


Downstream Bidding Procedure

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Reviewed by: Manager of Procurement	Approved by: Director of Finance/Treasurer
Authorized Signature: 	

Procedure Statement

The Town is committed to following open, fair and transparent Procurement processes and in doing so has created a procedure to address Downstream Bidding.

Scope

This procedure applies to all employees of the Town and any Contractor.

Purpose

Article 509 of the Canadian Free Trade Agreement, Article 19.9 of the Comprehensive Economic and Trade Agreement and Article 9.11 of the Trade and Cooperation Agreement Between Ontario and Quebec dictate “a procuring entity shall not seek or accept, in a manner that would have the effect of precluding competition, advice that be may be used in the preparation or adoption of any technical specification for a specific procurement from a person who has commercial interest in the procurement”.

This procedure prohibits Bidders from submitting a Bid for any Competitive Bid Process in which the Bidder has participated in the preparation of the solicitation document.

Definitions

All capitalized terms used in this procedure shall have the meaning given to them in the Procurement Policy, unless otherwise defined in this Procedure.

Roles and Responsibilities

1. Procurement Division

It is the role of the Procurement Division to prohibit any external party, such as a Consultant, from competing for, or being otherwise awarded a Contract on which the external party has advised the Town on the content, format, or process used to create the solicitation document.

Related Documents

- Procurement Policy