



Interior Health

Capital Planning and Projects

*Procurement & Fair
Business Practices*

October 2025

Health and well-being for all

Quality | Integrity | Compassion | Safety

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Land Acknowledgement

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dãkelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and T̕silhqot'in Nations where we live, learn, collaborate and work together.



The Capital Planning and Projects (CPP) Department within Interior Health (IH) is responsible for planning, evaluating, and managing the current and future requirements of its assets and facilities. IH is also responsible for on-going maintenance, renovation, construction, and equipment replacements within IH facilities.

Summary Statement

CPP has the responsibility to comply with applicable laws, policies, and trade agreements, achieve best value for money and foster effective business relationships. CPP advocates fair and ethical business practices and promotes a climate that is equitable, transparent, accessible, and accountable to third party providers of goods and services.

Purpose and Scope

The purpose of this document is to establish principles of ethical conduct and guidelines to ensure fair business practices are utilized in the procurement of goods and services by CPP.

This document applies to the procurement of all third-party goods and services initiated by CPP, such as:

- Planning, design, construction, and maintenance of IH facilities.
- Procurement of capital equipment as part of a CPP project.
- Award of service contracts as they relate to capital projects (i.e., architect/engineering services).

IH departments outside CPP, that are responsible for procuring goods and services, may follow their own internal guidelines. These purchases may include but are not limited to:

- Purchase and maintenance of equipment not undertaken as part of a CPP project.
- Procurement of leased facilities.
- Acquisition of supplies (e.g., maintenance equipment & tools, medical/surgical, laboratory, etc.).
- Awarding service contracts not related to a CPP project (i.e., health/support services).

This document **does not apply** to procurement processes initiated by the Provincial Health Services Authority (PHSA) Supply Chain (who follow internal guidelines).

Link to Algorithm - [Work transfer from CPP to PHSA Supply Chain](#)

Principles

CPP conducts procurement processes according to the following guiding principles:

- Provide transparency in procurement processes.
- Follow procurement processes as outlined in procurement documents.
- Clearly define business requirements.
- Provide suppliers with information on business opportunities.
- Provide suppliers equitable and fair treatment.
- Provide opportunities for open competition where appropriate.
- Accountability for procurement decisions.
- Align with Government of BC Core Policy and Procedures Manual (Chapter 6 – Procurement). CPPM Policy Chapter 6: Procurement - Province of British Columbia.
- Receive the best value for money.
- Meet and apply the rigor and responsibility as a public body.
- Leverage buying power and/or supporting standardization initiatives through Preferred Supply Arrangements (PSAs).



Types of Business Arrangements

This document applies to business arrangements initiated by or resulting from a procurement process. The typical arrangements, as they relate to CPP projects are:

- Construction Contracts
- Consultant Contracts
- Equipment Contracts
- Purchase Orders

CPP engages in various project delivery methods for the design and construction of facilities, including, but not limited to:

- Design-Bid Build
- Construction Management
- Design Build
- Progressive Design-Build

As a result, there are a variety of procurement documents, forms of contracts and other arrangements considered.

Corporate Credit Cards

Various goods and services are procured using IH Corporate Credit Cards. Although CPP may utilize these cards for certain expenses on projects, the terms of the Corporate Credit Card Code of Responsibility must be adhered to. The policy outlines transaction limits and goods and services that are not appropriate for a Purchasing Card transaction, such as service contracts and construction. Link - [Corporate Credit Card Code Of Responsibility](#)

Non-competitive solicitations

In some cases, CPP provides an opportunity for potential suppliers or other interested parties to submit information on a potential project or to assist CPP in understanding the interest in a particular initiative. CPP utilizes non-competitive solicitations, such as Expressions of Interest (EOIs) or Requests for Information (RFIs) (refer to Definitions), to obtain responses and in some cases assist in the development of a future competitive procurement process. These solicitations are not intended to create contractual obligations on IH or the Respondents.

Guidelines for Competitive Procurement

CPP adheres to the Agreement on Internal Trade (AIT) and the terms of the New West Partnership Trade Agreement. This requires CPP to conduct open, competitive procurement processes based on established dollar thresholds and ensures equal access to procurement opportunities for all Canadian suppliers. Competitive processes are transparent and non-discriminatory. Where applicable, the World Trade Organization, the Canada-United States-Mexico Agreement (CUSMA), and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) are also considered.

