

 <b>YUKON ENERGY</b>	Goods & Services Guidelines GS-014	<b>DEPARTMENT:</b>		<b>INQUIRIES TO:</b>		<b>TOPIC:</b>	
		All		Corporate Services		Pre-Qualified Vendor Guideline	
		<b>ISSUED:</b>		<b>REVIEW DATE:</b>		<b>APPROVED BY:</b>	
		March 2006		February 2009		_____ Director, Corporate Services	

## 1.00 Purpose

1.00 A Pre-Qualified Vendor list is a procurement tool that allows pre-qualified vendors to participate in competitive and non-competitive procurement of goods and/or services for Yukon Energy.

## 2.00 Procedure

2.01 Corporate Services and/or requestor identify the types of goods and/or services required in conducting business on behalf of the Corporation.

2.02 Corporate Services publicly advertises and promotes interested vendors to submit application form(s) for consideration for pre-qualification. The pre-qualification of vendors may be done on a project specific basis.

2.03 Corporate Services forwards the applicable application form(s) to potential vendors for consideration for pre-qualification.

a) **General Pre-Qualification Application** - This form requests such information as name, address, name of principles, name of insurance coverage, WCB information, business license, OH&S compliances and policies, management policies and other forms of general information important to the corporation.

b) **Technical Pre-Qualification Application Form** – This form requests information to ascertain technical or engineering qualification, list of past projects or work, distribution capabilities and other required information as to ascertain the suppliers' ability to meet the Corporation's standards.

2.04 Interested vendors complete and submit the appropriate application form(s) that provides information and identifies qualifications.

2.05 Selection of pre-qualified vendors will be assessed based fully on information disclosed in the completed application form(s) regarding the vendor's qualifications and their ability to meet the Corporation's requirements and standards.

2.08 Corporate Services will notify interested vendors in writing as to the status of their application once the pre-qualification process is complete.

2.09 Pre-Qualified vendors will be added to Yukon Energy's Pre-Qualified Vendors list.

2.10 Pre-qualified vendors shall be given the opportunity to bid on Purchasing Agreements (contracts, purchase orders, standing agreements, etc).

2.11 Corporate Services maintains the Pre-Qualified Vendor list to ensure that qualified vendors are provided with the opportunity to bid on goods and/or services.

### **3.00 Tenure of Vendor Pre-Qualification**

3.01 The evaluation team determines the appropriate period of qualification for a pre-qualified vendor. The tenure should be for a minimum of three years subject or at the discretion of the Corporation.

### **4.00 Responsibilities**

4.01 Each representative is responsible for their respective area of expertise and due diligence is required in completing these responsibilities. All assessments will be documented to ensure accountability and transparency of the decisions made and the actions taken in the pre-qualification process.

5.02 Corporate Services is responsible for: the operation and on-going maintenance of system; assessing potential vendors; repository of information gathered and release of assessment decisions.

5.03 Major users of the goods and/or services participate in the assessment of potential suppliers through review of application form(s) for technical, engineering and safety requirements.

### **6.00 Post Evaluation of Pre-Qualified Vendors**

6.01 For the purposes of simplicity and to ensure the vendor pre-qualification system is as efficient as possible, post evaluation of pre-qualified vendor's performance is required.

### **7.00 Document Retention**

7.01 Corporate Services will retain all original documents complete with supporting documentation for a period of six years plus current year for audit purposes.