

1. Draft tender documents using Contract Services price or value-driven template(template is available by e-mail through our office or on our website)  
Value-Driven - <http://internal.gov.yk.ca/forms/docs/servpd2.doc>  
Price-Driven - <http://internal.gov.yk.ca/forms/docs/servvd2.doc>
2. E-mail draft copy to Contract Services for review to: [Candace.Leigh@gov.yk.ca](mailto:Candace.Leigh@gov.yk.ca) or [contracts@gov.yk.ca](mailto:contracts@gov.yk.ca)
3. Complete Public Request for Tender, Proposal, or Invitational Form (available from our office by fax or can pick up in person)
  - standard is three ad placements in each paper for public tenders (Mon., Wed. or Friday)
  - tender period is usually three weeks for a public tender, two weeks for invitational
  - project coding is coding that the ad notice will be charged to
  - if invitational, documents can be picked up at our office or can be mailed out or dropped off by the Project Manager.
4. Bring completed request form and tender documents to Contract Services two days prior to the first ad date before 12:00 p.m. Always make a few more copies than may be needed.

**#5 may or may not be required:**

5. If an addendum is required the addendum form can be e-mailed to you. Fax a copy of the completed addendum form to Contract Services and call 667-5385 and request a copy of the current plan holders list. Contract Services faxes addendum to all planholders outside Whitehorse and the Project Manager (yourself) faxes to all planholders in Whitehorse. We will also attach the addendum to all remaining packages. If there are planholders that do not have fax numbers you can call and tell them to pick up the addendum at Contract Services or you can mail them a copy.
6. Tender closing date/time arrives
7. Public tender opening of both public and invitational tenders if processed by Contract Services. (results faxed to Project Manager, or they may attend the opening)
8. The next morning (there is NOT time before 5:00 pm the night before), the opened documents are reviewed by Contract Services. As soon as the documents have been reviewed the Project Manager will be notified.

**#s 10 to 12 are only required if it is a value-driven tender**

9. Complete the technical evaluation. \*Only evaluate information that has been submitted prior to tender closing\*
10. Complete "Price Envelope Opening Form" and fax to Contract Services at 393-6245. The "Price Envelope Opening Form" is included when the documents are given to the Contracting Authority for evaluation.
  - Price envelopes will be opened at 4:00 that day, along with any other tenders closing that day
  - Price envelope contents will be reviewed by Contract Services the following morning and the Project Manager will be notified when documents are ready to be picked up.
11. Complete the price evaluation
12. Contact successful contractor for a tender review meeting to discuss details of the contract
13. Award contract by writing award letter and getting contractor to sign contract
14. Send copy of award letter to Contract Services so that results can be input into our website. The website address is: <http://www.gov.yk.ca/tenders>
15. Ensure that contractor provides all required documentation eg. Insurance, WCB, Business Licence etc. before starting the work

**Contracting questions can be answered by calling our Contracting Hotline at 667-5385.**