CITY OF GRANDE prairie

Procurement & Supply Chain Management

DOING BUSINESS WITH THE CITY

A plain-language guide for suppliers, contractors, consultants and service providers



WELCOME

Thank you for your interest in doing business with the City of Grande Prairie.

The City purchases a wide variety of goods, services and construction. Our procurement activities are intended to be fair, open, transparent and competitive while delivering best value for residents. This publication explains how the City buys, how to respond to opportunities, and how to submit invoices that can be processed efficiently.

What you will find in this guide

Section		What it Covers
1. How the City Buys	03	Common procurement methods and what they mean
2. The Procurement Process	04	What happens from posting through contract management
3. Preparing a Strong Submission	05	Practical steps to reduce errors and improve clarity
4. After Award	06	Contracts, purchase orders, changes and performance
5. Invoicing and Payment	07	Invoice requirements, payment workflow and delay prevention
Supplier Code of Conduct	08	Supplier information, ethical conduct and compliance expectations
Appendix A	09	One-page supplier quick reference

Important

The solicitation and resulting contract govern each opportunity. If this guide differs from an opportunity document or contract, follow the opportunity document or contract.

Our procurement principles

- Fair and transparent
- Open to qualified suppliers
- Competitive where appropriate
- Conducted with integrity
- Compliant with applicable legislation and trade agreements
- Focused on best value for taxpayers

Our procurement policy

- Procurement Policy 365
- Procurement Procedure 365-1

1. HOW THE CITY BUYS

The procurement method depends on the estimated value, complexity, risk and nature of the requirement.

Method	Common Use	How Award is Generally Decided
Request for Expression of Interest (RFEOI)	Market research used to understand supplier interest, available solutions, capacity or potential approaches before defining a future procurement	Generally no contract award; responses inform planning and may identify suppliers for a later procurement only if the RFEOI expressly permits it
Request for Quotation (RFQ)	Goods, standard services and less complex requirements	Lowest compliant price or best value using limited criteria
Request for Proposal (RFP)	Consulting, professional services or requirements where different solutions may work	Overall best value based on the published technical and pricing criteria
Request for Tender (RFT)	Complex construction, often with bonding or surety requirements	Lowest compliant and qualified bid
Request for Standing Offer (RFSO)	Frequently purchased goods or services	Call-ups or purchases under the terms of a previously competed arrangement
Pre-Qualified Supplier List	Future opportunities restricted to suppliers that met established qualifications	Competition among qualified suppliers, as described in the applicable process



Best value does not always mean lowest price

For a Request for Proposal (RFP), experience, approach, team, schedule, quality and price may all be evaluated. Respond directly to every published criterion.

Where to look

Monitor the City's procurement posting platform bids&tenders® and the Alberta Purchasing Connection) and review the complete solicitation package. Watch for addenda throughout the open period because they may change requirements, dates or forms.

2. THE PROCUREMENT PROCESS

The City's typical competitive procurement follows the stages below.

1	**Requirement identified** The City defines the business need and confirms budget and approvals.
2	**Solicitation prepared** The City develops the scope, specifications, evaluation criteria, pricing schedule and contract terms.
3	**Opportunity posted** The solicitation is advertised through the City's procurement platform (bids&tenders® and the Alberta Purchasing Connection)
4	**Questions and addenda** Suppliers submit questions through the stated process. Formal answers and changes are issued by addendum.
5	**Submission closes** Responses must arrive through the required method before the closing date and time.
6	**Compliance and evaluation** The City checks mandatory requirements and evaluates compliant submissions using the published criteria.
7	**Approval and award** The selected supplier is notified after evaluation, approvals and any permitted negotiations.
8	**Contract execution** The City and supplier sign the contract before work begins.
9	**Contract management** The parties manage deliverables, schedule, changes, performance, invoicing and close-out.

3. PREPARING A STRONG SUBMISSION

Make it easy for evaluators to confirm that your submission is complete, compliant and responsive.

Read the entire package

- Review instructions, mandatory requirements, scope, contract terms, pricing forms and evaluation criteria.
- Build your response around the City's requested structure.

Follow the submission instructions

- Use the required platform, file format and forms.
- Submit before the exact closing time. Late submissions are typically not accepted.
- Acknowledge addenda when required.

Answer what was asked

- Respond directly to each requirement and criterion.
- Use concise examples and evidence instead of broad marketing statements.
- Make pricing complete, consistent and easy to verify.

Ask questions early

- Use only the question channel identified in the solicitation.
- Do not rely on informal answers from City staff.
- Review every issued addendum before submitting.



Final check before submitting

Confirm all mandatory forms, pricing schedules, certifications, addenda acknowledgements, form of agreement acknowledgements, signatures and attachments are included.

4. AFTER AWARD

An award notice does not necessarily authorize work to begin. Complete all stated pre-work requirements first.