Competitive procurement processes are used in the acquisition of equipment, supplies, and services, with exceptions (see [Exceptions to Competitive Procurement](#)). Competitive Bid processes are initiated through the following approaches:

- **Invitation to Quote (ITQ):** An ITQ process is used for inviting suppliers to submit a Quote when a product is selected or service defined. Price quotations and availability are primary considerations for selection. ITQs are used in place of ITBs based on the value of the opportunity and in some cases if supplies or equipment are required.



- **Invitation to Bid (ITB) Minor:** An ITB Minor process is used where the value of equipment, supplies and/or services is above \$25,000 but not exceed \$75,000 and construction contracts do not exceed \$200,000. A minimum of three potential suppliers are provided a scope of work and requested to submit Bids/Proposals. Inviting more than the minimum number of suppliers is preferred practice. The entire process is documented in an approved format and all decisions/results are clearly justified.
- **Invitation to Bid (ITB) Major:** An ITB Major is used when the value of equipment, supplies and/or services exceeds \$200,000. This highly structured process ensures the opportunity for all interested suppliers to submit Bids/Proposals.
- **Request for Proposal (RFP):** An RFP is conducted where equipment, supplies and/or services exceeds \$75,000.
- **Request for Qualifications (RFQ):** An RFQ is conducted to establish a list of Pre-Qualified Suppliers for a specific work type. The subsequent request to submit Bids/Proposals may be limited to those on the List of Qualified Suppliers and may stipulate the drawdown methodology from this list. IH reviews Qualified Supplier Lists on a periodic basis in accordance with the specific terms in the RFQ.

Competitive Procurement Processes

CPP uses a range of procurement tools such as ITBs, ITQs, RFPs or RFQs (refer to [Definitions](#)) based on specific requirements. Each process follows the laws of competitive public procurement as they pertain to Canada and, more specifically, British Columbia where applicable. CPP will strive for general consistency with the Government of BC *Core Policy and Procedure Manual (Chapter 6 – Procurement)* as well the BC - FOIPP (Freedom of Information and Protection of Privacy Act). At a minimum, the following requirements will be addressed:

- All solicitation documents contain basic information to meet legal requirements and promote robust responses.
- All requirements are clearly defined and made available to all suppliers to ensure transparency of process and decision-making.
- All potential suppliers are provided identical information on which to submit a response.
- The platforms used to post IH procurement documents are BC Bid and Bids & Tenders where applicable.
- All Bids/Proposals must meet certain mandatory requirements (e.g., closing period) for consideration in CPP competitive processes.
- Objective selection criteria are established and used for reviewing Proposals and awarding contracts. The subsequent award of a contract is made based on the criteria set forth in the solicitation documents.
- All unsuccessful Bidders/Proponents are notified at the conclusion of the competitive procurement process. Award notifications are posted on the Bids and Tenders platform.
- The procurement process is documented with all decisions clearly justified.



- IH officers, employees, or other individuals acting on behalf of IH shall not disclose confidential information or disclose information provided through the process or use the information for their own gain.

Indigenous Procurement

IH recognizes the individual and collective Rights of Indigenous Peoples, as well as the distinct Rights and Title of First Nations peoples across the region IH serves. IH is responsible for implementing commitments in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the B.C. Declaration on the Rights of Indigenous Peoples Act (Declaration Act) and the Declaration Act Action Plan, which affirm the rights of Indigenous Peoples to self-determination and inclusion in meaningful decision-making and establish and define universal Indigenous Rights and Indigenous Human Rights, including the Indigenous Right to Health. IH is committed to working collaboratively with local Indigenous Nations throughout the capital planning process to create healthcare spaces that foster cultural safety and aim to improve access and support integration of Indigenous wellness practices.

CPP will consider where there are opportunities to engage its Indigenous partnerships for products and services required for its projects. IH may determine alternate procurement methods to support this objective, which may be in accordance with terms of an Enhanced Inclusion & Development Agreement (EIDA).

