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to government exempt transaction).

- ii. Advertise the assets to be auctioned broadly giving adequate notice to the



and Audit Committee

for proposed waivers > \$1 million obtain the approval of the Board of  
Governors

- iv. Appeals must be forwarded to the Executive Director, Finance & CFO for resolution.
- v. File the approved waiver of competitive process in the appropriate files
- vi.

meeting the terms and conditions of the solicitation document.

- e. In the case of an RFP, the contract must be awarded to the proponent whose proposal meets all mandatory proposal requirements and achieves the highest overall rating of all evaluation criteria specified in the solicitation documents and based on the relative scoring weights disclosed in the solicitation.
- f. Department employees must not do or say anything to create an oral or written agreement on behalf of the VCC prior to a selection and decision to award a contract.
- g. Multi-year contracts are permitted when the stability of the longer time frame supports better value to VCC. However, they must not be established through ongoing amendments and extensions of standard term contracts, unless the extensions were planned and included as part of a competitive process.
- h. Departments and Procurement Services should include due diligence inquiries covering, as appropriate in the situation, contractor history, financial and





- g. If none of the approved General Service Agreement templates is appropriate for a particular transaction or type of transaction, the VCC Procurement Services may develop an contract template contains an indemnity of the contractor by the VCC, Risk Management must approve the indemnity prior to the template being used.
- h. Some contractors prefer to use standard contract forms provided by their industry association. If not precluded by the terms of any applicable competitive process documents, VCC may accept the use of such forms after a business risk assessment has indemnity of the contractor or limitation of its liability, the wording of those terms must be approved under the by the Risk Management Branch of the Ministry of Finance or such other person authorized by that regulation prior to VCC entering into a contract using that form.
- i. Supply arrangements are to be competed in the same manner as an individual contract.
- j. Whenever a contract is to be modified, the standard form of modification agreement must be used unless VCC legal counsel has approved an alternative modification process or form.
- k. The justification for all modification agreements must be documented on the contract file. M.00000912(d).58 ntract.



- c. Large projects frequently include smaller IT related component projects. These component projects must be considered at the same time as the large project.
- d. IT goods and services must be procured in accordance with VCC financial and procurement policies and the strategies, standards, and practices established by the CIO, Information Technology.
- e. IT standards and practices, whenever practical, shall be used in conjunction with an open, competitive process providing qualified prospective suppliers with opportunities to submit proposals.
- f. All VCC IT hardware and software requirements, including shared devices (e.g., desktop, laptop, server, and printer devices) must be ordered under identified CSAs, CISAs or MSOs or VCC supply channels, where available.
- g. Software and subscription acquisitions need to follow the process established in the Software and Subscription Flowchart located on myVCC.
- h. Vendor specific software license contract forms may be used but only after a business risk assessment has been completed and the risk to VCC deemed as low. In this specific case, the use of such forms shall not be used to circumvent the legal costs.

15. Unsolicited Proposals

- a. A supplier may submit an unsolicited proposal for goods, services, or solutions to VCC. The aim of such a proposal is to enable a supplier to establish a sales contract or business alliance partnership with VCC that is neither the result of a competitive solicitation nor the result of a VCC initiated direct award.
- b. Departments can receive unsolicited proposals from the private sector. If VCC determines that the proposal warrants consideration, then the proposal must be submitted to an ad hoc review panel formed by the Executive Director, Finance & CFO for review.
- c. The proposal must indisputably demonstrate that:
  - i. It is unique; and
  - ii. It addresses the current or future needs of VCC; and
  - iii. The goods or services are not otherwise available in the marketplace.



17. Payment

- a. A contract summary record must be maintained for all service contracts, either by using a contract summary sheet or equivalent electronic record. Vendor payment records must be

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