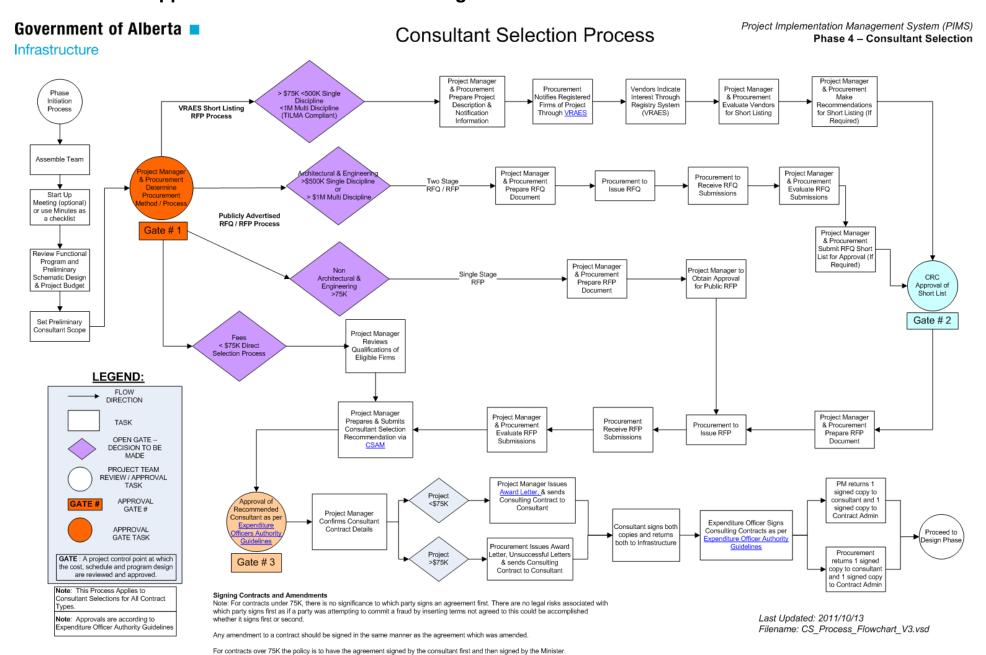
Appendix 9 – Procurement Planning – Consultant Selection Process Flowchart



Source: PIMS Phase 4 Consultant Selection;

https://intranet.infrastructure.alberta.ca/resources/template/PIMS%20Master%20Repository/CS_Process_Flowchart_V3.vsd

Appendix 9 - Procurement Planning - Tendering and Award Process Flowchart

Approval of

Award

Gate #2

Tender Admin

prepares Contract

Package & Bid

Acceptance Letter

for signing by

Expenditure

Officer

Government of Alberta Project Implementation Management System (PIMS) Tendering & Award - Process Flow Chart Infrastructure Tender Admin Public Procurement prepares Post Distribution of Advertisement on declares advertisement & electronic & Issue addenda Approval to Public— Tender Prequalified documents ready arranges for Alberta Purchasing hardcopy bid (if required) Connection (APC) nvitational? for tender printing of documents documents Prequalified Invitational Gate #1 Tender Admin Hardcopy of Construction Projects >100K prepares letters of Letters & invitation & Documents to Pre arranges for Qualified printing of Contractors documents Note: Construction Projects <100K use the Short Form Minor Works Contract (SFMWC) Procurement & Recommendation on Bids evaluated by Contract Award Consultant award submitted Recommendation Procurement, LEGEND Public Opening prepare a Bid based on the Consultant & prepared by Evaluation for the Expenditure Officer Project Manager Project Manager Project Manager FLOW DIRECTION TASK OPEN GATE Signing of Contracts and Amendments DECISION TO BE MADE Note: There is no significance to which

Note: Approvals are according to **Expenditure Officer Authority Guidelines**

GATE: A project control point at which the

are reviewed and approved

PROJECT TEAM

APPROVAL

GATE#

APPROVAL

GATE TASK

cost, schedule and program design

REVIEW/ APPROVAL

TASK

party signs an agreement first. There are no legal risks associated with which party signs first. If a party was attempting to commit fraud, by inserting terms not agreed to, this could be accomplished whether it signs first or second.

Any amendment to a contract should be signed in the same manner as the agreement which was amended.

The department procurement procedure is to have the agreement signed by the consultant first and then signed by the Minister.

> Last Updated: August 15, 2011 Filename: TA_Process_Flow_Chart.vsd

Contract package

& Contract Award

Letter sent to

successful bidder

by Tender Admin

YES.

Contract executed

by appropriate

departmental

signing authority.

Phase 6 – Tendering & Award

Bids Close

Tender Admin

Receive bids

Committee (CRC)

review and

approve.

Approval

received?

Contractor returns

signed copy of

contract

Source: PIMS Phase 6 - Tendering and Award. Key Phase Information;