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## Award of Request for Proposals – Report Guidelines

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to establish clear guidelines on future Award of Request for Proposals (RFP) reports.

### Report Highlights

1. The Administration has identified a list of criteria to be included when presenting a report to City Council to request an award of RFP.

### Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability by being open, accountable and transparent, particularly when it comes to resource allocation decisions.

### Report

In addition to using the corporate template, to ensure consistency when award of RFP reports are being presented to City Council, the report will include the following:

- Issue and closing dates of RFP
- Advertising media (e.g. SaskTenders)
- List of all proponents from which an RFP was received
- Location of all proponents
- Number of staff who the Review/Evaluation Committee was comprised of, including the Division(s)
- Criteria upon which the RFP was evaluated, as included in the RFP, and the points allocated accordingly
- Relevant background information on the recommended Successful Proponent
- Factors considered by the Administration when considering the use of internal/external resources

### Due Date for Follow-up and/or Project Completion

There is no due date for follow-up and/or project completion.

### Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### Report Approval

Written and approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

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