

# The Corporation of Loyalist Township



## QUALIFIED SUPPLIER ROSTER PROTOCOL

Finance Department

VERSION 1 – FEBRUARY 21, 2018



## Qualified Supplier Roster Protocol

### Section 1 - Purpose

- 1.1 The purpose of this protocol is to provide procedures and guidance for establishing and managing Qualified Supplier Rosters. This protocol should be read in conjunction with the Township's Procurement By-law and the Procurement Procedures. Defined terms used in this protocol have the meaning assigned in the Glossary of Terms.

### Section 2 - Interpretation

Defined terms used in this protocol have the meaning assigned in the Glossary of Terms. For ease of reference, the following defined terms are repeated here:

**"Qualified Supplier Roster"** means a list of suppliers that have participated in and successfully met the requirements of a Request for Supplier Qualifications (RFSQ), and have been pre-qualified to perform discrete work assignments involving the delivery of a particular type of goods or services.

**"Qualified Supplier Roster Competition"** means an expedited, invitational competition between suppliers that have been included on a Qualified Supplier Roster for the selection of a supplier to perform a discrete work assignment during the term of the roster.

In this protocol, the following additional terms have the meaning set out below:

- **"Framework Agreement"** means a master standing agreement entered into between the Township and the pre-qualified suppliers that have been included on a Qualified Supplier Roster.
- **"RFSQ"** means a Request for Supplier Qualifications;

### Section 3 - Establishing a Qualified Supplier Roster

- 3.1 In situations where a Department or multiple Departments require the same type of good or service on a regular or recurring basis, it may not be efficient or cost effective to initiate a new open procurement process each time that particular good or service is required. In such cases, a Qualified Supplier Roster of pre-qualified suppliers should be established.
- 3.2 The Finance Department is responsible for establishing Qualified Supplier Rosters in cooperation with all Departments. A qualification process is conducted through the public issuance of an RFSQ, and suppliers are pre-screened based on the



qualification criteria and evaluation process set out in the RFSQ.

- 3.3 The evaluation process must specify the minimum threshold and conditions that must be met in order for a supplier to be considered qualified. Due to the variability of requirements, Qualified Supplier Rosters do not include firm pricing for the items in scope. In some cases, the RFSQ may include a requirement to provide “ceiling prices” which the supplier agrees not to exceed when submitting a bid in response to a Qualified Supplier Roster Competition during the term of the Qualified Supplier Roster or for a shorter specified period of time.
- 3.4 The qualified suppliers meeting all of the requirements and conditions in the RFSQ process will be invited to enter into a Framework Agreement. The Finance Department is responsible for entering into and managing Framework Agreements on behalf of the Township.
- 3.5 The Framework Agreement will set out the process for Qualified Supplier Roster Competitions and the general terms and conditions that will govern any future work assignments. Upon execution of the Framework Agreement, the qualified supplier will be included on the Qualified Supplier Roster. As the need for the goods or services arises, the Township will invite one or more of the suppliers on the Roster to perform the work assignment through a Qualified Supplier Roster Competition.
- 3.6 A Qualified Supplier Roster does not result in any commitment by the Township to purchase goods or services from the supplier. The supplier may be selected, in accordance with the Qualified Supplier Roster Competition, to provide the goods or services on a non-exclusive basis.

#### **Section 4 - Preparing the RFSQ**

4.1 The solicitation document for the qualification process to establish a Qualified Supplier Roster should be prepared using the RFSQ with Framework Agreement template. The following information must be addressed in the RFSQ:

- The qualification criteria and evaluation process;
- The threshold evaluation score needed in order to be included on the Roster;
- The term of the Qualified Supplier Roster and Framework Agreement;
- The process by which new suppliers will be given the opportunity to qualify for inclusion on the Roster;
- The process by which suppliers may be removed from the Roster; and
- The process for conducting Qualified Supplier Roster Competitions.

