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

Competitive Bid Procedure

Office of Administrative Responsibility:	Supply Management Services
Approver:	Associate Vice-President (Finance & Supply Management Services)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Contact for questions about this procedure:	SMS Customer Service 780-492-4668 customerservice@sms.ualberta.ca
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Overview

The University is committed to a fair and transparent acquisition process for all goods and services required by University units in support of their operations. The competitive bid process ensures that the University 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 Procedure.

Purpose

The purpose of this procedure is to outline the process that is to be followed in soliciting competitive bids in order to initiate the purchase of goods and services.

PROCEDURE

The University has two clearly defined competitive bid processes (**Request for Bid, Request for Proposal**) for soliciting competitive bids from suppliers based on the dollar value and complexity of the proposed purchase. The following is the procedure for initiating a Request for Bid (RFB) or Request for Proposal (RFP) process:

1. COMPLETE A PURCHASE REQUISITION

Indicate description of goods and services to be purchased, quantity, estimated purchase price and potential source of supply. The Purchase Requisition is the authorization to initiate the procurement process; it enables a competitive bid document to be generated and provides the account to be entered into the financial accounting system.

2. ESTABLISHED EVALUATION CRITERIA

Establish evaluation criteria and weighting (if other than price) which will be used to evaluate proposal submissions.

3. DISTRIBUTION OF RFB/RFP

SMS will prepare the RFB or RFP document for distribution.

Proposed purchases in excess of the *Competitive Bid Thresholds* will be posted on the Alberta Purchasing Connection (APC) for the Supplier community at large. Suppliers must be given a reasonable period of time (based on the size and complexity of the proposed purchase) to provide a response to the RFB or RFP.

4. EVALUATE BIDS

- a. Once the RFB or RFP closes, an SMS Consultant reviews all bids/proposals received prior to the designated closing date to ensure commercial compliance and compliance with the mandatory requirements of the bid document.
- b. The Supply Consultant forwards responses to the end user (and evaluators, if applicable) for review.
- i. All responses received must be evaluated as per the stated criteria.
- ii. The evaluators must document the methodology for awarding/deducting points prior to the review of responses, and use this methodology consistently in evaluating all responses received.
- iii. An evaluation summary document must be created for each response clearly showing the point scores awarded, and the reasons for the allocation of said points.
- iv. A Participation Agreement, provided by SMS, must be completed and signed by all individuals evaluating the responses.
- v. Based solely on the evaluation criteria, the successful Supplier is selected. All documentation is to be returned to SMS and should clearly indicate the successful Supplier as well as the items to be purchased.

5. ISSUE PURCHASE ORDER OR CONTRACT/AGREEMENT

SMS notifies the successful Supplier and issues the Purchase Order or Contract/Agreement.

- a. No goods and services are to be provided to the University until a fully executed Purchase Order or Contract/Agreement is in place.

6. CHANGING A PURCHASE ORDER

Any revisions or corrections to Contract/Agreement or Purchase Order must be done by way of a *Change Order Draft*.

DEFINITIONS

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

Request for Bid	A competitive bid process that is undertaken typically for transactions where price is the key factor in the purchasing decision.
Request for Proposal	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.

FORMS

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[Change Order Draft](#)

RELATED LINKS

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[Competitive Bid Thresholds](#) (University of Alberta)

[Signing Authority and Approval Procedure](#) (UAPPOL)

[Signing Authority and Delegation of Signing Authority Policy – All Funds](#) (UAPPOL)