

**CONTRACT MANAGEMENT POLICY  
RESULTING FROM BILL 76**

**November 24, 2010**

## INTRODUCTION

The present « *Contract management policy* » is adopted pursuant to Section 938.1.2 of the *Municipal Code* .

Pursuant to this provision, every municipality must adopt a contract management policy pertaining to municipal contracts and providing measures to ensure a healthy competition between the parties contracting or wishing to enter into a contract with the Municipality of Stanbridge East (hereafter the «MUNICIPALITY »). The measures in question must target seven (7) matters of consideration clearly specified in the said legislative provision.

The objective of the present policy is not to replace, modify or enhance any legislative provision or ruling of jurisprudence applicable to the awarding or managing of municipal contracts. Rather, this policy is intended to serve as a course of action for all of the parties involved in the awarding or managing of municipal contracts. Consequently, the present contract management policy will be annexed to all call for tenders documents issued by the MUNICIPALITY to ensure all tenderers are aware of the contents of the said policy.

The present policy comes into force from the time of its adoption by the municipal council and is effective as of January 1, 2011.

## MEASURES TO MAINTAIN A HEALTHY COMPETITION

1. **Measures aimed at ensuring that no tenderer or representative of a tenderer has communicated or attempted to communicate, in an effort to influence, with one of the members of the selection committee about the call for tenders for which the tenderer or representative has submitted a tender.**
  - a) By means of a delegation regulation to this effect, the municipal council delegates to the director-general the power to form any selection committee that is required to receive, study the submissions received and draw the necessary conclusions.
  - b) Any selection committee must be formed prior to the issuing of the call for tenders and must be composed of at least three members.
  - c) All members of the municipal council, employee and/or manager of the MUNICIPALITY and any representative of the MUNICIPALITY must, at all times, maintain the confidentiality of the identity of the members of any selection committee.
  - d) For all call for tenders that requires the forming of a selection committee, all tenderers must, under penalty of rejection of their tender, attach to their tender a declaration (**APPENDIX I**) attesting that neither he/she nor his/her representatives has communicated or attempted to communicate, in an effort to exert influence with a member of the selection committee.
2. **Measures to promote compliance with any applicable anti-bid-rigging legislation**
  - a) Promote the participation of elected officials, managers and employees of the MUNICIPALITY and members of the selection committee in training sessions aimed at preventing bid-rigging in an effort to more efficiently combat collusive bidding.
  - b) For all call for tenders, all tenderers must, under penalty of rejection of their tender, attach to their tender a declaration (**APPENDIX I**) attesting that their tender has been prepared and submitted without there being any collusion, communication, agreement or arrangement with one or more tenderers or other parties to agree on a price to submit or to influence the prices submitted.
3. **Measures to ensure compliance with the *Lobbying Transparency and Ethics Act* (hereafter called the « *Lobbying Act* ») and the code of conduct for lobbyists adopted under this act**
  - a) Promote the participation of elected officials, managers and employees of the MUNICIPALITY and members of the selection committee in training sessions dealing with the regulations on lobbying.
  - b) For all call for tenders, all tenderers must, under penalty of rejection of their tender, attach to their tender a declaration (**APPENDIX I**) declaring any verbal or written communications, in the context of the *Lobbying Act*, with any municipal council member, employee and/or manager of the MUNICIPALITY in a way of exerting influence for the purpose of obtaining the contract. If such influential communications have taken place, the tenderer must, under penalty of rejection of their

tender, attach to their tender a declaration to the effect that such communications were conducted after the registration required pursuant to the *Lobbying Act*.

**4. Measures to prevent intimidation, influence peddling and corruption**

- a) Promote the participation of elected officials, managers and employees of the MUNICIPALITY and members of the selection committee in training sessions aimed at more effectively combating acts of intimidation, influence peddling and corruption.
- b) For all call for tenders, all tenderers must, under penalty of rejection of their tender, attach to their tender a declaration (**APPENDIX I**) attesting that he/she has conducted no act of intimidation, influence peddling or corruption in regard to the present call for tender.

**5. Measures to prevent conflict of interest situations**

- a) All people participating in studying tenders and awarding of the contract must declare any conflict of interest in regard to the said tender or said contract.
- b) For all call for tenders, all tenderers must, under penalty of rejection of their tender, attach to their tender a declaration (**APPENDIX I**) stating the family, financial, business or other ties likely to create a conflict of interest with any member of the municipal council, employee and/or manager of the MUNICIPALITY.

**6. Measures to prevent any other situation likely to compromise the impartiality or objectivity of the call for tenders process or the managing of the resulting contract**

- a) For each call for tenders, the MUNICIPALITY appoints an "*information-to-tenderers manager*" whose duty is to provide potential tenderers with administrative and technical information about the tender procedure that is underway. For any question or comment related to the tendering process or pertaining to the solicited contract, the tenderer must obligatorily and solely address them to the designated "*information-to-tenderers manager*" whose coordinates appear on the call for tenders documents.
- b) Promote the participation of elected officials, managers and employees of the MUNICIPALITY and members of the selection committee in training sessions aimed at providing the sound management of municipal contracts.

**7. Measures to govern the making of decisions authorizing the amendment of a contract**

- a) For contracts exceeding \$25,000, the MUNICIPALITY establishes a support-structure process for any authorization of a contract amendment, which will have to be brought to the attention of the awardee of the said contract and any other person in charge of the follow-up of the said contract.
- b) The MUNICIPALITY must specify in the call for tenders documents that meetings will be held on a regular basis on the worksites while the work is being conducted in order to ensure the follow-up of the execution of the contract.

