

 <b>YUKON ENERGY</b>	Goods & Services Guidelines GS-004	<b>DEPARTMENT:</b>		<b>INQUIRIES TO:</b>		<b>TOPIC:</b>	
		All		Corporate Services		Competitive Bid Guideline	
		<b>ISSUED:</b>		<b>REVIEW DATE:</b>		<b>APPROVED BY:</b>	
		March 2006		February 2009		_____ Director, Corporate Services	

## 1.00 Purpose

- 1.01 Yukon Energy is committed to a fair and transparent process for all purchases made on behalf of the Corporation. The competitive bid process ensures that the Corporation receives the best overall value for the all purchases.
- 1.02 All purchases are subject to the competitive bid thresholds set out in the Purchasing Policy (HR-021) and the Competitive Bid Threshold Guideline (GS-005). In addition, proposed purchases below the thresholds may be subject to a competitive bid process at the discretion of Corporate Services, in consultation with the requestor.
- 1.03 Corporate Services oversees the acquisition of services and non-stock goods and ensures that all applicable policies and procedures, as well as all applicable federal and provincial legislation and regulations governing the acquisition of goods and services are adhered to.

## 2.00 Overview

- 2.01 Corporate Service has clearly defined methods of soliciting competitive bids from vendors based on the dollar value and complexity of the proposed purchase.
- 2.02 Corporate Services requests pricing, product and market information through various solicitation requests (RFP, RFQ, RFI, etc).
- 2.03 Solicitation requests should not be construed as an agreement to procure services. The Corporation may elect to cancel or reject all bids/responses received and will not be liable to any respondent for any claims, whether for costs or damages incurred by a respondent in preparing its bid, loss of anticipated profits in connection with any final contract, or any other matter whatsoever.

## 3.00 Procedure

The following is the procedure to initiate a competitive bid:

- 3.01 Requestor submits a completed and properly signed Purchase Requisition to Corporate Services clearly indicating the goods and services to be purchased and the estimated purchase price.
- 3.02 Requestor identifies the potential sources of supply (if known). Corporate Services may add other potential sources of supply.

- 3.03 Requestor and Corporate Services establish appropriate evaluation criteria and weighting which will be used to evaluate responses (if other than price), prior to Corporate Services preparing solicitation request documents.
- 3.04 Corporate Services prepares the appropriate solicitation request documents for distribution.
- 3.05 Solicitation requests may be posted on Yukon Energy's electronic website for the vendor community at large.
- 3.06 Responders are to be given a reasonable period of time (based on the size, complexity and urgency of the proposed purchase) to provide a response to the solicitation request.
- 3.07 Corporate Services reviews all responses received by the designated closing date and time to ensure commercial compliance with the mandatory requirements of the solicitation request document.
- 3.08 Evaluators document the methodology for awarding/deducting points and use this methodology consistently in evaluating all responses received.
- 3.09 Corporate Services prepares and distributes score sheets to evaluators for each bid.
- 3.10 An evaluation committee of at least three employees, consisting of Corporate Services, the requestor and one other employee, shall evaluate all responses.
- 3.11 All evaluators must provide a signed and completed evaluation score sheet clearly showing the point scores awarded, and the reasons for the allocation of points for each response. If evaluation criteria are being used, all responses must be evaluated as per the stated criteria. Evaluators shall keep all information and pricing confidential and handle responses in such a manner as not to disclose any information to a competing vendor.
- 3.12 If a response is of such a highly competitive or strategic nature to the corporation, the responses can be held in the offices of Corporate Services. All reviews will be conducted at the Corporation's premises, to ensure proper handling of sensitive information and the release of information in an orderly and diligent manner.
- 3.13 The successful vendor is selected based solely on the evaluation criteria. All documentation is to be returned to Corporate Services and should clearly indicate the successful vendor as well as the items to be purchased.
- 3.14 Corporate Services will notify the successful vendor and issues the appropriate Purchasing Agreement.
- 3.15 No goods and services are to be provided to the Corporation until a fully executed Purchasing Agreement is in place.

3.16 Any revisions/corrections to a Purchasing Agreement must be done by Corporate Services by way of a Change Order request.

#### **4.00 Public Openings**

4.01 The following information will be released for public openings: Name and address of the bidder; price, and if required, whether bid security has been included and the form of that security.

#### **5.00 Bid Security Requirements**

5.01 Purchase Requisitions that has a total estimated value over \$250,000 shall be reviewed as to whether a bid security is required and if not required, justification provided as to that decision. Bid security requirements will be in accordance with the Corporation's Bid Security Guideline (GS-008).

#### **5.00 Signing Authority**

5.01 All purchase transactions are to be requested only by authorized employees in accordance with the Corporation's Signing Authority Guideline.

#### **6.00 Document Retention**

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