Environmentally Sustainable Procurement

CPP endorses measures taken on projects that follow environmentally sustainable practices, including applying those principles and practices outlined in Section 6.3.1(14) of the Government of BC *Core Policy and Procedure Manual (Chapter 6 – Procurement and the Government of BC’s Guidelines for Environmentally Responsible Procurement)*. In addition, the Ministry of Health’s Health Capital Policy Manual – *Chapter 11 - Low Carbon, Climate Resilient and Sustainable Health Facilities*, includes requirements for projects to minimize the negative impacts of health care infrastructure on the environment and maximize resilience to climate-related changes. Specifications include the requirement to build facilities to achieve Green Building Certifications (ex. LEED Gold) and build climate-resilient facilities. For procurement, this includes the need to follow sustainable procurement strategies to attain specific LEED credits and include a component of evaluation/selection criteria related to environmental sustainability, climate resilience and energy performance (which would be outlined in procurement documents).

Regional Procurement

Some jurisdictions allow for restrictive evaluation/selection criteria for regional economic development or other purposes. Currently there is no specific procurement policy that CPP is governed by that allows for contract awards based on location of Bidders/Proponents being within the area where the opportunity exists. Furthermore, based on trade agreements (see [Guidelines for Competitive Procurement](#)) opportunities in some cases must allow for advertising the opportunity to a large geographic catchment and treating all responses equitably.

Managing Procurement Processes

CPP shares the responsibility to manage procurement processes as follows:

Capital Planning and Construction

Except as excluded in [Public Private Partnerships \(P3s\) and Design-Build Projects, Equipment and Supplies, Goods and Services](#), and [Client Services and Leases](#) for facility planning, design and construction projects are managed by CPP. This may include one or more of: goods, equipment, services, consultants, or construction. Preferred Supply Arrangements developed by CPP or PHSA Supply Chain may also be used.



Public Private Partnerships (P3s) and Design-Build Projects

Procurement processes for facility planning, design and construction that may be considered or approved for a P3 or Design-Build may utilize the services of Infrastructure BC (IBC), a Crown Corporation that specializes in working with owners to deliver complex public infrastructure projects. IBC leads or provides support during the project development, procurement and/or implementation. The scope of such engagement is determined by government policy and IH leadership and is undertaken through the approval of a service contract.

Equipment and Supplies

Procurement processes for equipment or supplies or a combination of equipment and supplies not related to a capital design/construction project and not including an invasive construction process (i.e., complex installation) are managed by PHSA Supply Chain. Preferred Supply Arrangements may also be used.

Goods and Services

Procurement processes for goods or services or a combination of goods and services not related to a capital design/construction project and not including an invasive construction process (i.e., asbestos removal) are managed by PHSA Supply Chain. PHSA Supply Chain may coordinate with CPP to ensure appropriate service contract provisions are in place. Preferred Supply Arrangements may also be used.

Client Services and Leases

Procurement processes for client services (Clinical and Long-Term Care) are managed by the Contracted Services department of IH. Procurement of leased space and services related to leased sites are managed by IH Partnerships and Land Management. Leasehold improvement projects may be managed by CPP in consultation with Partnerships and Land Management.

Unsolicited Proposals

For the purposes of the work undertaken by CPP, unsolicited Proposals or offers of in-kind services or materials from private sector suppliers are generally not considered and it is expected the principles outlined herein will be followed for the awarding of opportunities. In-kind services or materials may be considered where the timing and all commercial requirements (such as insurance, warranty, and licensing) and standardization (such as systems, supplies and maintenance) allow for the acceptance and there is prior written approval by as per the appropriate IH Signing Authority Policy (AP0700) representative.

Exceptions to Competitive Procurement

The following apply for exceptions to the Guidelines for Competitive Procurement requirements detailed in Section 5.0:

Direct Award Threshold

A competitive procurement process is not required if the anticipated value of the opportunity is below the threshold set in the IH Signing Authority Policy, which is currently \$25,000. IH periodically reviews the limits it has in place for direct awards to ensure the principles of fair and open procurement are balanced against operational efficiencies, risk mitigation and industry best practices.