Contract and purchase order

- Ensure the contract is fully executed before starting work. Contracts are sent through Adobe Sign for execution.
- Understand the scope, deliverables, milestones, pricing, reporting, insurance and acceptance requirements.
- Use the City contact identified for contract administration.
- A purchase order will be created for the contract.

Changes must be approved

Do not proceed with extra work, substituted products, changed pricing or schedule changes based only on an informal conversation. Obtain the contract amendment before proceeding.

Performance and records

- All contracts and contract amendments are stored on Bids&Tenders. Use this platform for the most up to date documents.
- Deliver the contracted goods, services or construction as agreed.
- Maintain required licenses, insurance, bonds, safety documentation and certifications on Bids&Tenders.
- Keep records that support deliverables, quantities, hours, expenses and invoices.
- Raise issues early and propose practical solutions.

Do not start early

Starting before the contract, PO or other required authorization is in place can create payment and responsibility disputes.

5. INVOICING AND PAYMENT

A complete, accurate invoice that matches the contract and PO is the best way to support timely processing.

Invoice requirements

Include	Detail
Supplier information	Legal company name, address and contact information
Invoice identification	Unique invoice number and invoice date
City references	Purchase order number and contract number, where applicable
Description	Clear description of goods, services, deliverables or service period
Pricing	Quantities, unit prices, subtotal, GST and total amount due
Supporting records	Timesheets, delivery slips, progress certificates, inspection records or other items required by the contract

Payment workflow

1. Supplier delivers the goods, services or construction.
2. The City confirms receipt and acceptance.
3. Supplier submits a complete invoice through the required channel.
4. The invoice is matched to the PO and/or contract, and approvals are completed.
5. Payment is processed under the applicable contract terms.

Common causes of delay

- Missing or incorrect PO number
- Pricing, quantities or tax that do not match the PO or contract
- Goods or services not yet received or accepted
- Missing supporting documentation
- Duplicate invoice number or duplicate submission
- Invoice sent to the wrong contact or channel
- Supplier banking or legal-name information is incomplete or outdated

Payment timeline

The applicable payment period is the period stated in the contract, purchase order or other governing terms. Processing begins once the City has received a valid invoice and any required acceptance and supporting documentation.

SUPPLIER INFORMATION AND CONDUCT

Accurate supplier information protects both the supplier and the City and helps reduce payment interruptions.

Keep your information current

- Legal business name and address.
- Primary contact and remittance email.
- Tax registration information.
- Banking information for electronic funds transfer.
- Insurance, licences and certifications. Insurance must list the City of Grande Prairie as an Additional Insured.
- WCB is up-to-date and in good standing. For those who are WCB exempt, suppliers must have a WCB exemption letter.

Follow the City's verification process when providing or changing banking information. Do not send sensitive banking information through an unapproved channel.

Supplier conduct

- Act honestly, ethically and professionally.
- Comply with applicable laws and contract requirements.
- Avoid collusion and anti-competitive conduct.
- Disclose actual, potential or perceived conflicts of interest.
- Protect confidential and personal information.

Need help?

Procurement & Supply Chain Management

procurement@cityofgp.com | cityofgp.com

APPENDIX A: SUPPLIER QUICK REFERENCE

Doing business with the City of Grande Prairie at a glance

Find and respond to opportunities

- [ ] Monitor the City's procurement posting platform
- [ ] Read the complete solicitation
- [ ] Submit questions before the deadline
- [ ] Review and acknowledge addenda if required
- [ ] Submit before the closing date and time

Before work begins

- [ ] Contract fully executed
- [ ] PO received, if required
- [ ] Insurance and pre-work documents accepted
- [ ] Scope, schedule, pricing and contacts confirmed

Common procurement methods

- [ ] RFEOI: market research and supplier interest; generally no contract award
- [ ] RFQ: routine or less complex needs
- [ ] RFP: best-value evaluation
- [ ] RFT: construction and lowest compliant qualified bid
- [ ] RFSO: recurring purchases
- [ ] Pre-qualified list: future restricted opportunities

Invoice checklist

- [ ] Legal supplier name and contact details
- [ ] Unique invoice number and date
- [ ] PO number and contract number, if applicable
- [ ] Clear description and service period
- [ ] Quantities, unit prices, GST and total
- [ ] Required supporting documentation

Avoid payment delays

- [ ] Match the PO and contract
- [ ] Invoice only accepted work or delivered goods
- [ ] Use the required submission channel
- [ ] Respond promptly to clarification requests
- [ ] Keep banking and supplier details current

Payment flow

1. Deliver
2. City receives and accepts
3. Submit complete invoice
4. Invoice matched and approved
5. Payment processed under applicable terms

COMPLETE BID + CONFIRMED CONTRACT + COMPLETE INVOICE = FEWER DELAYS

Questions? Procurement & Supply Chain Management | procurement@cityofgp.com | cityofgp.com