

**2001-611 Audit of Bid Evaluation and Selection Methods in Quebec Region
ACTION PLAN**

RECOMMENDATION	ACTION PLAN	IMPLEMENTATION TIMETABLE
<p><i>1. That the RDG/Quebec take the actions required to ensure that all bid documents in the Quebec Region contain clearly stated evaluation criteria and selection methods and that all contracts are awarded in accordance with the bid documents.</i></p>	<p>A. The Quebec Region will train its purchasing officers in evaluation and selection methods.</p> <p>B. The Quebec Region will remind its purchasing officers to ensure that all bid documents clearly state the evaluation criteria and selection methods, and that all contracts are awarded in accordance with the bid documents.</p> <p>C. A post-contract audit based on a sample of contracts (more than \$25K and not including construction contracts) will be performed nine months after the buyer notification planned for January 2002 has been issued.</p>	<p>A. All purchasing officers attended a four-day training session on evaluation and selection methods in the fall of 2000. The audit covered contracts awarded in the 1999-2000 fiscal year (i.e. prior to this training). Purchasing officers will receive refresher training in 2002-03. Those who did not attend the training in 2000 will also receive four days of introductory training.</p> <p>B. The reminder will be issued during the month following the date this action plan is approved.</p> <p>C. The sample will be based on contracts from October 2002 to April 2003, and the audit will be completed by June 2003.</p>
<p><i>2. That the RDG/Quebec inform the ADM/SOSB once the required actions have been completed.</i></p>	<p>The RDG/Quebec will inform the ADM/SOSB once the required actions have been taken.</p>	<p>The communication will be issued during the month following the completion of the required actions.</p>