



Procurement Best Practices

Clients are encouraged to work in conjunction with Contracting Officers to ensure that the following procurement best practices are followed:

Best Practices
Always maintain good records by keeping files up-to-date;
Always obtain confirmation of significant information;
Use specialists (such as legal services, audit, finance) help in dealing with complex requirements;
Always treat information, especially bid information, in a confidential manner;
Know the suppliers' performance history;
Consider all options in buying and the long-term implications;
Always be clear in communications;
Ensure the honesty of every aspect of the buying process;
Use a competitive approach in the procurement wherever possible
Provide instructions in the bid solicitation to bidders on how to submit their bids, and to provide a clear description on how the bids will be evaluated;
Provide bid criteria that are clear, fair and free from bias toward any bidder and ensure they are not subject to interpretation;
Do not use criteria or factors not included in the bid solicitation or derive conclusions from information contained in bids that may prove wrong;
Evaluators must consider all vital information provided in the bid, without basing evaluation on undisclosed criteria;
Conduct a peer review as an oversight and risk management measure to ensure that the evaluation and contractor selection were conducted in accordance with the solicitation