

Procedure Title	Purchasing - Release of Purchasing Information		
Date of Issue	November 25, 1998	Related Policy	BP 3501-D
Revision Dates	June 12, 2013	Related Forms	
Review Date		Originator	Administrative Council
References			
Municipal Freedom of Information and Protection of Privacy Act; Classification and Retention Schedule Document; Broader Public Sector Procurement Directive.			

Procedure:

1.0 PROCEDURE

1.1 Release of Information

- a) The name of a successful bidder and the duration of the contract is considered public knowledge and will be released in accordance with the Municipal Freedom of Information and Protection of Privacy Act. However, a request for this information can be made informally. It need not be made under the Act.
- b) All vendors submitting bids and any interested persons shall be freely admitted when a quotation/tender opening is being opened publically.
- c) Quotation/Tender documents are to be maintained by the Shared Purchasing Services in a secure environment.
- d) Quotation/Tender documents are submitted in confidence and detailed information pertaining to them will not be released.
- e) The price submitted by the successful bidder may be released at the discretion of the board.

1.2 Retention

All purchasing records must be kept in accordance with the approved Bluewater District School Board's Classification and Retention Schedule Document and the Broader Public Sector Procurement Directive.