

to perform the work;

- approval and acceptance requirements relating to the conduct of each stage of the work as a whole;

- a statement outlining any project cost shared arrangement between a proposed contractor and the client;

- ownership of intellectual property and related special considerations; and,

- other considerations such as bidder's conference, security levels, pre-award visit of supplier facilities, quality control standards, etc.

#### **4.2 Procurement Planning**

In order to substantially reduce the procurement timeframe, it is critical that SXM be contacted as early as possible in the Contracting Process. We should normally be informed of upcoming requirements as soon as the requirement's definition is first established and there is reasonable assurance that the requirement will be contracted out.

By contacting the Contracting Officer early in the Contracting Process, time savings are realized in the formulation of an acceptable requirement definition, in resolving differences in supporting sole source requirements, in obtaining internal advance approval of procurement plans, in drafting Request for Proposal (RFP) document, in developing evaluation criteria and in deciding on contractor selection methods and the terms and conditions applicable to the procurement.

The time lag between the requirement definition and the approval of the requisition can sometimes be considerable. It is therefore critical that SXM be contacted early to ensure an efficient use of the time to carry out some of the planning activities.

Reasonable timelines for the Contracting Process are established in consultation with the Client.

#### **4.3 Bid Solicitation**

During the bid solicitation phase, the Contracting Officer will consult the client to develop and finalize the proposed proposal evaluation criteria and to determine the most appropriate contractor selection method to be included in the Request for Proposal (RFP) document.