or to discriminate against suppliers.

For examples of situations where sole source purchasing may be exercised, and where trade agreements are not applicable, see: [Justification for Competitive Bid Exceptions](#).

PCM is required to report all CBEs to the University Board Audit and Risk Committee.

The following procedures are to be followed for a CBE and SSE request.

- a. Determine that a Competitive Bid Exception or Sole and Single Source Exception is allowable.  
In order for a CBE or SSE to be approved, the Business Unit must demonstrate why an exception would be allowable.
- b. For a Competitive Bid Exception Request, complete a Purchase Request (PR) and a CBE Form.
  - i. Using SupplyNet, the Business Unit will complete a PR which includes a description of the goods and/or services to be purchased, the quantity, the purchase price and the supplier's legal name. The PR is required to provide account details and to initiate the procurement.
  - ii. Complete the [CBE Exception Form](#) clearly outlining the reason(s) for a sole source acquisition.
  - iii. Attach the CBE form to the PR request and submit.
  - iv. Once approved by the budget owner, the SupplyNet PR and CBE will route to a PCM Consultant who will review and evaluate all requests.
- c. CBE Review and Evaluation
  - i. PCM Review
    - The SupplyNet PR and CBE will route to a PCM Consultant for review and evaluation.

- If the CBE request complies with allowable exceptions and is approved, PCM will post an Advance Contract Award Notice (ACAN) on the Alberta Purchasing Connection (APC) website to verify the validity of the sole source. The justification provided on the CBE form will be included in the posting, which remains on the site for 5 days to comply with trade agreement obligations.
- If no supplier(s) successfully challenges the ACAN, PCM will proceed with the acquisition of the goods and services from the identified sole source supplier.
- Once the contract is finalized, the award information (supplier information and contract value) will be posted on the APC website.

d. Single or Sole Sourced Justification Process for Multiple Quotes (SSE)

- i. Complete a Purchase Request (PR) and a SSE Form.
- ii. Using SupplyNet, the Business Unit will complete a PR which includes a description of the goods and/or services to be purchased, the quantity, the purchase price and the supplier's legal name. The PR is required to provide account details and to initiate the procurement.
- iii. Complete the SSE Exception Form clearly outlining the reason(s) for a single or sole source acquisition.
- iv. Attach the SSE form to the PR request and submit.
- v. Once approved by the budget owner, the SupplyNet PR and SSE will route to a PCM Consultant who will review and evaluate all SSE requests.

For questions prior to the completion of a PR or SSE form, contact PCM at [procure@ualberta.ca](mailto:procure@ualberta.ca) to be directed to the appropriate PCM consultant.

e. Procurement and Contract Management SSE Review and Approval Process

- i. The SupplyNet PR and SSE will route to a PCM Consultant for review and evaluation.

f. PCM Review

If the CBE or SSE request is deemed not to be an allowable exception, PCM, in consultation with the Business Unit, will initiate a competitive bid process in accordance with Section 2 of this procedure, *Competitive Bid Request*.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

<b>Sole Source</b>	Non-competitive process used to acquire goods or services from a specific supplier because there are no other suppliers available or capable of providing the required goods or services.
<b>Single Source</b>	Non-competitive process used to acquire goods or services from a specific supplier, even though there may be more than one supplier capable of delivering the same goods or services.
<b>Request for Bid</b>	A competitive bid process that is undertaken typically for transactions where price is the key factor in the purchasing decision.

<b>Request for Proposal</b>	A competitive bid process that is undertaken typically for higher dollar value and/or complex transactions where factors other than price will be used to make the final purchasing decision.
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## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲ Top](#)]

[FPP Forms Cabinet: Competitive Bid Exception \(CBE\) Form](#)

[Invitation to Quote for Goods & Services between \\$20,000-\\$75,000](#)

[FPP Forms Cabinet: Sole and Single Source Exception Form](#)

[Supplier Quote Checklist](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲ Top](#)]

[Justification for Competitive Bid Exceptions \(FPP Website\)](#)

[FPP Web Page: SupplyNet Training](#)