

**POLICY PT-001****Purchasing and Tendering**

Policy Number:	PT-001	Date Approved:	August 26, 2008
Title of Policy:	Purchasing and Tendering	Council Res. Number:	348-08
Prepared By:	Purchasing Services	Effective Date:	August 26, 2008
References:	Agreement on Internal Trade (AIT) Procedures PT-001-P	Previous Revision Date:	February 13, 2001
		Review By:	August 2009

PURPOSE

The purpose of this policy is to commit to the efficient allocation of available resources, financial and otherwise. In this spirit, all potential suppliers, engaged by the County or who submit tenders to provide either products/goods or services or a combination thereof, regardless of dollar value will be given fair and equal opportunity.

POLICY STATEMENT

Parkland County shall observe all applicable legislation including, but not limited to, the Municipal Government Act, Agreement on Internal Trade (AIT) Annex 502.4A and all applicable amendments, and the Freedom of Information and Privacy Act.

In accordance with the AIT Annex 502.4A all suppliers, irrelevant of their business location, will be given equal opportunity to provide either product/goods or services or combination thereof to Parkland County.

DEFINITIONS**Agreement on Internal Trade (AIT) Annex 502.4A:**

The Agreement on Internal Trade (AIT) is an intergovernmental agreement signed by Canadian First Ministers that came into force in 1995. Its purpose is to foster improved interprovincial trade by addressing obstacles to the free movement of persons, goods, services and investments within Canada. The establishment of the AIT marks a significant achievement in helping to remove the existing interprovincial trade barriers, prevent the establishment of new barriers and harmonise interprovincial standards. These actions reduce extra costs to Canadian businesses by making internal trade more efficient, increasing market access for Canadian companies and facilitating work mobility for trades people and professionals.

SCOPE

This policy applies to all staff of Parkland County.

RESPONSIBILITIES

Purchasing Services is responsible for the development, implementation, monitoring and evaluating of this policy.

STANDARDS

1. Parkland County will not encourage, imply, or suggest the use of local businesses on the award to a non-local contractor with the exceptions as identified under AIT – Annex 502.1B which states these exceptions:
 - a. Services that may, under the applicable laws of the Party issuing the tender, only be provided by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries;
 - b. Transportation services provided by locally owned trucks for hauling aggregate on highway construction projects;
 - c. Services of financial analysts or the management of investments by organizations who have such functions as a primary purpose;
 - d. Financial services respecting the management of government financial assets and liabilities (i.e. treasury operations), including ancillary advisory and information services, whether or not delivered by a financial institution;
 - e. Health services and social services; and
 - f. Advertising and public relations services.
2. Each Tender will outline the evaluation/review criteria that will be used to help determine the most suitable supplier for the County.
3. Upon completion of the review and all things being equal, if a local supplier is found to be the supplier of choice the local supplier may be awarded the tender.
4. The following purchasing methods are to be adhered to for the following dollar values:
 - a. **Purchases less than \$1,500**
 - May be made through the use of a purchase order.
 - b. **Purchases between \$1,500 and \$7,500**
 - Must obtain three (3) informal quotations.
 - c. **Purchases over \$7,500**
 - Must be done through a formal process which will follow one (1) of the competitive bid formats:
 - i) Request for Quotation (RFQ)
 - ii) Request for Quotation and Contract Form
 - iii) Request for Proposal (RFP)
 - iv) Invitation to Tender (ITT)
 - v) Request for Expression of Interest (REI)
 - d. The following dollar values must be advertised through an AIT approved system:
 - i) \$100,000.00 or greater, in the case of goods or services
 - ii) \$250,000.00 or greater, in the case of construction.