Waiver of Competitive Procurement

An individual waiver of competitive procurement may be applied for by staff on an exceptional basis under the following circumstances:

- **Proprietary** – an item/service produced or marketed by one company having the exclusive legal right.
- **Single Source** – an item/service that can be purchased from one manufacturer or supplier only.



- **Equipment Standardization** – equipment/supplies that have been standardized through the facility.
- **Government Organizations** – equipment/supplies/services that are provided by Government Organizations.
- **Emergency Purchases** – reserved for one-time urgent purchases required to resolve an emergent situation where the urgency of the purchase will not permit the time required for a formal competitive procurement process. A competitive process or would interfere with a ministry's ability to maintain security or order or to protect human, animal or plant life or health.
- **Confidentiality** - The acquisition is of a confidential or privileged nature and disclosure through an open bidding process could be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.
- **Utility Provider** – Where the engagement of a Utility Provider is required and they are the only provider or are the current provider of utilities for the site the CPP project is located, the Utility Provider will be deemed to be a Single Source.

All waivers of competitive procurement must be applied for in writing and in advance, in the required format and approved by:

- IH's Executive Director, Corporate Services for commitments up to \$50,000.
- IH's Chief Financial Officer (CFO) for commitments exceeding \$50,000.

Notice of Intent

All waivers over \$50,000 must be posted as a Notice of Intent (NOI) on BC Bid or other similar mechanism providing interested suppliers ten calendar days to respond with any concerns. The Chief Financial Officer (CFO) may make exception to this requirement for an NOI in circumstances where the need for confidentiality outweighs the need for transparency. An NOI will not be required for waivers issued based on Authority Standard, Crown Corporation, Emergency Purchases, or Utility Providers.

Open-Source Specifications

Although CPP may not always procure specific components within a project directly, they will develop the specifications developed that a Contractor must adhere to. CPP will ensure the specifications are 'open source' wherever possible to support competitive pricing and equal access to opportunities. Open source refers to not naming a specific brand, model, or supplier, but instead providing metrics, performance requirements and other characteristics to define what is expected from the Contractor or the equipment provided. Some specifications may use a certain brand or model as a reference point to indicate a level of finish/quality/technical conformity, but the specifications should still outline the detailed metrics, performance requirements and other characteristics required. In some cases, it may be required to specify a certain brand, model, or supplier to have consistency on a site for training and maintenance, for interchangeability of parts, for integration with existing systems or where patient safety may be a factor. In this case, such rationale should be included in the specification documents.

Supplier Engagement

Debriefing

For the purposes of Proponents receiving feedback and enhancing their future responses, IH encourages Proponents to request a debriefing meeting with a representative from the evaluation team. These meetings can be scheduled once a notice of award for the competition has been issued and should be scheduled no later than 30 days following this notice of award. IH provides general information on scoring and corresponding rationale to the level of detail IH deems necessary to assist with providing the feedback and assist in future responses but is not able to provide specifics of other Proponent's responses in the



debriefing meeting. This debriefing opportunity is not a prerequisite to or part of the Complaint Review Process.

Complaint Review Process

A supplier may initiate a complaint if they are dissatisfied with the general procurement process, or the application of the principles outlined in this document.

CPP is only able to address issues of procurement policy and procedure through the Complaint Review Process. Any concerns related to Contractor or IH contract performance or conduct, are managed through the provisions of the contract.

The following steps are available as part of the Complaint Review Process:

- **Step 1** – Contact the IH contact person named in the procurement document and they may be able to provide the information or clarification required to satisfy the concern.
- **Step 2** – If the result of Step 1 does not resolve the concern, the complaint can be submitted in writing with the specific details and concerns and any specific action or review being requested. The complaint should be sent to the IH contact person named in the procurement document and it will be directed to the appropriate person to respond. The response will be reviewed by the Director, Capital Procurement & Equipment, and will be provided by IH within 30 days of the complaint being received. Where a response cannot be provided within the 30 days, such notification will be provided by IH within the 30 days and the expected response time will be provided.
- **Step 3** – If the final response from Step 2 does not provide a resolution to the matter, a request can be made to the Director, Capital Procurement & Equipment to escalate and he/she will initiate the process. The response will be reviewed by the Corporate Director, Capital Planning & Projects and will be provided by IH within 30 days of the escalation being initiated. Where a response cannot be provided within the 30 days, such notification will be provided by IH within the 30 days and the expected response time will be provided.
- **Step 4** – If the outcome of Step 3 results in the matter still being unresolved, a last step which is further escalation to a member of the IH Executive Team would be undertaken. Such a request would only be considered after following the prior steps and the process will be initiated upon submitting the request to the Corporate Director, Capital Planning & Projects.

