



School District No. 61 (Greater Victoria)

Freedom of Information and Protection of Privacy Act
DISCLOSURE OF ACQUISITION DOCUMENTS

Request for Proposal

DOCUMENT	DISCLOSURE POLICY		
	Information Routinely Disclosed to Bidders	Records Disclosed If Requested	Not disclosed without the Manager of Purchasing/FOIP Coordinator's Approval
Purchase Requisition #, Proposal #, Requisitioning Department, Contact Person, Buyer's Name, Date of Newspaper Advertisement		✓	
Request for Proposal Documents		✓	
Evaluation criteria		✓	
Evaluation weightings, (if applicable)		✓	
List of bidders invited		✓	
Bidders meeting minutes (if applicable)		✓	
List of bidders responding	✓ A		
Successful bidder	✓ A		
Proposals received from bidders			✓
Total award price	✓ A		
Unit prices			✓
Evaluation committee members (decision maker) - identity		✓	
Evaluation committee members - notes and memoranda			✓
Evaluation of bids, summary of all evaluations, total award price only			✓
Negotiation information			✓
Briefing note recommending contract award (reasons for award)			✓
Signed contract or purchase order			✓
Bidders correspondence and responses			✓

A - releasable after contract award



School District No. 61 (Greater Victoria)

Freedom of Information and Protection of Privacy Act
DISCLOSURE OF ACQUISITION DOCUMENTS

Request for Tender

DOCUMENT	DISCLOSURE POLICY		
	Information Routinely Disclosed to Bidders	Records Disclosed If Requested	Not Disclosed Without Purchasing Manager's and FOI Coordinator Approval
Purchase Requisition #, Tender #, Requisitioning Department, Contact Person, Buyer's Name, Date of Newspaper Advertisement		✓	
Request for Tender documents		✓	
Evaluation criteria		✓	
Evaluation weightings		✓	
List of bidders invited		✓	
Bidders meeting minutes		✓	
List of bidders responding	✓ A		
Successful bidder	✓ A		
Tenders received from bidders			✓
Total award price	✓ A		
Unit prices			
Evaluation committee members (decision maker) - identity		✓	
Evaluation committee members - notes and memoranda			✓
Evaluation of bids, summary of all evaluations			✓
Negotiation information			✓
Briefing note recommending contract award (reasons for award)			✓
Signed contract or purchase order			✓
Bidders correspondence and responses			✓

A - releasable after contract award



School District No. 61 (Greater Victoria)

Freedom of Information and Protection of Privacy Act
DISCLOSURE OF ACQUISITION DOCUMENTS

Invitation to Quote

DOCUMENT	DISCLOSURE POLICY		
	Information Routinely Disclosed to Bidders	Records Disclosed If Requested	Not Disclosed Without Purchasing Manager's and FOI Coordinator Approval
Purchase Requisition #, Quotation #, Requisitioning Department, Contact Person, Buyer's Name			✓
Invitation to Quote		✓	
Evaluation criteria		✓	
Evaluation weightings		✓	
List of bidders invited		✓	
Bidders meeting minutes (if applicable)		✓	
List of bidders responding	✓ A		
Successful bidder	✓ A		
Quotations received from bidders			✓
Total award price	✓ A		
Unit prices			✓
Evaluation committee members (decision maker) - identity		✓	
Evaluation committee members - notes and memoranda			✓
Evaluation of bids, summary of all evaluations			✓
Negotiation information			✓
Briefing note recommending contract award (reasons for award)			✓
Signed contract or purchase order			✓
Bidders correspondence and responses			✓

A - releasable after contract award