

PROCUREMENT PROTOCOL #1

Communications Protocol

The Ethical Business Standards for Employees of British Columbia Lottery Corporation applies to all procurements. This Procurement Communications Protocol is intended to supplement and clarify the duties and obligations owed by employees of the British Columbia Lottery Corporation during ongoing procurements. Nothing herein shall be construed so as to eliminate or otherwise detract from any of the duties and obligations owed by employees under the said Ethical Business Standards for Employees of the British Columbia Lottery Corporation.

1. Subject to applicable laws, all information relating to proponents and their proposals shall be held in confidence. BCLC staff should not discuss proponents or their proposals with outside parties.
2. One point of contact for communications shall be identified in the Procurement Department, and all communications shall be sent through that designated staff member, where they will be retained in an organized fashion.
3. BCLC may have unrelated contractual relationships with certain proponents, and as such, BCLC Representatives may need to communicate with the proponents during the course of the bid opportunity. In spite of the fact that the communications have nothing to do with the opportunity itself, there may still be an appearance of bias if one proponent is seen to have 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 an existing contractual relationship, shall be avoided where possible.
4. Attached as Schedule "A" is a list of scenarios and conduct that should either be avoided, or managed appropriately, by not engaging in discussions or product & services reviews of bid opportunities.
5. Any questions relating to this Procurement Communications Protocol should be directed to the Procurement Department.

Schedule "A"

* 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	Low
(b.)	Within a general function, attendance at a vendor's booth or display	Low
(c.)	Private or semi-private function, on a by-invitation-only basis where vendor contact is directed at goods or services in question.	High - 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)	Low Risk
(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.	High
(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.)	High
(d.)	Attendance at a private dinner or party hosted by a vendor	High
(e.)	Acceptance of gifts, including; passes, vouchers or other materials	High - acceptance of gifts not recommend

3.	During the Negotiation or Performance of Unrelated Contracts	
(a.)	Written or oral communications with vendors, relating to matters not connected with the opportunity	Low
(b.)	Generally oral communications with vendors, relating to matters connected with the opportunity	High Risk / Unacceptable
(b1.)	If oral communications are mandatory, a Purchasing representative must be present and discussions documented	Medium Risk / Acceptable, with documentation

Reviewed April 30, 2015