

• **Can I do my own vendor selection?**

Not entirely. While your Suggestions are welcome, the Purchasing Department may add vendors to your suggested list.

• **How long does the bid process take?**

Usually a minimum of 14 calendar days. The complexity and/or time frame may increase the bid time.

• **What information do you need from “me” the requisitioner?**

The purchase requisition, equipment specification, and suggested Best Value selection criteria, your ORG code and approval to commit the budget funds.

• **Can I be involved in the analysis process?**

Absolutely. The requisitioner is automatically part of the analysis process.

• **Will I be notified prior to the bid award?**

Yes, no award will be made without the requisitioner’s input.

• **Can we exclude the current vendor from the bidders list due to poor performance?**

If the documentation on file details the deficiencies, and the efforts to correct the problems have failed, a vendor may be excluded from bidding provided prior notice has been given and time parameters for exclusion explained.

• **Who notifies a company/vendor of the award or loss of award?**

The Purchasing Department.

• **Can we solicit our own quotes?**

Any quotes you supply would only be used as a reference tool. Only quotations resulting from a formal solicitation process initiated by the Purchasing Department ensure compliance with Board Policies, TILMA and Canadian Contract Law.

• **Can we limit bidders to BC vendors?**

No, all Competitive Bids for equipment over \$75,000 are public and are published on BC Bid open to anyone who wants to submit a bid. Competitive Bids for equipment under \$75,000 will be sent to bidders established by the purchase office guidelines.

• **Must we accept the low bid?**

No, only the lowest responsible and best value bidder in accordance with Best Value selection evaluation criteria.



Competitive Bid Services and FAQ

COMMON QUESTIONS ON PROCUREMENT

What is a Competitive Bid (RFX)?

The various forms of competitive bids are documents issued to the vendor community identifying our requirements with the intention to seek the best available price and/or the best proposal for the requirements/work.

Bids are evaluated using only the evaluation criteria set forth in the competitive bid document, using criteria agreed to by the end-user, balancing "Price" and other criteria that together provides "Best Value".

Some evaluation criteria that may be suggested for inclusion in competitive bid documents include:

- **Corporate Strength** – experience, team members, references, qualifications of vendor service personnel to be assigned to support this equipment.
- **Financial** – to be evaluated based on cost for services/equipment, accessories, optional items, discounts, delivery, warranties, financial stability of vendor.
- **Quality/Performance/Service** – evaluated to ensure the operation, controls, safety features and construction is suitable for the educational training environment. May include reliability, scale-ability, performance, safety and may include an on-site inspection to be sure equipment offered is meeting the needs and expectations of a current production shop as a reference.

Specifications

Since the goal of purchasing is to obtain quality equipment at the "Best value", and within the parameters of applicable laws, rules, and regulations, good specifications are required. Good specifications streamline the procurement process, while poor specifications cause unnecessary delay and may result in an inappropriate purchase.

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COMMON QUESTIONS ON PROCUREMENT

Here are some tips for preparing specifications that will result in a purchase that meets your needs:

- When developing specifications from brochure sources, select the most important features required for your needs. Leave out any brochure language that cannot be objectively evaluated.
- When requisitioning technical equipment, the specifications are to contain enough detail to differentiate the level of quality or performance required.
- When sizes or measurements are part of your specifications for an item, indicate maximums or minimums or approximates. If the item must fit into a given space, indicate the available space. When weight is an important factor, indicate the acceptable range or minimum or maximum acceptable weight.
- When compatibility with an existing piece of equipment is a factor, describe the equipment, connectors, interfaces, and brand and model of the existing equipment.
- When award on an all-or-none basis is to be made either by group of components or on the total order, this must be stated in the specification with a brief explanation for the reason for this requirement.
- Verify that models are still available before submitting specifications. Valuable time is often lost by requesting models that have been discontinued.
- When installation is required, provide details on what is expected of the contractor. If a site visit is required, indicate a contact name and telephone number.
- When maintenance is requested, define the extent of service, parts, labor, travel, service hours required, number of preventative maintenance inspections, and any other inclusions or exclusions.
- Delivery or training requirements and any other important specifications that you consider to be relevant are to be clearly defined.

