



<b>Policy Title</b>	Public Procurement and Tendering Policy
<b>Authority</b>	Council and Administration
<b>Approved (Dates/Motion #)</b>	Mar. 8, 2021 (M# TOB69/21) Oct. 10, 2023 (M# TOB181/23)
<b>Policy Number</b>	P-TOB11/005-21
<b>Review</b>	To be reviewed annually at the Organizational meeting
<b>Reviewed by/date</b>	Council on October 11, 2022

## Policy Statement

Municipal operations require the procurement of services, supplies, and assets. The purpose of this policy is to establish a process for the procurement of services, supplies, and assets.

The Town endeavours to support its local business sector wherever possible for the procurement of services, supplies, and assets while being fiscally responsible stewards of taxpayer dollars. The Town acknowledges that there are instances where it must procure non-local services, supplies, or assets from businesses.

Request for Proposal (RFP) and Request for Quotation (RFQ) will be used for the procurement of services, supplies, and assets to ensure tenders are awarded fairly.

## Definitions

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

**Department Head** – means an Employee of the Town responsible for the leadership and management of a specific department (e.g. administration, public works, parks and beautification, fire).

**Council** – means the elected body of the Town.

**Town** - means the incorporated municipality of Bassano.

**Mayor** – means the Chief Elected Official of the Town appointed annually at the organization meeting by the elected officials.

## Responsibility

It is the responsibility of the CAO to ensure this policy is implemented. The policy applies to all municipal departments.

## Process

1. An RFP or RFQ shall be formally issued for the procurement of any service or good exceeding \$10,000 unless the service or good is required for day-to-day operations of the Town (e.g. crack sealant for roads) or required for an emergency repair or upgrade to a Town asset.

2. The RFP or RFQ will be posted on the Town website ([www.bassano.ca](http://www.bassano.ca)) and where applicable on Alberta Purchasing Connection.
3. Where possible the department head issuing the RFP or RFQ shall notify local vendors of the opportunity.
4. The RFP or RFQ will include the following sections (where applicable):
  - a. Project name,
  - b. Project location,
  - c. Submission details (contact name, contact number, submission deadline),
  - d. Proposal details to include a project summary and relevant background information, and photos,
  - e. Completion requirements, and
  - f. Grade matrix.
5. Where applicable, the RFP or RFQ will be presented to council by the CAO or the department head during a regular or special meeting with award recommendations.

END OF POLICY