All submissions can be either directed to the contact person named in the procurement document or by sending to the title of the person noted for the specific step above and using the address outlined in the procurement document.

CPP will consider complaints submitted in writing through this process, however, responses will be provided in consideration of timing of making a specific award and may be required to be delayed so the integrity of the procurement process is not compromised.

Promoting Fairness

As part of CPP's objective to promote fair and ethical business practices and to provide a climate that is equitable, open, accessible, and accountable to third party providers of goods and services, CPP has the following expectations of its staff and its suppliers.

Conflict of Interest

Conflict must not exist between an employee's private interests and the discharge of their public service procurement process duties. A conflict of interest occurs when an employee's private affairs or monetary



interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that:

- The employee's ability to act in the public interest could be impaired.
- The employee's action or conduct could undermine or compromise:
 - The public's confidence in the employee's ability to discharge work responsibilities.
 - The trust that the public places in the public service.

Employees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their supervisor or manager. Employees who fail to disclose may be subject to disciplinary action up to and including dismissal.

Where a supplier is aware of a real, perceived or potential conflict of interest between their organization and IH or an IH employee, they must also disclose this to the IH contact person named in the procurement document as soon as it becomes known so the circumstances can be reviewed and a recommendation by IH can be determined. Suppliers who fail to disclose may be subject to no further consideration in a procurement process, the cancellation of a subsequent contract or the costs borne by IH to address any dispute resulting from the conflict of interest. A conflict disclosure notice is normally part of the submission package requirements for CPP procurements.

Confidentiality

To ensure fairness, employees must exercise the strictest confidentiality regarding information pertaining to a procurement process. Examples include commercially useful information about IH not publicly available, bids and proposals, plans to evaluate responses and results of evaluations. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing it. Cautions and discretion in handling confidential information extends to disclosure made inside and outside of IH.

Confidential information that employees receive through IH procurement processes must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains.

Gifts

Although promotional products and gestures of hospitality are received from private sector suppliers by IH employees as a normal supplier relationship activity, there is no specific legislation dictating a set amount for supplier gifts within fair business practices. However, a general guideline is that gifts should be of nominal value and not intended to influence decisions or create an obligation. Gifts should not be excessive and should be within the bounds of what is considered customary and appropriate for the business context. This guideline applies to all IH employees who may in any way be involved in the procurement/selection/supplier management process on a CPP project. If any exception is desired, this must be pre-approved by the IH employee's manager.

To ensure fair application is provided to all suppliers, an IH employee shall not request or accept from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of their employment with IH, other than:

- Indigenous gifting practices and protocols.
- The exchange of hospitality between persons doing business together.
- Tokens exchanged as part of protocol.
- The normal exchange of gifts to support partnership development and team building for long-term contracts.
- The normal presentation of gifts to persons participating in public functions.



- The normal exchange of gifts between friends.

Charitable Gifts/Program Support

Hospital foundations may approach suppliers with requests for charitable gifts or program support. Suppliers may also initiate contact with the hospital foundations or educational programs for the purpose of offering charitable gifts or program support. While such support is welcome, a supplier's participation or non-participation in philanthropy or program support will not influence purchasing or contracting decisions. Suppliers who wish to offer charitable support for the first time are encouraged to contact the applicable health authority charitable foundation.

Communication

During procurement

All communications between IH and any potential Respondent during the procurement process must follow the directions as stated in the procurement documents. Any information or instructions received by other means cannot be relied upon. Any communication inconsistent with the directions stated in the procurement documents may jeopardize the validity of any response received from that Respondent.

During Contract

All communications between IH and a Contractor during the contract term must follow the directions as stated in the contract documents. Any information or instructions received by other means cannot be relied upon.

