

Title: Unsolicited Quotations or Proposals Policy	Section: Finance & Administration
Date: May 21, 2013	Policy No.: FIN/ADM 07
Approved By: Resolution No.2013-105	Revised:

1. Policy Statement

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

2. Goals, Objectives, and Purpose

To outline the process and document the procedures for Directors to respond to Unsolicited Quotations or Proposals in a manner that ensures transparency, fairness, best value for DNSSAB, and to provide guidance to suppliers in the submission of Unsolicited Quotation or Proposals to DNSSAB.

3. Restrictions

Unsolicited Quotations or Proposals should not be allowed to circumvent DNSSAB purchasing policy or procurement process.

- 3.1.** All unsolicited Quotations or Proposals shall be forwarded, unopened, to the Purchasing Manager. The Purchasing Manager shall advise the Proponent that should the review of the Proposal indicate a competitive procurement process must be followed components of their proposal may be used in developing a Request for Quotation or Proposal.
- 3.2.** The Purchasing Manager must obtain in writing the proponent's acknowledgement that DNSSAB in under no obligation to accept the Quotation or Proposal, that all cost incurred by the proponent in relation to the Unsolicited Quotation or Proposal are done so at the their own risk and DNSSAB shall not be liable for any costs or damages in connection with the rejection or non-acceptance of the Quotation or Proposal.
- 3.3.** If the proponent agrees to proceed with the review of the Unsolicited Quotation or Proposal, the Purchasing Manager with the Director must ensure the Unsolicited Quotation or Proposal is not be considered if any one of the following conditions applies:
 - 3.3.1. It resembles a current or upcoming competitive procurement that has or will be requested;
 - 3.3.2. The goods or services are already available from other sources;

3.3.3. There is a lack of sufficient detail to determine if the proposal has value to DNSSAB;

3.3.4. It is not deemed by the Director to be of sufficient value to DNSSAB.

4. Evaluation Process

If none of the conditions listed above apply to the Unsolicited Quotation or Proposal and the Director is willing to consider it, the following minimum information must be submitted to the Director as part of the Unsolicited Quotation or Proposal, as applicable:

- a. Vendor profile (sales volume, years in business, head office location, staff compliment, key clients, etc);
- b. Proposal or Quotation overview;
- c. Objectives and outcomes;
- d. Project scope or specifications and time frames;
- e. Deliverables and work plan;
- f. Project controls and constraints;
- g. Reporting and project management;
- h. Supplier and DNSSAB respective responsibilities;
- i. Pricing and benefit/risk sharing.

4.1. If the Director feels the Unsolicited Quotation or Proposal has merit, the Purchasing Manager will assemble an Evaluation Team with sufficient expertise to evaluate the Unsolicited Quotation or Proposal.

4.2. The Evaluation Team will determine if Unsolicited Quotation or Proposal meets the criteria of and should follow:

- a. The Competitive Procurement Process as defined in the Purchasing policy FIN/ADM 08, or;
- b. The Non-Competitive Procurement Process as defined in the Purchasing policy FIN/ADM 08.

5. 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;

“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;

“DIRECTOR” refers to position title who has responsibility and authority over several program or budget areas;

“DNSSAB” refers to the District of Nipissing Social Services Administration Board;

“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.

“PURCHASING MANAGER” means the Purchasing Manager of the purchasing department of the City of North Bay from which DNSSAB contracts purchasing services;

“PROPONENT” means a person or entity who submits a response to a Request for Proposal, or who submits an unsolicited quote or proposal;

“PROPOSAL” means an offer submitted for the supply goods, services or construction, acceptance of which may be subject to further negotiation;

“QUOTATION” means a formal statement to supply specified goods or services, at a specified price, within a specified period.

“REQUEST FOR PROPOSAL” means a Bid Solicitation that is used to acquire Goods, Services or Construction, the suitability of which is based upon factors other than price and which may result in further negotiation between the parties;

“UNSOLICITED” means no Bid Solicitation was used to acquire Goods, Services, or Construction. Proposals or Quotations received were not requested and are considered unexpected.