

## Procurement Procedure

Communications Services

July 2014

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### RFQ Negotiations

**RFQ Negotiations: RFQ negotiations will be used to solicit bids in negotiations to procure any of the business classifications where the primary response required is a dollar value.**

**See Section 8.0 of the Communications Procurement Policy.**

Person Responsible	Task
<b>Ministry Crown Agency</b>	<ol style="list-style-type: none"><li>1. Completes the .txt file with the job details/print specifications</li><li>2. Identifies 3-5 registered suppliers to bid on the tender (or a randomizer will be used to select suppliers). Lists of registered suppliers can be obtained by contacting Communications Services</li><li>3. Enters an electronic requisition in iProcurement, including the .txt file and any other supporting documentation as attachments (PDF samples are required for all print tenders)</li><li>4. Contacts Communications or Print Communications Services for advice or counsel as required</li></ol>
<b>Communications Services</b>	<ol style="list-style-type: none"><li>5. Reviews the requisition and clarifies project requirements with the client contact</li><li>6. Edits the RFQ as necessary</li><li>7. Publishes the RFQ to the invitation list</li></ol>
<b>Suppliers</b>	<ol style="list-style-type: none"><li>8. Receives system notification of the published RFQ via email</li><li>9. Logs onto online tendering system to review the negotiation details</li><li>10. Emails any questions to Communications Services (suppliers who communicate directly with the client contact could be disqualified)</li></ol>
<b>Communications Services</b>	<ol style="list-style-type: none"><li>11. Coordinates any questions or clarifications between the invited suppliers and the client</li></ol>
<b>Suppliers</b>	<ol style="list-style-type: none"><li>12. Submits a quote and attaches any additional information as needed</li></ol>
<b>Communications Services</b>	<ol style="list-style-type: none"><li>13. Unlocks RFQ once the tender is closed to review the bids</li><li>14. Sends the bid summary to the client to review (proceed to step 16)</li></ol> <p><b>OR</b></p> <ol style="list-style-type: none"><li>15. Awards to the lowest bid if specified by client (proceed to step 22)</li></ol>
<b>Ministry Crown Agency</b>	<ol style="list-style-type: none"><li>16. Reviews the bid summary</li><li>17. Obtains necessary internal approvals and provides the decision to the Communications Services via email</li></ol>

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<b>Communications Services</b>	18. Reviews the award decision 19. Awards the RFQ to the successful supplier in the online tendering system 20. Unseals the RFQ so that all bidding suppliers can see the bid summary
<b>Supplier</b>	21. Receives system notification with the successful bidder and quote via email
<b>Communications Services</b>	22. Issues a purchase order authorization to the client and the successful supplier
<b>Ministry Crown Agency</b>	23. Contacts the successful supplier to initiate the project and provides any files to commence the project (example: print ready files) 24. Responsible for project management and receipt of the invoice
<b>Suppliers</b>	25. Completes delivery
<b>Ministry Crown Agency</b>	26. Receives the invoice

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### Repeat Jobs

**Repeat Jobs: A job may be repeated up to 3 times in one calendar year**

- The original job must have been posted as a **RFQ** (*direct sources do not count*)
- The supplier must offer the repeat at the same price as the original
- Some exceptions to quantity and pricing may be granted by Communications Services

See Section 7.2 of the Communications Procurement Policy.

Person Responsible	Task
Ministry Crown Agency	1. Contacts the Print or Communications Services advisor by email with a request for a repeat job including job title, delivery requirements and previous purchase order number
Communications Services	2. Reviews and clarifies project parameters
Ministry Crown Agency	3. Approaches the supplier for a repeat quote
Supplier	4. Responds to the request, matching the original price or providing an alternate quote (see Section 7.2.5)
Ministry Crown Agency	5. Completes the .txt file with the job details/print specifications 6. Enters a requisition in iProcurement with the .txt file and supplier repeat quote attached
Communications Services	7. Processes the requisition, closes the tender and enters a surrogate quote according to the supplied quote 8. Creates and issues a purchase order to the requestor and the supplier
Ministry Crown Agency	9. Coordinates and manages the project with successful supplier
Supplier	10. Meets on project deliverables 11. Invoices the client at the conclusion of the project
Ministry Crown Agency	12. Receives and reconciles the purchase order and the invoice