**ADOPTED BY THE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF STANBRIDGE EAST ON DECEMBER 6<sup>TH</sup>, 2010.**

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Vera Gendreau, Director General & Secretary-Treasurer

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Greg Vaughan, Mayor

APPENDIX 1  
TENDERER'S DECLARATION

I the undersigned, \_\_\_\_\_ (Name of Tenderer) (hereafter called the « Tenderer »), in presenting the attached tender (hereafter called the « Tender ») to the MUNICIPALITY of STANBRIDGE EAST for \_\_\_\_\_ (Name and number of the call for tenders) (hereafter the « Call for tenders ») declare the following and certify these declarations are accurate and complete in every aspect.

I declare on behalf of \_\_\_\_\_ (Name of Tenderer) that:

- (i) I have read and understood the content of the present declaration;
- (ii) I am authorized by the Tenderer to sign the present declaration and present, in his/her name the Tender enjoined to it;
- (iii) All of the people whose names appear on the attached Tender have been authorized by the Tenderer to set the terms and conditions foreseen for such and to sign the Tender on his/her behalf;

**MEASURE 1: DECLARATION PERTAINING TO MEASURE 1 OF THE CONTRACT MANAGEMENT POLICY OF THE MUNICIPALITY OF XXXXXX**

**1) COMMUNICATION**

The Tenderer declares (check one of the following two declarations):

- (a) **that neither he/she nor any of his/her representatives have communicated or attempted to communicate** with one of the members of the selection committee in an effort to exert an influence in regard to the present Call for tenders;
- (b) **that he/she or one of his/her representatives communicated or attempted to communicate** with one of the members of the selection committee in an effort to exert an influence in regard to the present Call for tenders;

**MEASURE 2: DECLARATION PERTAINING TO MEASURE 2 OF THE CONTRACT MANAGEMENT POLICY OF THE MUNICIPALITY OF STANBRIDGE EAST**

**2) BID-RIGGING**

The Tenderer declares (check one of the following two declarations):

- (a) that the Tender has been prepared and submitted **without there being any collusion, communication, agreement or arrangement** with one or more tenderers or other parties to agree on a price to submit or to influence the prices submitted.
- (b) that the Tender has been prepared and submitted **after there being collusion, communication, agreement or arrangement** with one or more tenderers or other parties to agree on a price to submit or to influence the prices submitted. If such is the case, the Tenderer must divulge, in a document (which must be attached to this appendix by the Tenderer when submitting the call for tenders documents), all of the details relating to this, including the names of tenderers or other parties and the reasons for the said communications, agreements or arrangements.

**MEASURE 3: DECLARATION PERTAINING TO MEASURE 3 CONTRACT MANAGEMENT POLICY OF THE MUNICIPALITY OF STANBRIDGE EAST**

**3) LOBBYING**

The Tenderer declares (*check one of the following two declarations*):

- (a) **that no** verbal or written communication, in the context of the *Lobbying Transparency and Ethics Act* (hereafter the « **Lobbying Act** ») has occurred with any member of the municipal council, employee and/or manager of the MUNICIPALITY in a manner of exerting influence for the purpose of obtaining the contract.
- (b) **that there was** verbal or written communication in the context of the *Lobbying Act* with any member of the municipal council, employee and/or manager of the MUNICIPALITY in a manner of exerting influence for the purpose of obtaining the contract.

Please write down the names of the members of the municipal council, employees and/or managers of the MUNICIPALITY with whom such communication occurred and the motives of your discussions:

<i>Names:</i>	<i>Motives:</i>

**3.1) REGISTERING IN THE REGISTRY OF LOBBYISTS**

The Tenderer declares (*check one of the following two declarations*):

- (a) **that he/she or his/her representative is a registered lobbyist** in the registry of lobbyists, set up pursuant to the *Lobbying Act* as indicated by proof of such registration which is attached to the present declaration (Tenderer must attach proof of registration to the present declaration);
- (b) **that he/she or his/he representative is not a lobbyist registered in the** registry of lobbyists, set up pursuant to the *Lobbying Act*;

**MEASURE 4: DECLARATION PERTAINING TO MEASURE 4 OF THE CONTRACT MANAGEMENT POLICY OF THE MUNICIPALITY OF STANBRIDGE EAST**

**4) INTIMIDATION AND CORRUPTION**

The Tenderer declares (*check one of the following two declarations*):

- (a) **that he/she has conducted no act of intimidation, influence peddling or corruption** related to the present Call for tenders;
- (b) **that he/she has conducted acts of intimidation, influence peddling or corruption** related to the present Call for tenders;

**MEASURE 5: DECLARATION PERTAINING TO MEASURE 5 OF THE CONTRACT MANAGEMENT POLICY OF THE MUNICIPALITY OF STANBRIDGE EAST**

**5) CONFLICT OF INTÉRÊT**

The Tenderer declares (*check one of the following two declarations*):

(a) **that he/she has no** family, financial, business or other ties likely to create a conflict of interest in regard to the present Call for tenders with any member of the municipal council, employee and/or manager of the MUNICIPALITY;

(b) **that he/she has** family, financial, business or other ties likely to create a conflict of interest in regard to the present Call for tenders with any member of the municipal council, employee and/or manager of the MUNICIPALITY;

Please write down the names of the people with whom the Tenderer has a tie likely to create a conflict of interest and specify the nature of this tie.

<i>Names:</i>	<i>Nature of the tie:</i>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Name of Tenderer's representative

\_\_\_\_\_  
Signature of Tenderer's representative *(to be signed before the Commissioner for Oaths)*

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Solemnly sworn before me on this \_\_\_\_\_<sup>th</sup>  
day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Commissioner's signature

\_\_\_\_\_  
Name of commissioner *(in block letters)*

*Commissioner for oaths*