

Procurement Protocol

Bid Process Communications Protocol

Bid Process Communications Protocol

BCLC's Standards of Ethical Business Conduct for Employees (SOEBC) applies to all procurements. This Bid Process Communications Protocol is intended to supplement and clarify the duties and obligations owed by employees of BCLC during ongoing procurement processes. Nothing herein shall be construed to eliminate or otherwise detract from any of the duties and obligations owed by employees under SOEBC.

1. Subject to applicable laws, all information relating to proponents and their proposals shall be held in confidence. BCLC staff shall not discuss proponents or their proposals outside of an appointed evaluation team, steering committee or other identified BCLC stakeholders in the bid process or on-going contract negotiation.
2. All communications with a proponent regarding the bid process or contract negotiation will be administered through one point of contact identified within the Procurement Department. All communications shall be sent through that designated contact and retained in an organized fashion.
3. BCLC may have unrelated contractual relationships with certain proponents involved in a bid process. As such, BCLC representatives may need to communicate with these proponents during the course of the bid process. In spite of the fact that the communications have nothing to do with the bid process itself, there may still be an appearance of bias if one proponent is seen as having greater access to BCLC representatives. As such, communications with proponents, other than as necessary for the normal conduct of day-to-day operations pursuant to the existing contractual relationship, shall be avoided where possible.
4. Attached as Schedule "A" is a list of scenarios that provide BCLC representatives with guidelines on appropriate interaction with vendors involved in an ongoing bid process.
5. Any questions relating to this Bid Process Communications Protocol should be directed to the Director, Corporate Procurement.

Schedule "A" - Procurement Protocol

* Note that all scenarios assume the vendor is a potential bidder.

#	Sample Scenarios	Risk Rating
1.	Attendance at a Trade-Show, Convention or Conference	
a.	General function with open invitation to all members of the industry	Acceptable
b.	Within a general function, attendance at a vendor's booth or display	Acceptable
c.	Private or semi-private function, on a by-invitation-only basis where vendor contact is directed at goods or services in question.	Not Acceptable
2.	Sporting or Social Events	
a.	Attendance at a social or business event where no direct contact with vendor or expectation of follow-up or commitment is evident (e.g. Forum on industry featuring key-note speakers, or a large scale social event where no direct vendor contact likely)	Acceptable
b.	Attendance at a Hospitality Suite hosted by a vendor, on a limited by-invitation-only basis where direct and close vendor contact is likely.	Not Acceptable
c.	Attendance at a sporting or social event outside the Trade-show, Convention or Conference, on a limited by-invitation-only basis where direct and close vendor contact is likely (e.g. golf, hockey game etc.)	Not Acceptable
d.	Attendance at a private dinner or party hosted by a vendor	Not Acceptable
e.	Acceptance of gifts, including; passes, vouchers or other materials	Not Acceptable
3.	During the Negotiation or Performance of Unrelated Contracts	
a.	Written or oral communications with vendors relating to matters not connected with the opportunity	Acceptable
b.	Oral communications with vendors relating to matters connected with the opportunity	Not Acceptable
b1.	If oral communications are mandatory, a Purchasing representative must be present and discussions documented	Acceptable, with documentation