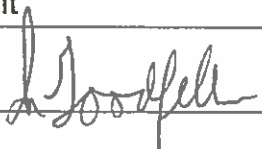


Single Bid Procedure

Category: Finance Division	Policy: FIN-F18-024
Effective Date: May 1, 2017	Revision Date: June 15, 2017
Supersedes:	Coverage: All Town Departments
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 set out the process for handling situations where a single bid is received for a Competitive Bid Process.

Scope

This procedure applies to all employees of the Town.

Purpose

The purpose of this procedure is to set out the options available to Project Manager's when a single Bid is received for a Competitive Bid Process.

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.

“Plan Taker” means the invited Vendors in an Informal Bid Process or the Vendors who have downloaded an electronic version of the solicitation document in a Formal Bid Process.

Procedure

For those instances when a single Bid is received for a Competitive Bid Process, the following options are available and may be considered, in consultation with the Procurement Division.

1. Open the Bid

At the time of opening if it is found that the Bid is over budget, the following options may be considered:

- a. Request additional funding from Council to proceed with the Procurement; or
- b. Reject the Bid and cancel the Competitive Bid Process.

Note: Should the decision be to reject the Bid and cancel the Competitive Bid Process, substantial modification to the scope of work must be undertaken prior to going back to market.

2. Not Open the Bid

The Bidder will be notified and the Bid received will be filed unopened in the appropriate Procurement file and the Competitive Bid Process will be cancelled.

The Project Manager will be required to contact a minimum of three (3) Plan Takers to find out why they did not submit Bids for the Competitive Bid Process.

After receiving feedback from the Plan Takers, the following options may be considered:

- a. Go back to market with the same scope of work, providing the information received from the Plan Takers provides clarity as to why there was little response and the clarity does not involve restrictions in the scope of work;
- b. Go back to market with a modified scope of work; or
- c. Defer the Procurement to a future budget year.