

	INTERLAKE WATER UTILITY CORPORATION	NO.	2023-01
	POLICY TITLE: CONTRACTED SERVICES PROCUREMENT POLICY	EFFECTIVE DATE:	May 16, 2023
		FINAL APPROVAL	<i>Resolution: 38-23</i>

1.0 PURPOSE

- 1.1 The purpose of this policy is to ensure contracted services are acquired through an open, fair and transparent process to increase the probability of obtaining the right outcome when procuring contracted services.

2.0 DEPARTMENT(S) AFFECTED (SCOPE)

- 2.1 Department(s) Affected: All Departments

3.0 DEFINITIONS

- 3.1 The following terms are defined as such but limited to:

“Administrator”: shall mean the individual appointed by the Interlake Water Utility Board for administering the procedures and policies of the public utility.

“Approval Authority”: shall mean the authority to approve procurements including the Award and Contract up to the authority levels for the respective body or person(s) set out in **Section 4.4**.

“Contract Services”: shall mean services requiring the skills of a specialist for a defined service and includes architects, engineers, designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, environmental planners and engineers, hydro geologists, transportation planners and engineers, communications consultants and any other consulting or professional services required by Interlake.

“Goods”: shall mean moveable property including the costs of installing, operating, maintaining, or manufacturing such moveable property, and any necessary raw materials, products, supplies, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a Construction Contract

“Interlake”: shall mean the Interlake Water Utility Corporation.

“New West Partnership Trade Agreement (NWPTA)”: is an accord between the Governments of British Columbia, Alberta, Saskatchewan and Manitoba that create Canada’s largest, barrier-free interprovincial market.

“Procurement”: shall mean the acquiring of goods and/or services.

“Request for Proposal (RFP)”: shall mean a formal request for prices and details on Goods and/or Services from Suppliers, where the Goods and/or Services may not be able to be fully defined or specified or when alternate methods are being sought to perform a certain function or service, at the time of the request.

“Request for Quotation (RFQ)”: shall mean an informal or formal request for prices for an Acquisition where comprehensive technical specifications can be developed.

“Request for Tender (RFT)”: shall mean an informal or formal request for prices for an Acquisition where comprehensive technical specifications can be developed and where sealed bids are opened

in the public.

“Service”: shall mean the services to be provided under a contract and includes labour and Consulting and Professional Services.

“Supplier/Vendor”: shall mean any individual or organization providing or seeking to provide Goods and/or Services to Interlake Regional Water Corporation.

“Utility Board”: shall mean the individuals appointed from the Resort Village of Cochin and the Rural Municipality of Meota No. 468 to represent each municipality to the Interlake Regional Water Board.

4.0 POLICY

4.1 Policy Statement:

Contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for money.

4.2 Procurement Policy Goals:

Accountability and Transparency

All participants must ensure that resources are used in a responsible, efficient and effective manner. To ensure wherever possible that all stakeholders must have equal access to information on procurement opportunities, processes and results.

Fairness

To ensure that all Vendors have an equal opportunity to provide goods and services to Interlake Water Utility Corporation. To ensure that all policies are applied equally to all Vendors.

Objectivity

To ensure that the procurement of goods and services is approached in an unbiased way, not influenced by personal preferences, prejudices or interpretations

Consideration of Full Costs

To consider all costs, including acquisition, operating and disposal costs, in evaluating bid submissions from qualified, responsive and responsible Vendors, rather than basing a decision solely on the lowest bid.

4.3 General Conditions:

Applicability & Exceptions

All contracted services required by Interlake shall be procured in accordance with this policy, unless:

- a) the Utility Board directs that any particular procurement shall be carried out in some other manner;
- b) an exemption to this policy applies; or
- c) any applicable law or jurisdictional trade agreement requires the procurement be carried out in some other manner.

Where exceptions apply, the procurement of contract services shall be carried out in accordance with the resolution of the Utility Board or the applicable law, as the case may be, and the provisions of this Policy shall in all other regards continue to apply to the procurement with all necessary modifications.

Privilege Clause

When using the privilege clause which reads in part "the lowest or any tender may not necessarily be accepted", the specific reasons why the bid is not accepted must be stated

Trade Agreements

Procurement by Interlake may be subject to the provisions of various trade agreements, including but not limited to the New West Partnership Trade Agreement (NWPTA).

4.4 Procurement Procedures:

Contractual Agreement

The award of contract may be made by way of a Formal Agreement or supplier invoice. A Formal Agreement is to be used when the resulting contract is complex and will contain terms and conditions other than the Utility's standard terms and conditions. Where a Formal Agreement is required, the Formal Agreement shall be reviewed by and approved by the Utility Board for execution by the Administrator.

Procurement Method/Cost Schedule/Authority

The following are authorized procedures, costs limits and authority for the procurements of contracted services:

Procurement Method	Procurement Amount	Approval Authority	Type of Notification
Direct Acquisition (ie. On account, invoice)	\$5,000.00 or less	Administrator	No notification required
Request for Quotation (obtain 3 quotes)	\$5,000.00 to \$10,000.00	Administrator	No notification required
Request for Proposal <ul style="list-style-type: none">▪ Non-competitive / invitational▪ Competitive	\$10,000.00 to \$25,000.00 \$10,000.00 to \$25,000.00	Board	Advertised on web-site, SaskTenders, newspaper, invitational (qualified firms)
Request for Tender <ul style="list-style-type: none">▪ Non-competitive / invitational▪ Competitive	\$25,000.00+ \$25,000.00+	Board	Advertised on web-site, SaskTenders, newspaper, invitational (qualified firms)

Tender Process

Tenders received shall be evaluated on the basis of quantitative and qualitative criteria established by the Interlake Board. The successful RFP is the proponent that achieves the highest average overall score based on the combined evaluations of all committee members.

Request For Proposal Process

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria established by the Interlake Board. The successful RFP is the proponent that achieves the highest average overall score based on the combined evaluations of all committee members.

5.0 RESPONSIBILITIES

- 4.1 The **Utility Board** will review and approve any revisions to this Policy.
- 4.2 The **Administrator** will be responsible for administering the Policy.

6.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS