



Departmental Action Plan in response to the Procurement Ombudsman May 2010 Procurement Practices Review: Chapter 3 - Procurement Strategies - Bid Evaluation and Selection Methods

The following Management Action Plan addresses the recommendations in the review that relate specifically to the Commodity Management Initiative for Graphic Design Services.

Recommendations	PWGSC Action	Status
<p>3.71 We continue to be concerned about the lack of adequate documentation in procurement files in support of decisions made. The level of documentation should be commensurate with the risks for the particular procurement. The lack of adequate documentation not only violates TB and PWGSC policy requirements, but also gives rise to speculation about fairness, openness and transparency of the procurement process. It also adds unnecessary work for departmental personnel when responding to questions and queries relating to specific procurements.</p>	<p>Departmental Oversight Branch (DOB) will initiate a study to identify the root cause(s) for incomplete documentation.</p> <p>Corporate Services, Policy and Communications Branch will use this study to propose a course of action to address the concerns identified.</p> <p>Based on the DOB findings, Acquisitions Branch will examine the instructions to contracting officers contained in the Supply Manual, and other procurement tools and templates to make additions or changes as required.</p>	<p>Target Date: June 2010 OPI: Departmental Oversight Branch</p> <p>Target Date: June 2010. OPI: Corporate Services, Policy and Communications Branch</p> <p>Target Date: December 31, 2010 OPI: Acquisitions Branch – PRISMS (Policy, Risk, Integrity and Strategic Management Sector)</p>



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Recommendations	PWGSC Action	Status
3.78 We encourage PWGSC to include the following key areas in the initiative:		
1) Developing a streamlined standard method of supply, to the extent feasible, to purchase GDS within the Government.	<p>A Request for Standing Offer/Request for Supply Arrangement (RFSO/RFSA) for Graphic Design and Exhibit Design services, based on a streamlined standard method of supply, was posted on MERX on March 28, 2010, with a closing date of April 22, 2010.</p> <p>The solicitation was developed as an Acquisitions Branch Commodity Management Initiative and in consultation with clients and industry. The resulting Standing Offers (SOs) and Supply Arrangements (SAs) will appear on the PWGSC Standing Offer Index and their use, although optional, will be promoted to potential users through e-mail messages targeted</p>	<p>Status: Bids in evaluation</p> <p>Target Date: September 2010. (Estimated date for new SOs/SAs.)</p> <p>OPI: Acquisitions Branch (SSAMS – (Services and Specialized Acquisitions Management Sector) Communication Procurement Directorate)</p>



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Recommendations	PWGSC Action	Status
	to departmental Communications Branches and Sectors.	
2) Ensuring clearly defined bid evaluation and supplier selection methods.	<p>The new RFSO/RFSA has clearly defined evaluation criteria and a clear supplier selection methodology. The evaluation uses a combination of technical merit and cost to determine the best-value suppliers. All suppliers that fall within the value threshold set out in the solicitation document (plus or minus one standard deviation) will become standing offer holders and all suppliers with compliant bids, regardless of their rates will become supply arrangement holders.</p> <p>In the case of Supply Arrangements, a second stage of competition will determine the selected supplier.</p>	<p>Status: Bids in evaluation</p> <p>Target Date: September 2010.</p> <p>OPI: Acquisitions Branch (SSAMS - Communication Procurement Directorate)</p>



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Recommendations	PWGSC Action	Status
3) Ensuring projected business volumes are supported by a proper analysis of departmental needs.	<p>The new procurement instruments that are being established by PWGSC will be able to accommodate graphic design requirements, regardless of the business volumes.</p> <p>The SOs will be available for requirements valued at less than \$25,000. The SAs will be used for 2nd stage competition for requirements valued above this threshold, or even below at the discretion of client users.</p>	<p>Status: Bids in evaluation</p> <p>Target Date: September 2010.</p> <p>OPI: Acquisitions Branch (SSAMS - Communication Procurement Directorate)</p>