springboard **FINANCE POLICIES**

Section	Purchasing
Policy:	FP 2.15 Request for Proposals Policy
Effective Date:	April 1, 2009, Revised December 30, 2011 and October 25, 2025
Replaces:	N/A

1 POLICY

1.01 All supplier contracts with an annual or multi-year commitment over $100,000 must be approved through a formal Request for Proposal process conducted by the Finance Department.

1.02 This policy does not apply to frequent substantial contracts such as property leases and utilities which are approved through the procedures outlined in FP 2.01 – Expense Authorization Policy.

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to provide guidance to all employees regarding supplier contracts with an annual or multi-year commitment over $100,000

3 SCOPE

3.01 The Request for Proposal Policy applies to Finance Department.

4 RESPONSIBILITY

4.01 The Finance Department is responsible for:

(a) Conducting formal and professional requests for proposals based on current available best practice guidance

(b) Communicating and seeking approval of request for proposal results from the Finance Committee prior to awarding contracts to successful candidates

(c) Retaining appropriate documentation to provide evidence of the integrity of the request for proposal process.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Broader Public Sector Procurement Directive – July 01, 2011, FP 2.01 – Expense Authorization Policy

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7 PROCEDURES

7.01 All agency requests for proposal should be conducted using the Request For Proposal Checklist along with documented support.

8 ATTACHMENTS

FPM 2.06 Purchase Order Policy Map
FPF 2.15 A Request For Proposal Checklist Form