



# EXHIBITION PLACE

April 14, 2004

To: The Board of Governors of Exhibition Place

From: Dianne Young  
General Manager & CEO

Subject: **Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request**

**Recommendation:**

It is recommended that the Board adopt the "Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request" attached as Appendix "A".

**Background:**

At its meeting of March 1, 2 and 3, 2004, City Council adopted a report entitled "Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request" and requested that all Agencies, Boards and Commissions also adopt this policy.

**Discussion:**

Since the adoption by Council, the Director of Finance and Manager of Purchasing have reviewed the City policy in light of the Board's by-laws. Attached is a "Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request for Exhibition Place" which is the same as the one adopted by Council.

**Conclusion:**

This report recommends the adoption by the Board of the policy entitled "Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request".

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Submitted by:

Dianne Young



THE BOARD OF GOVERNORS OF EXHIBITION PLACE

**APPENDIX "A"****Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request****1.0 Purpose:**

To ensure Fair and Equal Treatment in its competitive procurements the Board will undertake to:

- disallow bidders/proponents from submitting a bid to any Tender, Quotation, or Proposal call in which the bidders/proponent has participated in the preparation of the call document; and
- a bidder/proponent who fails to comply with this policy will result in disqualification of their response to the call/request.

**2.0 Policy:**

To prohibit an external party such as vendor, consultant or firm, or supplier, from competing for, or being otherwise awarded, a procurement on which the party has advised the Board on the content, format, or process of a specific Tender or Quotation Call, or Request for Proposal.

**3.0 Application:**

This Policy shall apply to all competitive Requests or Calls issued by the Board or on behalf of the Board by the City of Toronto Purchasing and Materials Management Division.

**4.0 Definitions:**

In this policy,

"Bid" means a formal price response to a Call;

"Bidder" means any legal entity submitting a competitive Bid in response to a Call;

"Board" means the Board of Governors of Exhibition Place,

"Call" means a Solicitation to external suppliers or providers to submit a Tender or a Quotation;

"Proponent" means any legal entity submitting a Proposal in response to a Request;

"Proposal" means an offer to furnish goods, services or construction, including professional or consulting services, as a basis for negotiations for entering into a contract;

“Quotation” means an offer to buy or supply specified goods or services at a price fixed as to the total amount or on a unit basis, or both; and

“Request” means a Solicitation from the City to external suppliers to providers to submit a Proposal.

“Solicitation” means the process of notifying prospective bidders or proponents that the Board wishes to receive offers through a Bid or Proposal.

#### 5.0 Procedure:

The terms of this Policy shall be included in all procurement calls/requests as one of the conditions of eligibility for bidders/respondents.

