

**PREAMBLE**

This document is intended as an accountability checklist to ensure that all aspects of City procurement policies and practices have been adhered to in any acquisition of goods and services.

**GENERAL PROCEDURES**

* Is the good or service to be acquired greater than $15,000? If yes, the tendering/RFP policy must be followed; otherwise, the acquisition would be made in accordance with the purchasing policy
* Was the CAO and Council given notice of the tender call or RFP?
* Does the RFP or tender document clearly communicate what the City expects to see in a supplier’s submission, either as a tender bid or an RFP proposal?
* Have the evaluation criteria been communicated to Council?
* Are the technical specifications, program requirements, performance specifications explicit in the document?
* Does the Scope of Work request that the supplier(s) provide a work plan with key dates and milestones, along with resumes or appropriate summaries of the proposed team members?
* Is there a requirement to disclose any warranties, service agreements and who is responsible for installation, implementation and training?
* Are the desired services, outcomes, deliverables and reports clearly identified in the City’s procurement document?
* Was the tender call or request for proposal advertised according to policy?
* Post-selection, have the relevant tender or RFP documents been filed so as to be accessible by Mayor and Council on request?
  + City’s Tender Call or Request for Proposal document
  + Tender or RFP Document Changes (if amended)
  + Winning proposal
  + Evaluation summary

**EVALUATION**

* Was the proposal or bid received on time?
* In the case of tenders, was a bid bond received from each applicant?
* In the case of an RFP, was a relevant set of criteria used to evaluate and score submissions?
* Have the evaluations of each committee member been documented, tallied, and summarized in a separate document?
* Is the supplier’s price quote sufficiently itemized (unit prices, total bid, and applicable taxes) to allow for ease of evaluation and comparison among other respondents?
* If this is a sole source purchase or emergency purchase, does it meet the criteria for same in the policy? Has appropriate justification been provided by staff to sole source this purchase, or to make this purchase on an emergency basis?
* Is the preferred vendor’s quote within the approved budget for the project? If not, has the budget shortfall been addressed, and if so, how?
* Have references been requested, and checked?
* Has the successful vendor provided sufficient proof of mandatory insurance, licensing, worker’s compensation, and all appropriate safety registrations?
* Have the unsuccessful vendors been notified of the outcome of the process?

**Administrative Support and Followup**

* Is the purchase order signed off by a staff person with appropriate signing authority?
* Have change orders been approved by a staff person with appropriate signing authority?
* Have billing procedures been outlined, ie. how and when payments will be made?
* Has the contract with the vendor been reviewed by City legal counsel?