

POLICY: **EXCLUDE BIDS FROM EXTERNAL PARTIES INVOLVED IN THE PREPARATION OR DEVELOPMENT OF A SPECIFIC CALL/REQUEST**

SECTION: **Section II – Finance and Property**

MOTION#/DATE:

Effective Date

September 20, 2004

Policy Objective

To ensure fair and equal treatment in all Toronto Public Library competitive procurements.

Underlying Principles

In some instances an external party such as a vendor, consultants, firms, or supplier advises Toronto Public Library on the content, form or process of a specific Tender or Quotation Call/Request for Proposal. Such external parties would thus have an unfair advantage over other parties should they be allowed to compete for an Award.

Policy Statement

Toronto Public Library undertakes to:

- disallow Bidders/Proponents from submitting a Bid/Response to any Tender or Quotation Call/Request for Proposal in which the Bidders/Proponents have participated in the preparation of the call document; and
- disqualify the Bid/Response to the Call/Request from a Bidder/Proponent who fails to comply with this policy.

Scope

The policy covers situations where an external party has advised Toronto Public Library on the content, form, or process of a specific Tender or Quotation Call/Request for Proposal.

Application

The policy applies to all external parties such as vendors, consultants, firms or suppliers that may advise Toronto Public Library from time to time on the preparation or development of a specific Call/Request.

Specific Directives

The terms of this policy will be included in all Library procurement Calls/Requests as one of the conditions of eligibility for Bidders/Proponents.

The Bidders/Proponents will be requested in the Call/Request document to confirm that they comply with this policy.

Accountability

The Purchasing Agent is responsible for ensuring that any third party that has advised Toronto Public Library in the preparation or development of a specific Call/Request is disallowed from submitting a Bid/Response for any Tender or Quotation Call/Request for Proposal.

Definitions

Specific terms (which appear with first letter capitalized e.g. Call) are defined in the Financial Control Policy.