

## CIRCULAR

TO: All Municipalities and Local Service Districts, Consultants, MNL, PMA

RE: Reminder of Procurement Record Requirements under Public Procurement Act, 2018

DATE: March 8, 2021

---

This circular is to serve as a reminder to all Municipalities and Local Service Districts funding recipients of their responsibilities under the *Public Procurement Act, 2018*. To be clear; while the Municipal Infrastructure Division provides funding and assistance for capital works projects, it is the responsibility of the public body (i.e. the Municipality or LSD) to maintain records related to their procurements as outlined below. Should some or all of the administration of these documents be completed by others on the recipient's behalf, they should be provided to the recipient

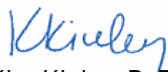
The following is found under Section 28 - Procurement Records of the *Public Procurement Regulations*:

- 1 A public body shall maintain comprehensive records relating to each procurement by that public body.
- 2 Procurement records shall be kept individually by procurement, shall relate to all phases of the procurement process, and shall be maintained in a central file.
- 3 Procurement records include the following:
  - (a) approved requisitions;
  - (b) quotation sheets;
  - (c) call for bids;
  - (d) amendments;
  - (e) bid submissions;
  - (f) evaluation documentation;
  - (g) contracts;
  - (h) supplier performance monitoring;
  - (i) change orders and extensions;
  - (j) any other correspondence relating to that procurement process; and
  - (k) those other procurement records which may be required by the chief procurement officer.
- 4 Procurement records may be created and stored electronically.

If you have any additional questions, you can reach out to your local MI Regional Office, or contact the Public Procurement Agency, at:

Public Procurement Agency  
30 Strawberry Marsh Road  
St. John's, NL A1B 4R4  
Tel: (709) 729-3348  
[Tenders@gov.nl.ca](mailto:Tenders@gov.nl.ca)

Sincerely,



Kim Kieley, P. Eng., FEC  
Director – Municipal Infrastructure  
Transportation and Infrastructure