

# **Best Practices in Public Procurement**

MNL Avalon & Eastern Regional Meeting  
March 2024

# Agenda

- Introduction (5 mins)
- Common procurement issues for municipalities (5 mins)
- Recommended best practices (5 mins)
- Q&A Session (15 mins)

# Introduction

- Public Procurement Agency
- Public Procurement Framework

# Common Procurement Issues

1. Documentation Issues
2. Procedural Issues
3. Content Issues

# 1. Documentation Issues

- Lack of documentation in procurement files
- No internal supports for Framework compliance

## 2. Procedural Issues

- Lack of procedural language in solicitations
- Unpublished procedural changes
- Reliance on reserved rights
- Binding procurement tools

### 3. Content Issues

- Solicitations lack clarity expected submission content
- Restrictive specifications
- Hidden evaluation

# Best Practices

1. Documentation best practices
2. Procedural best practices
3. Content best practices

# Documentation Best Practices

- Procurement Document Checklist
- Internal SOP guide for procurement officials

# Procedural Best Practices

- NL Public Bodies procurement templates
- Non-binding procurement / rectification

# Content Best Practices

- Structure response documents
- Functional requirements

# Q&A Session

