

Procurement Procedure

Communications Services

July 2014

AOR & NWP Competitions

Agency of Record (AOR) & New West Partnership (NWP): This competition framework should be used for:

- 1) All AOR competitions
- 2) All Communications Services and Print competitions over \$75,000

As part of the NWP process an ad must be publicly posted. Suppliers in BC, Alberta and Saskatchewan will not be discriminated against and can submit a letter of intent. In-person presentations are also a component to competition process. Conference calls may be used instead of in-person presentation, especially when suppliers are not local.

This competition process can take up to 6 weeks to allow for the added steps. There is a panel of up to 5 people who review and evaluate each competition stage before making an educated award decision.

See Section 10.0 of the Communications Procurement Policy.

Persons Responsible	Task
Ministry Crown Agency	<ol style="list-style-type: none">1. Contacts Communications or Print Advisor for advice or counsel as required in the development of an RFP for the project.2. If the project includes research, interactive or TV production, client submits a project summary via email to the Advisor for approval.3. Completes an electronic requisition in iProcurement with a completed .txt file attached
Communications Services & Ministry Crown Agency	<ol style="list-style-type: none">4. Discuss communications or marketing planning and strategies relative to the project.5. Identify project goals and objectives.6. Discuss proposed approaches, competition schedules and frameworks.7. Identify roles and responsibilities.8. Review competition materials.9. Identify competition panel and agree on competition schedule with all panel members.
Communications Services	<ol style="list-style-type: none">10. Solicits a competition panel representative from the government-at-large and confirms participation.
Ministry Crown Agency	<ol style="list-style-type: none">11. Develops the ad to be publically posted and draft of RFP and sends copies to the Advisor by email.

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Communications Services	<p>12. Reviews the draft ad and RFP and requests changes.</p> <p>13. Sends updated materials to client.</p>
Ministry Crown Agency	<p>14. Revises the RFP as per request and reviews and approves public posting.</p> <p>15. Client and Advisor agree on final RFP and public posting.</p> <p>16. Arranges for lunch on presentation day, if presentations are required.</p>
Communications Services	<p>17. Publishes public posting and issues an email notice to all suppliers registered in the classification of interest.</p>
Suppliers	<p>18. Receive notice of the competition via email or posted on sasktenders.ca</p> <p>19. Interested suppliers prepare letters of intent according to the ad and submit them prior to the deadline via email to commtenders@gov.sk.ca</p>
Communications Services	<p>20. Receives letters of intent, prepares evaluation sheet and provides them all to the client.</p> <p>21. Completes an independent review of the letters and drafts a shortlist.</p>
Ministry Crown Agency	<p>22. Completes an independent review of the letters and drafts a shortlist.</p>
Communications Services & Ministry Crown Agency	<p>23. Meet (or conference call) to discuss the evaluations and the independent decisions.</p> <p>24. Agree on the final shortlist decision</p> <p>25. Develop brief decision rationales for each bidding suppliers.</p>
Communications Services	<p>26. Emails all interested suppliers with the shortlist decision.</p> <p>27. Short-listed suppliers receive an invitation to the Q&A briefing.</p> <p>28. Publishes the RFQ through the online tendering system with RFP attachment to short-listed suppliers.</p>
Communications Services & Ministry Crown Agency & Suppliers	<p>29. Each supplier individually participates in the Q&A sessions. Suppliers are given the chance to ask questions to clarify the RFP and the account. The clients provide answers.</p> <p>30. The advisor summarizes all questions asked in the Q&A briefings; information material to the bid is shared with all bidding suppliers. Proprietary information is not shared.</p>

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Suppliers	31. Prepare proposals 32. Submit proposals through the online tendering system and in hardcopy if requested prior to the deadline
Communications Services	33. Receives and compiled all proposals 34. Sends the evaluation packages to the competition panel.
Competition Panel	35. Reviews and evaluates proposals independently. 36. Members submit individual evaluations to Communications Services. 37. Meet to discuss the proposals in advance of presentations and prepare for Q&A.
Competition Panel & Suppliers	38. Suppliers make individual presentations to the panel, if required 39. The panel questions the suppliers regarding proposals and service delivery.
Competition Panel	40. Completes individual evaluations and deliberates. 41. Comes to agreement on the successful supplier. 42. Drafts a decision rationale with positive and constructive comments for each bidding supplier.
Communications Services	43. Awards the RFQ to the successful supplier in the online tendering system. 44. Sends a note to each supplier with the successful bidder and quote; unseals the RFQ to reveal the bid summary.
Supplier	45. Receives email notification on successful bidder and quote.
Communications Services	46. Issues a purchase order authorization to the client and the successful supplier.
Communications Services	47. Sends approved decision rationales to each supplier.
Ministry Crown Agency	48. Contacts the successful supplier to initiate the contract. 49. Develops a contract with the agency. 50. Send a signed original to Communications Services (AOR competitions only)
Ministry Crown Agency & Supplier	51. Fulfill the requirements set out by the Communications Procurement Policy for annual client/agency review and extension (for multiyear contracts only)

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PROPOSED COMPETITION CALENDAR

Week	Activity
Week 1	Ad Posted to SaskTenders
Week 2	Letters of Intent Due
Week 3	RFP released to shortlisted suppliers
Week 4	Question & answer session: in-person/conference call
Week 5	Proposals due
Week 6	Presentations (if required); Panel award decision

COMMUNICATIONS SERVICES CONTRACT .TXT FILE

Job Title:

Client Contact

Client Group:

Name:

Phone Number:

Email:

Job Classification(s): Please select

Description of Services Required: Refer to RFP

Contract Start Date:

Contract End Date:

Estimated Annual Contract Value:

Billing Address as follows:

Shipping Address as follows:

Additional Comments as follows:

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PRINT CONTRACT .TXT FILE

Job Title:

Client Contact

Client Group:

Name:

Phone Number:

Email:

Description of Services Required: Refer to RFP

Estimated Annual Contract Value:

Contract Start Date:

Contract End Date:

Billing Address as follows:

Shipping Address as follows:

Additional Comments as follows: