

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION, AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE - EXHIBIT: INFORMATION DISCLOSURE
SCHEDULE REQUEST FOR TENDER, PROPOSAL & QUOTE

<i>EXHIBIT CODE:</i>	<i>412 E 001</i>
Policy Reference: 412 – Access to Information	

EXHIBIT

Document	Records Disclosed If Requested	Not Disclosed Without Approval
Purchase Requisition #, Quotation #, Proposal #, Tender #, Requisitioning Department, Contact Person,	X	
Buyers name	X	
Date of newspaper advertisement	X	
Request for Proposal documents	X	
Request for Tender documents	X	
Invitation to quote	X	
Evaluation criteria	X	
Evaluation weightings	X	
List of bidders invited	X	
Bidders meeting minutes (if applicable)	X	
List of bidders responding	X	
Successful bidder	X	
Proposals & Quotations received from bidders		X
Total award price	X	
Unit prices		X
Evaluation committee members (decision makers) identity	X	
Evaluation committee members – notes and memoranda		X
Evaluation of bids, summary of all evaluations		X
Negotiation information		X
Briefing note recommending contract award (reasons for award)		X
Signed contract or purchase order		X
Bidders correspondence and responses		X

Approved: November 7, 2016

Revised: _____