4.2 The Framework Agreement must be attached to the RFSQ.

#### **Section 5 - Conducting the RFSQ Process**



- 5.1 The RFSQ process is an Open Competition and should be conducted in accordance with the relevant provisions of the Procurement Procedures and the Open Competition Protocol. The RFSQ document will be posted on the Loyalist Township Procurement Portal (Bonfire) for no less than 25 days. Subsequent procurement resulting from a Qualified Supplier Roster Competition will be posted on the Loyalist Township Procurement Portal for no less than ten (10) days.

## **Section 6 - Adding Suppliers to the Roster**

- 6.1 For Qualified Supplier Rosters with terms over 3 years the RFSQ should be publicly reissued on an annual basis to allow new suppliers an opportunity to qualify for inclusion on the Qualified Supplier Roster. Where this process is employed, interested suppliers will be able to submit responses to the RFSQ in order to qualify for inclusion on the Qualified Supplier Roster. Suppliers already included on the Qualified Supplier Roster will remain on the Qualified Supplier Roster and will not need to resubmit a response. In addition to the annual re-issuance of the RFSQ, the Township will allow suppliers to apply for qualification and inclusion on the Qualified Supplier Roster at any time during the term of the Qualified Supplier Roster. If the RFSQ is published by electronic means it will be made available continuously. The annual reissuance and the ongoing application process must be explained in the initial RFSQ.
- 6.2 For Qualified Supplier Rosters that will be utilized for three years or less the RFSQ will be published only once during the validity period. The Township will also allow suppliers to apply for qualification and inclusion on the Qualified Supplier Roster at any time during the term of the Qualified Supplier Roster. The validity period of the Roster and that further notices will not be published must be explained in the initial RFSQ.
- 6.3 The same qualification requirements, evaluation process and Framework Agreement that were included in the original RFSQ should apply in any subsequent process for the purpose of qualifying new suppliers for inclusion on the Roster.

## **Section 7 - Removal of Suppliers from a Roster**

- 7.1 Suppliers that fail to perform contracts awarded through a Qualified Supplier Roster assignment or competition in a satisfactory manner, as determined in accordance with the Supplier Performance Evaluation Process, will be removed from the Roster, will not longer be eligible to participate in Qualified Supplier Roster Competitions and will not be eligible to re-qualify during the term of the Qualified Supplier Roster. Suppliers may also be disqualified from participating in any Loyalist Township procurement opportunities for a period of time in accordance with the Supplier Disqualification Protocol.

## **Section 8 - Use of Rostered List**



- 8.1 When a project or assignment is required, the Township will utilize the Roster List to either award directly; solicit tenders, proposals or quotes from some or all of the Successful Prequalified Proponents, in accordance with the Township's Procurement Policy.
- 8.2 The Township also reserves the right to direct award assignments to a Successful Prequalified Proponent as described in the Township's Procurement Policy.
- 8.3 Please note, being awarded a spot on the Roster list does not guarantee any firm any amount of work to be awarded through the term of this RFSQ.

## **Section 9 - Qualified Supplier Roster Competitions**

- 9.1 All suppliers on the Qualified Supplier Roster should be invited to compete for discrete work assignments during the term of the Qualified Supplier Roster. The Invitational RFQ template will be used to create the solicitation document for the Qualified Supplier Roster Competition, unless specific details of the solicitation document warrant the use of an alternate template. Use of an alternate template must be approved in advance by the Finance Department. The solicitation document may allow for the submission of bids by email or mail.
- 9.2 The successful supplier selected from a Qualified Supplier Roster Competition will provide the required deliverables for the price quoted in their bid in accordance with the general terms and conditions contained in the Framework Agreement and any specific terms and conditions included in the solicitation document used for the Qualified Supplier Roster Competition.

## **Section 10 - Mandatory use of Qualified Supplier Rosters**

- 10.1 It is the responsibility of the Department to check if a situation/purchase appropriate Qualified Supplier Roster is already established before making a purchase. When available, the use of a Qualified Supplier Roster is mandatory for all Departments.
- 10.2 Departments may purchase goods, services and construction outside of an established Qualified Supplier Roster. If the department's requirement for goods or services is not satisfied by the standard specifications available on the Qualified Supplier Roster, the Department must obtain the approval of the Finance Department to proceed with a purchase outside of the Qualified Supplier Roster.