

### 3.1 Competitive Contract

A competitive contract is one for which the process used for the solicitation of bids enhances access, competition and fairness and assures that a reasonable and representative number of suppliers are given an opportunity to bid.

The process can be as simple as obtaining faxed or telephone bids for service requirements that do not exceed the **\$25,000.00 threshold including GST** as prescribed by Treasury Board. Requirements under that value are often referred to as low dollar value.

Unlike Supply Arrangements, one cannot solicit bids against Standing Offers as they are non-negotiable agreements. It is important to note that Supply Arrangements are for the purchase of services only not goods.

There is a Departmental Security Policy excluding IT Service Requirements from NAFTA for National Security reasons. Such policy would also exclude requirements under the World Trade Organization Agreement (WTO). As a result, **service requirements over \$25,000.00 but not exceeding \$400,000.00 including GST must be competed.**

In cases of Professional Services such as consultants (Computer Engineers, Computer Programmers, Computer Analysts, LAN Support consultants, etc.), an in-house Request for Proposal (RFP) is prepared by SXMP and the client then sent to the suppliers. For Software Licenses and/or Software Maintenance Service contracts, the normal process to procure such a service is sent to PWGSC due to its special terms and conditions applicable thereto which are generally negotiated by contracting personnel who specialize in that type of service at PWGSC. The only way that you can procure such a service without having to go to PWGSC is; when the requirement is available on a Standing Offer or a Supply Arrangement and that the dollar value is within the prescribed authority delegated and that the dollar limit established in the Standing Offer and/or Supply Arrangement per call-up is also respected.

Over and above the fax and telephone call for bids, there are three methods described below that can be used to solicit the interest of vendors to fulfill a requirement if needed.

#### a) Request for Information (RFI):

An RFI may be sent to vendors to obtain information pertaining to a requirement to help them formulate the actual RFP discussed below. It's an information gathering process for