

- Standard contracting clauses that will be included in the contract;
- Evaluation criteria for evaluation of submissions;
- A tender number;
- Bid closing time and date;
- etc.

Note that the Crown is not obliged to enter in any contracts with vendors as a result of an RFI, RFP, or RFQ. The benefit realized from RFIs and RFQs is they could be used for future reference to establish source lists and stored in a data base.

3.2 Non-Competitive Contract

Section 6 of the Government Contracts Regulations contains five exceptions that permit the contracting authority to set aside the requirement to solicit bids. These are:

- 1) the need is one of pressing emergency in which delay would be injurious to the public interest;
- 2) the estimated expenditure does not exceed
 - \$25,000,
 - \$100,000, where the contract is for the acquisition of architectural, engineering and other services required in respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work,

or

 - \$100,000 where the contract is to be entered into by the member of the Queen's Privy Council for Canada responsible for the Canadian International Development Agency and is for the acquisition of architectural, engineering or other services required in respect of the planning, design, preparation or supervision of an international development assistance program or project;
- 3) -the nature of the work is such that it would not be in the public interest to solicit bids;
- 4) -only one person or firm is capable of performing the contract;