



POLICY	POLICY NAME	Unsolicited Quotations or Proposals Policy
	POLICY NUMBER	#CORP-02
	POLICY REFERENCE	#CORP-01 Purchasing Policy
	REVISION DATE	N/A
	SUPERSEDES	FIN/ADM 05 Unsolicited Quotations or Proposals Policy 2013
	IMPLEMENTATION DATE	October 2020

INTENT OF POLICY

The District of Nipissing Social Services Administration Board (DNSSAB) and the Nipissing District Housing Corporation (NDHC) are committed to ensuring publically funded goods and services are acquired through a process that is open, fair, efficient, accountable, competitive, and transparent.

DEFINITIONS

The words and phrases listed below when used in this policy shall have the following meanings ascribed to them:

“**Board**” means the Board of Directors of the Nipissing District Social Services Administration Board and/or Nipissing District Housing Corporation;

”**Contract**” means any agreement, regardless of form or title, for the lease purchase or disposal of Goods, Services or Construction authorized in accordance with this policy;

“**CAO**” refers to position title who has responsibility and authority to bind the District of Nipissing Social Services Administration Board and may refer to the CAO or their designate;

“**CEO**” refers to position title who has responsibility and authority to bind the Nipissing District Housing Corporation and may refer to the CEO or their designate.

“**Evaluation Criteria**” is a benchmark, standard or yardstick against which accomplishment, conformance, performance and suitability of an individual, alternative, activity, product or plan is measured to select the best supplier through a competitive process. Criteria may be qualitative or quantitative in nature.

“**Evaluation Team**” are individuals designated/responsible to make award recommendation. The evaluation team would typically include representatives from the purchasing organization and subject matter expert(s). Each member participates to provide business, legal, technical and financial input.

POLICY

1. Unsolicited quotations or proposals should not be allowed to circumvent DNSSAB/NDHC Purchasing Policy #CORP-01 or the procurement process as further defined in the Purchasing Procedure Manual. An unsolicited quotation or proposal should not be considered if any one of the following conditions applies:
 - 1.1. It resembles a current or upcoming competitive procurement that has or will be requested;
 - 1.2. It requires substantial assistance from DNSSAB/NDHC to complete the quotation or proposal;
 - 1.3. The good or services are already available from other sources;
 - 1.4. It is not deemed by the Department or CAO to be of sufficient value to DNSSAB/NDHC.
2. If the unsolicited quotation or proposal does not meet any of the criteria in section 1 above, and the Department and/or CAO is willing to consider it, the following *minimum* information must be submitted to the CAO as part of the unsolicited quotation or proposal, as applicable:
 - 2.1. Vendor profile;
 - 2.2. Proposal or Quotation overview;
 - 2.3. Project scope or specifications and time frames;
 - 2.4. Deliverables and work plan;
 - 2.5. Project controls and constraints;
 - 2.6. Reporting and project management;
 - 2.7. Supplier and DNSSAB/NDHC responsibilities;
 - 2.8. Pricing and benefit/risk sharing;
 - 2.9. Proposed contractual terms;
 - 2.10. Acknowledgement that the supplier will abide by the DNSSAB and NDHC’s Policies and Procedures.

3. If the CAO feels the unsolicited quotation or proposal has merit, the CAO must assemble an Evaluation Team with sufficient expertise to evaluate the unsolicited quotation or proposal. The Contract and Purchasing Specialist shall oversee the process.
4. Prior to any evaluation of the unsolicited quotation or proposal, the Contract and Purchasing Specialist must obtain in writing:
 - 4.1. the supplier's agreement to abide by this policy;
 - 4.2. the supplier's acknowledgement that DNSSAB/NDHC is under no obligation to accept the quotation or proposal;
 - 4.3. the supplier's acknowledgement that all cost incurred in relation to the unsolicited quotation or proposal are incurred at the supplier's own risk;
 - 4.4. agreement that the DNSSAB/NDHC shall not be liable for any costs or damages in connection with the rejection or non-acceptance of the quotation or proposal.

See attached Unsolicited Quotations or Proposal Form.

5. The Evaluation Team:
 - 5.1. Evaluates the supplier's technical, commercial, managerial and financial capability to determine whether the participant's capabilities are adequate for undertaking the project;
 - 5.2. Weighs the technical, commercial, managerial and financial aspects of the unsolicited quotation or proposal and determines if the scale and scope of the project is in line with the requirements, the funding ability, or the interests of the DNSSAB/NDHC;
 - 5.3. Determines whether the sharing of risks as proposed in the proposal or quotation is acceptable to the DNSSAB/NDHC and if the project is in conformity with long term objectives of the DNSSAB/NDHC;
 - 5.4. Based on the evaluation, the Evaluation Team may decide to reject the proposal, to request amendments to the quotation or proposal, or to continue with the process.
 - 5.5. If the Evaluation Team recommends any modification in the technical, scale, scope and risk sharing of the proposal, the supplier will be allowed to consider

the recommendations and resubmit its quotation or proposal within a given time period determined by the Evaluation Team.

6. If the Evaluation Team and CAO conclude that the unsolicited quotation or proposal is acceptable, the CAO shall:
 - 6.1. Prepare a report to the Board requesting authority to invite counter quotations or proposals, as described in Section 7 below in accordance with the Purchasing Policy, #CORP-01;
 - 6.1.1. Exception to 6.1 above: If the supplier's proposal or quotation meets the requirements for direct negotiation (single sourcing or sole sourcing), the DNSSAB/NDHC shall proceed in accordance with the process outlined in Schedule B of the Purchasing Policy, #CORP-01 and complete the required Direct Negotiation Form which shall be approved at the appropriate delegated authority.
7. If the Board approves, the CAO must ensure transparency, fair competition and best value for the DNSSAB/NDHC in accepting an unsolicited quotation or proposal by:
 - 7.1. Advising the original supplier that components of their proposal as outlined in Section 2 may be used in the development of a request for quotation or proposal;
 - 7.2. Inviting, through the Purchasing Policy in consultation with the Contract and Purchasing Specialist, competing counter quotations or proposals giving adequate notice. The unsolicited quotation or proposal and contract principles of the quotation or proposal will be made available to any interested party (proprietary information contained in the unsolicited quotation proposal would remain confidential and would not be disclosed) for the purpose of providing the DNSSAB/NDHC with counter quotations or proposals;
 - 7.3. Ensuring the Evaluation Team that evaluated the unsolicited quotation or proposal evaluate all counter quotations or proposals received;
 - 7.4. Giving the original supplier an opportunity to match any competing counter quotations or proposals that may be superior to the original unsolicited quotation or proposal. In the case the original supplier matches or improves on the competing counter quotation or proposal, the project will be awarded to the original supplier. In the event that the original supplier does not match or

Management Agent for: / Représentant de gestion pour la :

Nipissing District Housing Corporation

Société de logement du district de Nipissing

improve on the competing counter quotation or proposal, the DNSSAB/NDHC can award the project to others, and the original quotation or proposal prepared by the original supplier becomes the property of the DNSSAB/NDHC.

7.5. The results of the acceptance of an unsolicited quotation or proposal or counter quotation or proposal under this policy shall be reported to the Board before entering into a contract with any bidder or proponent resulting from the application of this policy.

FORMS

1. Unsolicited Quotations or Proposal Supplier Declaration Form
2. Direct Negotiation Authorization Form (see Schedule V, Purchasing Policy, #CORP-01)

Management Agent for: / Représentant de gestion pour la :
Nipissing District Housing Corporation
Société de logement du district de Nipissing