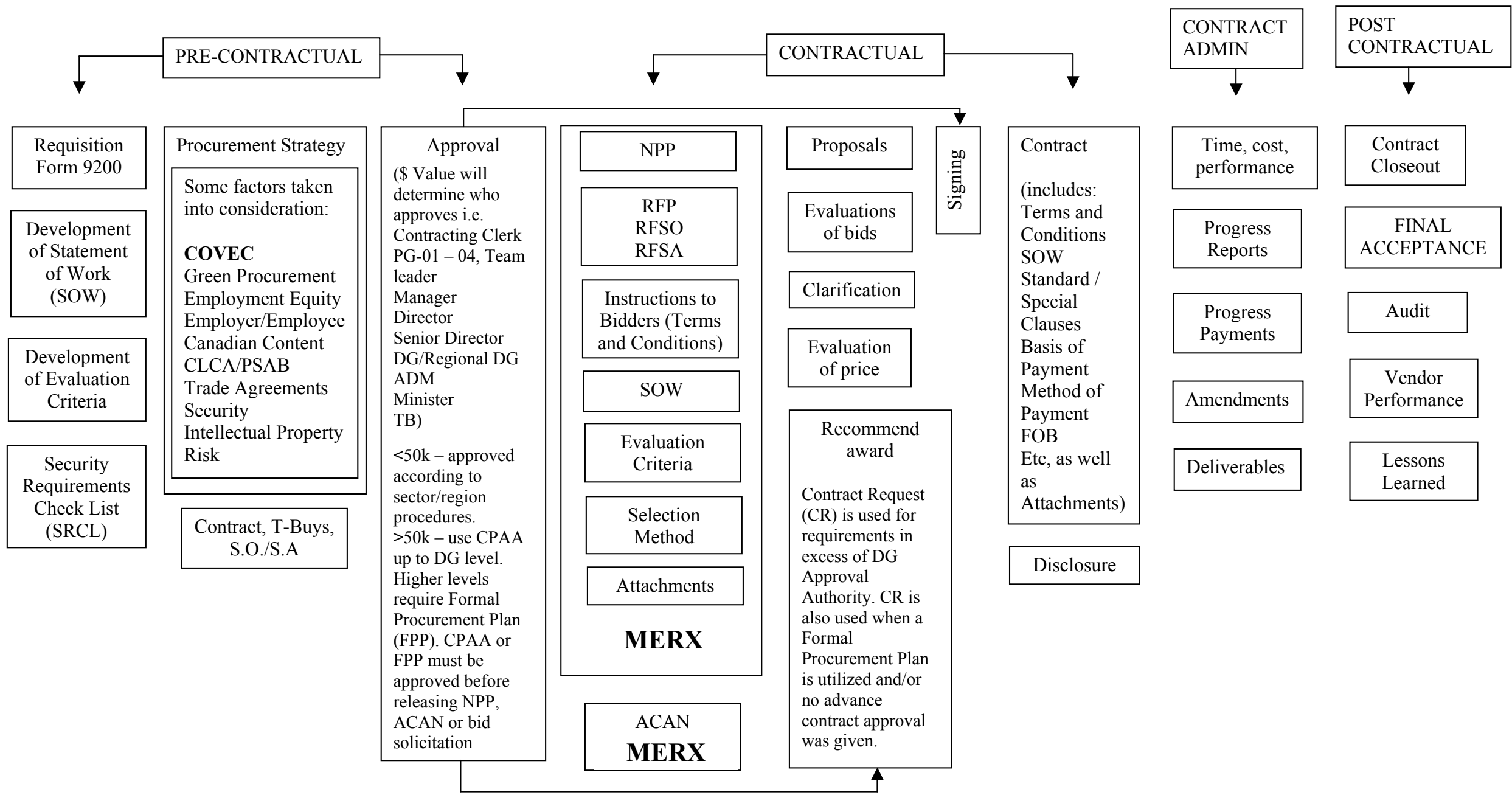


PROCUREMENT PROCESS



PRE-CONTRACTUAL

CONTRACTUAL

CONTRACT ADMIN

POST CONTRACTUAL

Requisition Form 9200

Development of Statement of Work (SOW)

Development of Evaluation Criteria

Security Requirements Check List (SRCL)

Procurement Strategy
Some factors taken into consideration:
COVEC
Green Procurement
Employment Equity
Employer/Employee
Canadian Content
CLCA/PSAB
Trade Agreements
Security
Intellectual Property
Risk

Contract, T-Buys, S.O./S.A

Approval
(\$ Value will determine who approves i.e. Contracting Clerk PG-01 – 04, Team leader, Manager, Director, Senior Director, DG/Regional DG, ADM, Minister, TB)
<50k – approved according to sector/region procedures.
>50k – use CPAA up to DG level. Higher levels require Formal Procurement Plan (FPP). CPAA or FPP must be approved before releasing NPP, ACAN or bid solicitation

NPP
RFP
RFSO
RFSa
Instructions to Bidders (Terms and Conditions)
SOW
Evaluation Criteria
Selection Method
Attachments
MERX
ACAN
MERX

Proposals
Evaluations of bids
Clarification
Evaluation of price
Recommend award
Contract Request (CR) is used for requirements in excess of DG Approval Authority. CR is also used when a Formal Procurement Plan is utilized and/or no advance contract approval was given.

Signing

Contract
(includes: Terms and Conditions, SOW, Standard / Special Clauses, Basis of Payment, Method of Payment, FOB, Etc, as well as Attachments)
Disclosure

Time, cost, performance
Progress Reports
Progress Payments
Amendments
Deliverables

Contract Closeout
FINAL ACCEPTANCE
Audit
Vendor Performance
Lessons Learned