

2.2 Period of Service

-a period of service or performance, with milestones for deliveries or stages of progress instead of a delivery date, is often included in a service contract.

2.3 Description of Service Requirements

-description of service requirements may be broad and less precise than for goods, allowing for innovation and flexibility but still requiring precise performance and results. This will be discussed later in this guide in greater detail.

2.4 Close Co-operation

-close co-operation is often required between the client, SXMP and the supplier.

3. SOURCING/SOLICITATION

Whether it be for goods and/or services there are different methods to solicit from vendors for the supply of goods and/or services.

There are a number of factors that will determine whether the requirement should be competed or not. Government and Departmental policies and International Agreements etc, will have a great influence on this decision.

Based on the estimated value of the requirement, and the type of commodity, the contracting authority can determine if the requirement must be competed or not. There are also a number of exceptions in government policies and trade agreements that would exclude certain requirements from competition.

These methods include but are not limited to:

- Telephone bids;
- ACAN (Advanced Contract Award Notice for sole source);
- Request for Quotation (RFQ);
- Request for Proposals (RFP);
- Electronic Bidding Authority - MERX (formerly known as the Open Bidding System OBS);
- etc.