Electronic Information

CPP continually pursues ways to streamline processes and reduce its carbon footprint. This includes utilizing on-line processes and systems to submit bids, invoices, specifications, submittals, communications, or other project-related transactions between CPP and a Contractor. Once new/revised, processes or systems are implemented by CPP, all Contractors must transition to these processes or systems and use to manage CPP projects.

CPP utilizes its website in order to provide electronic access to information and documents related to CPP: <http://www.interiorhealth.ca/AboutUs/BusinessCentre/Construction/Pages/default.aspx>

Definitions

Where possible, the following definitions are used consistently throughout this document, however, these definitions are for guidance only. Specific circumstances and industry protocols may result in a variety of uses and interpretations of similar terms.

BC Bid: the website used to post procurement opportunities:

<https://www.bcbid.gov.bc.ca/page.aspx/en/usr/login?ReturnUrl=%2Fpage.aspx%2Fen%2Fbuy%2Fhomepage>

Bid (also Tender or Quote): the formal document submitted in response to an ITB or ITQ.

Bidder: an individual or legal entity that submits a Bid, Tender or Quote.

Bids & Tenders: IH uses Bids and Tenders, a digital procurement platform to issue, manage and provide access to bid opportunities.

Contractor (also Consultants, Suppliers or Vendors): an individual or legal entity that is awarded a contract by IH for the provision of services, construction, equipment, or other deliverables set out in the contract documents.

Direct Award: the award of a contract without a competitive procurement process.



Indigenous: First Nations, Métis and/or Inuit living in and outside B.C.

Indigenous Cultural Safety: the process of making spaces, services and organizations safer and more equitable for Indigenous people by considering colonial history and seeking to eliminate structural Racism and Discrimination. Cultural safety is also an 'outcome' based on respectful engagement that recognizes and strives to address power imbalances inherent in the healthcare system; it is when Indigenous people feel safe when receiving Health Care.

Invitation to Quote (ITQ) (also Quick Equipment Quote (QEQ)): the competitive procurement process of inviting suppliers to submit a Bid when a product is selected or service defined, and price quotations and availability are primary considerations for selection. ITQs are used in place of ITBs based on the value of the opportunity and in some cases if supplies or equipment are required.

Invitation to Bid (ITB): the competitive procurement process of inviting suppliers to submit a Bid for well-defined services where a solution is not required, and price is the primary consideration for selection. CPP may also verify information submitted in the Bid prior to award.

List of Qualified Suppliers (also Pre-Qualification List): a list of Suppliers developed through an RFQ process and used by IH to award future contracts or to solicit submissions. This list is used as per the process outlined in the RFQ it was created from.

Notice of Intent (NOI): the method by which IH informs suppliers that negotiations with a specified supplier will take place without a competitive procurement process.

Preferred Supply Arrangements (PSA): long-term contracts for supplies and equipment created to give IH a discount based on estimated volumes within a term or period. These arrangements may also support standardization initiatives for IH. These privileges may also be attained through prior procurement processes for similar supplies or equipment, if such options are provided for in the original procurement documents.

Proponent: an individual or legal entity that submits a Proposal.

Proposal: the formal document submitted in response to an RFP.

Request for Qualifications (RFQ): the process of requesting suppliers to submit their qualifications, credentials, or other information for a specific good or service with the intention of creating a List of Qualified Suppliers.

Request for Information (RFI) or Expression of Interest (EOI): the process where interested parties are requested to submit their ideas, solutions, and capabilities to address a particular issue or requirement of IH. These processes are generally not deemed to be 'competitive' and therefore not used to award a contract or to create a shortlist of suppliers. The solicitation will explicitly state this intention if it applies.

Request for Proposal (RFP): the competitive procurement process of requesting suppliers to submit a Proposal for the provision of services where IH may not have well-defined needs, requirements, or specifications. IH is searching for Proposals that in some instances provide creative or innovative approaches to IH's requirements and the price is not the only criteria considered for selection.

Respondent: an individual or legal entity that submits a response to a solicitation. See also Bidder and Proponent.

Select Bid is a competitive process where a select number of Bidders/Proponents are invited to participate in a tendering process. This may be determined based on the value of the opportunity or if the requirement falls within the services provided through a List of Qualified Suppliers.