OPG PROCUREMENT PROCESS

1.0 PURPOSE

This evidence provides an overview of OPG’s procurement process. It provides support for the OM&A purchased services information presented for each of regulated hydroelectric (Ex. F1-T5-S1), nuclear (Ex. F2-T6-S1), and corporate groups (Ex. F3-T3-S2).

2.0 OVERVIEW OF PROCUREMENT PROCESS

OPG’s procurement process is conducted as follows:

- The need for a service or item is identified and a requisition is created and approved by the appropriate requisitioning authority as per OPG’s Organizational Authority Register (“OAR”). The OAR is provided at Ex. A2-T2-S1 Attachment 2.
- If no existing agreement is in place that can satisfy the need for the service or item, the procurement units of nuclear, hydroelectric or corporate, as applicable (collectively referred to as Supply Chain), in consultation with the requisitioner, seeks quotations or proposals using the following methods:
  - Invitational Competitive Process - this process uses the request for quotation or request for proposal (“RFQ/RFP”) process as applicable. For the procurements of goods and services (both consulting and non-consulting), a request to submit a written quotation/proposal in response to OPG requirements is made to a minimum of three qualified suppliers.
  - Open Competitive Process - this process involves posting procurement documents using an approved OPG electronic tendering system. All consulting contracts with a procurement value greater than or equal to $100k must be conducted through the open competitive process.

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1 This process applies to the acquisition of services or items above a threshold value of $10,000. Below this threshold value, purchasing authority is delegated to the businesses through the use of a purchasing card or local purchasing authority (purchase order-based transactions).

2 A request for quotation (“RFQ”) is a request for price and availability of items/services based on specified technical, quality, and commercial requirements where the value is estimated up to $100k.

3 A request for proposal (“RFP”) is a formal request for price and availability of an item and/or service based on specified technical quality and commercial requirements where the value is estimated to be greater than $100k.
Single Source Process - exceptions to a competitive procurement process are allowed when it is not possible and/or is impractical to obtain the required items or service through normal competitive procurement methods. Exceptions must be justified and prior approval from the appropriate purchasing authority (according to the OAR) must be granted when a single source strategy is used.

- OPG’s RFQ/RFP process requires that the evaluation criteria and weightings be established by Supply Chain and the requisitioner/project manager in advance of issuing the RFQ/RFP. The criteria, weightings and evaluation methodology (the process used to assess, evaluate and score supplier proposal) are fully disclosed to proponents in the RFQ/RFP and typically include the following:
  - Mandatory requirements are criteria that are assessed on a pass/fail basis.
  - Rated requirements, including all weights and sub-weights and a description of any short-listing processes including any minimum rated score requirements and the role and weighting, if applicable, of reference checks, oral interviews, demonstrations and site visits.
  - Price/cost and a description of the evaluation methodology that may include the use of scenarios to determine cost for specific volumes and service levels. The evaluation of price/cost occurs only if mandatory and minimum rated requirements are met.

- For services performed on OPG premises, potential suppliers are pre-qualified with respect to safety performance.

- To ensure the integrity of the procurement process, Supply Chain acts as the single point of contact with potential suppliers until the evaluation of proposals or quotations is complete and a supplier has been selected. Cost is one of the criteria used in evaluating proposals or quotations; however, the relative weighting of the selection criteria varies and there may be instances when the lowest cost supplier is not selected.

- Negotiation and finalization of the purchase order and/or agreement terms is led by Supply Chain with support from the requisitioner as required. An agreement and/or purchase order will be issued once Supply Chain receives a requisition approved by the appropriate OAR authority. In some areas, master agreements have been developed with certain suppliers to shorten the procurement time for services and items through pre-negotiated terms, conditions and rates. In other areas, OPG has established master
agreements with more than one supplier for the same type of service under similar terms and conditions. This creates a competitive environment where the suppliers under the master agreement competitively bid each work package thus ensuring OPG receives the best value.

- Once the supplier is awarded business, an OPG contract administrator monitors the contract to ensure the supplier meets all contractual obligations, confirms receipt of the item or service, and approves submitted invoices for payment. The performance of the supplier is assessed by the contract administrator and Supply Chain and this assessment is considered when selecting proponents for future work.

- The requisitioner notifies Supply Chain once the contract requirements are complete and final payment has been made. The purchase order is subsequently closed out by Supply Chain.

This process is applicable to all OPG businesses; however, there are additional quality assurance requirements in the nuclear procurement process.

In June 2009, OPG implemented the Province’s direction regarding the non-reimbursement of consultant hospitality, food or incidental expenses and has sought to extend these limitations to all service providers where possible.

Following receipt of the Management Board of Cabinet’s Procurement Directive of July 2009, OPG has revised its procurement-related governance. Staff training on new procurement rules and processes was completed in Q4 2009. OPG’s policies, processes and practices are consistent with the Procurement Directive’s principles and requirements.