

Housing York Inc. Purchasing Process

The procedures followed to meet Purchasing Bylaw No. 1-18's requirements are:

- Housing York Inc. (HYI) will use the Shareholder's procurement services as its agent to facilitate the issuance of requests for tenders, proposals, Expressions of Interest and pre-qualification. The General Manager or the President will report to the Board and make the award
- The Director of the Procurement Office, in consultation with the President, prepares the specifications for requests for tenders and requests for proposals
- The request for tender or request for proposal documents are circulated and advertised extensively to ensure that there is a competitive pool of bidders
- For tenders that are submitted manually, the Regional Clerk receives bids, and every bid received within the time specified in the request for tender document is opened and read out in an open forum at a location accessible to the public
- For electronic tenders, every eBid received within the time specified in the request for tender document is automatically posted on the Region's "Bids and Tenders" system and there is no public opening of the tender
- For requests for proposals, the Director of the Procurement Office accepts proposals until the deadline specified in the request for proposal documents
- Every proposal received within the time specified in the request for proposal documents is opened by the Proposal Opening Committee and a written record of the submissions is made
- Representatives from both the Procurement Office and HYI evaluate all tenders and proposals received in compliance with the Purchasing Bylaw and the Director of Procurement makes a recommendation of award to the President or the General Manager, as applicable
- Bid irregularities are reviewed by a Bid Review Committee, including the Director of the Procurement Office, a representative from HYI and a solicitor from Legal Services. The Bid Review Committee must reach a unanimous decision as to whether the bid will be accepted for further consideration