

**Public Procurement Policy  
Updates**

<b>Section</b>	<b>Title</b>	<b>Update</b>	<b>Effective Date</b>	<b>Additional Instructions</b>
6.1.1	Services	<b>Add</b> the following sentence to the end of the paragraph: "For further clarity, this preferred approach also applies to engineering services and architectural services where these services are valued at \$20,000.00 and greater but less than \$100,000.00."	18-Jun-18	N/A
6.1.1	Services	<b>Add</b> the text, "Preferred Approach" to Title. <b>Revise</b> as follows: "For services valued at \$10,000.00 and greater but less than \$50,000, with the exception of engineering services and architectural services, the preferred approach is for public bodies to obtain quotations from at least three suppliers. If this is not feasible, at least one quotation should be obtained and the price shall be fair and reasonable. Where three quotations are not obtained, the file documentation shall include rationale as to why obtaining three quotations was not feasible."	24-Sep-18	Removes engineering services and architectural services from the preferred approach of obtaining quotations from at least three suppliers. Public bodies may either obtain quotations from at least three suppliers or determine a fair and reasonable price in accordance with Section 6.1 of the Public Procurement Policy. The preferred approach remains in place for other services.
6.1.2	Public Works	<b>Add</b> the text, "Preferred Approach" to Title.	24-Sep-18	N/A
22	Supplier Debriefing	<b>Add</b> new section.	24-Sep-18	Supports the coming into force of section(s) related to supplier debriefing in the Act and Regulations - effective September 24, 2018.
23	Supplier Complaint and Review Process	<b>Add</b> new section.	24-Sep-18	Supports the coming into force of section(s) related to supplier complaints in the Act and Regulations - effective September 24, 2018.
24	Supplier Performance	<b>Add</b> new section.	24-Sep-18	Supports the coming into force of section(s) related to supplier performance in the Act and Regulations - effective September 24, 2018.

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Section	Title	Update	Effective Date	Additional Instructions
1.8	Definitions	<b>Add:</b> " <b>local supplier</b> " means a supplier of goods or services or public works that has a place of business in Newfoundland and Labrador; " <b>place of business</b> " means an establishment where a supplier regularly conducts its activities on a permanent business";	1-Jun-20	To add new definitions to the policy to accommodate new provincial supplier allowance provisions (see section 8.1)
5.1	General	Amended the thresholds table to increase the thresholds for an open call for bids.	1-Jun-20	Thresholds for which an open call for bids is required are increased for all public bodies.
8.1	Application of Provincial Supplier Allowance	<b>Add:</b> New section	1-Jun-20	Provides direction on how to apply the provincial supplier allowance.
20	Summary of Reporting	Change reporting requirements for procurement awards to include contracts awarded through a limited call process above certain thresholds.	1-Jun-20	
20	Summary of Reporting	Updated wording for award requirements for "Awards" and "Exceptions to Open Calls".	22-Sep-21	To clarify that if a public body has its own website, it can post its own awards and exceptions.
6.1	Limited Call for Bids - General	<b>Add:</b> "If a fair and reasonable price approach is used, public bodies will be expected to demonstrate how they determined the price was fair and reasonable"	22-Nov-21	
20	Open Calls for Bids - Notices, Amendments, and Cancellations	<ul style="list-style-type: none"> <li>-These should be reported immediately.</li> <li>- If the public body has its own website, it will post the information there.</li> <li>-If the public body does not have its own website, it must send the information to be posted on the Agency's website.</li> <li>-A spreadsheet for reporting this information is available on the Agency's website.</li> <li>-Send completed spreadsheet to <a href="mailto:ppareporting@gov.nl.ca">ppareporting@gov.nl.ca</a>"</li> </ul>	22-Nov-21	

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20	Awards	<p>"-Must be reported within 30 days of contact award on the public body's website.</p> <p>-If the public body does not have its own website, it must send the information within 15 days of contact award to be posted on the Agency's website.</p> <p>-A spreadsheet for reporting this information is available on the agency's website</p> <p>-send completed spreadsheet to ppareporting@gov.nl.ca</p> <p>-Award information must include: the successful bidder, description of the commodity, date of the award financial value of the contract, term of the contracts, renewal options of the contract.</p> <p>-Exception information must include: relevant exception clause, reason why an open call for bids was not invoiced, name of approver, date of approved</p>	22-Nov-21	
20	Exceptions to Open Calls	<p>"-Must be reported within 30 days of contact award on the public body's website.</p> <p>-If the public body does not have its own website, it must send the information within 15 days of contact award to be posted on the Agency's website.</p> <p>-A spreadsheet for reporting this information is available on the agency's website</p> <p>-send completed spreadsheet to ppareporting@gov.nl.ca</p> <p>-Award information must include: the successful bidder, description of the commodity, date of the award financial value of the contract, term of the contracts, renewal options of the contract</p>	22-Nov-21	

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18	Procurement Records	<b>Add:</b> "all other public bodies shall retain procurement records a minimum of two years following the procurement of the commodity, or a minimum of two years after the end date of a contract, if applicable."	23-Nov-21	
6.1	General	<b>Add:</b> If criteria other than price are being used to evaluate bids in a limited call process, these criteria and their relative weightings must be disclosed in the solicitation documents.	8-Mar-22	Updated "to clarify evaluation criteria must also be disclosed in a limited call process".
8.1	Application of Provincial Supplier Allowance	Updated CFTA thresholds.	27-Jan-23	
5.5	Public Opening of Bids	<b>Remove:</b> Signature and physical attendance references for public openings.	22-Feb-23	
8.1	Application of Provincial Supplier Allowance	Revised thresholds to align with Regulations	9-May-23	
9	Change Orders	Add that annual Change Order Report is to be received within three months of proceeding fiscal year	24-Jul-23	
20	Summary of Reporting	Update Change Order Report section to reflect change to Section 9.	24-Jul-23	
5.1	General	Amended the thresholds table to increase the thresholds for an open call for bids.	6-Oct-23	Thresholds for which an open call for bids is required are increased for most public bodies.
8.1	Application of Provincial Supplier Allowance	Revised thresholds to align with Regulations	6-Oct-23	
12	Lease of Space	Refined language to clarify exemption requirements	7-Dec-23	
13	Economic Development	Refined language to clarify exemption requirements	7-Dec-23	
15	Group Purchasing	Added email address to send completed group purchasing forms	10-Jan-24	

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5.1	General	Amended the thresholds table to increase the thresholds for an open call for bids.	11-Jan-24	Thresholds for which an open call for bids is required are increased for most public bodies.
8.1	Application of Provincial Supplier Allowance	Revised thresholds to align with Regulations	11-Jan-24	
25	Sustainable Procurement	Added section regarding Sustainable Procurement Policy	5-Feb-24	
	General	General housekeeping updates	23-Feb-24	