



Office of the
Saskatchewan Information
and Privacy Commissioner

2.0 FINANCIAL

2.02 BEST VALUE PROCUREMENT

Purpose

To outline the authority and process for the procurement of goods for the office of the Saskatchewan Information and Privacy Commissioner (IPC).

Application

This policy applies to all staff of the IPC.

Policy

The IPC is committed to the use of a best value approach in its procurement practices. A best value approach means the IPC is conducting procurements in a fashion which allows consideration of factors beyond price in determining which vendor proposal provides the greatest overall benefit to the IPC. While price remains a fundamental component of any procurement, the IPC will consider other applicable factors, such as those set out in this policy, in developing the evaluation components of procurement opportunities.

Best value in procurements may also be achieved through procurements which are results oriented and which encourage and permit vendors to propose innovative and value added solutions, where appropriate.

Achieving Best Value

Best value is achieved through analyzing the needs of a particular procurement. In determining best value, the IPC will consider matters such as:

Assessing the Problem

- Analyzing the nature of the problem to be addressed through the procurement;
- Assessing market capacity and readiness (e.g., through market sounding); and
- Considering the degree of latitude possible for vendor innovation and creativity in proposing solutions.

Framing the Solution

- There are many factors to consider in framing a solution to the problem. While not an exhaustive list, some of these may include:
 - the quality required in the goods and services;
 - budget, timing and resource considerations;
 - potential use of outcome and performance based requirements over prescriptive technical specifications;
 - deliverables and performance commitments;
 - delivery;
 - vendor experience, performance history and demonstrated ability to successfully perform the contract, including service, response time, and support capacity;
 - team and individuals required;
 - risk and compliance management, including safety practices and history;
 - demonstrated knowledge of local conditions such as geotechnical, environmental, local laws, codes and requirements, etc.;
 - environmental impact of the goods and services;
 - commercial or technical risks assumed by the vendor;
 - public policy objectives as relevant to the problem and solution sought;
 - policy, legal and trade obligations;
 - total cost of ownership, which may consider factors such as:
 - purchase or contract price;
 - costs of delays or performance failures;
 - administration and contract management costs;
 - extensions, change orders, price change and cost escalation;
 - price of additional features, enhancements, upgrades, etc.;
 - limitations associated with proprietary or patent rights or constraints;
 - cost to exit the contract if necessary;
 - legal or technical costs;
 - shipping and packaging;
 - transition and training costs;
 - licensing costs;
 - knowledge transfer;
 - regular and ongoing maintenance, asset performance, and life cycle costs;
 - warranty, parts, and repair; and
 - disposal and remediation costs.

Goods and Services

Service contracts are to be procured in accordance with the executive government Financial Administration Manual (FAM) sections 4505, 4510 and 4515.

Construction

Construction services are typically coordinated through the Ministry of Central Services Accommodations for buildings.

Print and Advertising

The Director of Corporate Services coordinates the procurement of print.

Note: for more information please see the IPC Guide to Procurement.

Authority

The Freedom of Information and Protection of Privacy Act, Section 43.1 provides the authority for the procurement of goods and services for the IPC.

Influencing Sources

Best Value Procurement Policy, Saskatchewan Ministry of Central Services, October 14, 2015
Procurement Guide, Saskatchewan Ministry of Central Services, April 1, 2012
The Financial Administration Act, 1993
IPC Guide to Procurement