



Winnipeg Regional Health Authority Office régional de la santé de Winnipeg
Caring for Health À l'écoute de notre santé

Logistics Services

***SUPPLIER
INFORMATION PACKAGE***

**300 – 5 Donald Street, Winnipeg, Manitoba, Canada, R3L 2T4
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Revised: October, 2017

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Winnipeg Regional Health Authority Office régional de la santé de Winnipeg
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Logistics Services

Dear Supplier:

Contracting Services, a department within the Logistics Services division of the WRHA, continues to evolve in its role as an organization that is acting on the behalf of designated health care sites for the purpose of establishing contracts for equipment, goods and services. The enclosed orientation package is intended to provide you with some background on the organization. It also includes a lot of pertinent information that will assist you in understanding our current procedures and processes.

If you have any questions relating to this orientation package, please seek clarification from any member of the Contracting staff or contact me directly at (204) 926-3721.

Yours truly,

Audrey Mulla
Director, Contracting Services
amulla@wrha.mb.ca



Winnipeg Regional Health Authority
Office régional de la santé de Winnipeg
Caring for Health À l'écoute de notre santé

LOGISTICS SERVICES

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MEMO

Date: October 31, 2013

To: WRHA Vendors

From: Peggy Maitland, Director, Regional Supply Chain

Subject: Implementation of Clinical Supply Formulary Policy

The WRHA has now implemented a new policy to establish and control a clinical supply formulary. You may access a copy of this policy “Clinical Supply Formulary #40.00.060”, along with other Logistics Services policies, on the internet at <http://www.wrha.mb.ca/about/policy/logistics.php>

It is important that your representatives are informed of this policy and aware of its contents as it will govern the introduction of new clinical supplies and practice changes within the Region.

Thank you for your assistance in the implementation of these changes that are intended to bring more efficiency, sustainability, accountability and evidence based decision making to our very important healthcare supply chain.

Should you have any questions regarding this implementation, please do not hesitate to contact either Peggy Maitland, Director Regional Supply Chain at 204-926-3720 or Audrey Mulla, Regional Manager Contracting Services at 204-926-3721. If you would prefer, you may send an email question to our general mailbox at Regional_Supply_Chain@wrha.mb.ca.

Key People Involved in Contracting (Roles and Responsibilities)

There are several key people involved in the development of regional contracts. The following provides you with a brief overview of each stakeholder group and their responsibilities.

Product Review Evaluation Standardization (PRES) Committee Members:

- represent their WRHA Clinical Program or Support Service area at committee meetings;
- maintain communication with their respective WRHA Programs and Contracting Services;
- identify the need for a work group when the initiative requires more user expertise;
- participate in PRES Committee decision making process; i.e. contract awards
- review and develop work plan for PRES related contract schedule and new initiatives;
- review problem registry reports and assist in the resolution of complaints as required.
- represent end-users in the PRES process and provide expert knowledge in user requirements;
- assist Contracting Services staff in the develop of standard generic specifications in preparation of a competitive bid;
- consult other end-users not represented on the Work Group, but require consultation;
- review contract development surveys for the purpose of confirming annual usage and finalization of requirements;
- assist Contracting Services staff in developing contract terms and conditions specific to the commodity;
- review bid analysis and make award decisions;
- assist Contracting Services staff and Materiel Management in the coordination of product evaluations;
- assess the impact of a product change; plan implementation of contract;
- participate in the Complaint Monitoring and Resolution Process

Note: a work group may be delegated many of the above responsibilities with the exception of making a contract award decision. The work group will make an award recommendation to the PRES Committee for their consideration.

Site Materiel Manager:

- working with Contracting Services to ensure that the PRES members have adequate site supports;
- responding in a timely manner to Contracting Services requests for data and information;
- working with Contracting Services in monitoring contract compliance;
- working with Contracting Services and applicable end-users with product/drug/service/equipment problem resolution and product/drug recalls;
- working with Contracting Services to facilitate logistical duties related to the coordination of evaluations at their sites;
- successfully implementing contracts awarded by PRES Committees.

Contracting Services Staff:

Contract Analyst

- assists the PRES or WG in identifying generic specifications
- works with the site Materiel Managers to collect usage information
- analyzes supplier bid responses and presents a summary to the PRES or WG
- facilitates sample and evaluation process
- works with stakeholders and suppliers to resolve complaints
- communicates with the PRES members, Materiel Management and suppliers

Contact Specialist

- assist the PRES or WG in identifying contract requirements
- writes competitive bid documents in accordance with competitive bid law
- ensure the integrity and confidentiality of the contract development process
- finalizes all contracts
- ensures fair and equitable treatment for suppliers
- communicates with the suppliers

Did you know...

1. Supply Chain Structure

Contracting Services is the regional contracting department for the WRHA. Each site still maintains their own purchasing and warehousing departments. We have a Regional Materiel Management Committee that is working towards a common information system, as well as regional standards of practice for purchasing, receiving and warehousing.

2. Contract Development Process

Contracting Services facilitates the contract development process only. We do not make any contract award decisions. The PRES Committees and Work Groups follow a process, which allows for consultation and ensures compliance to regional contracts. See Appendix C.

3. Contracting Opportunities

Contracting Services is responsible for contracting for regional requirements for supplies, services and equipment. We post all contracting opportunities on BiddinGo. Please see Appendix D for more details. For a copy of our standard terms and conditions please contact the Contracting Manager.

4. Site Visits

The WRHA has a Industry Relationships Policy that will provide guidance on the acceptable practice of supplier visits to the health care facilities within the WRHA. Please consult the site Materiel Manager before conducting any site visits.

5. New Products

Should you have a new product to introduce to the Winnipeg market we ask that you consult with Contracting Services staff before going to the facilities. Please see Appendix E for details. We will determine if it is appropriate to consider your new product and then we would communicate regionally via our Product Review Evaluation Standardization (PRES) Committees and the Regional Materiel Management Committee (RMMC).

6. Product Recalls

All product recalls are to be communicated to WRHA Contracting Services, as well as the facilities purchasing the product.

7. Health Canada- Food & Drug Act, Medical Device Regulations- Effective July 1, 1998

A Health Canada issued Medical Device Licence is required for all devices being sold in Canada. Distributors of Medical Devices also require an Establishment Licence. For more details please visit the Health Canada website: http://www.hc-sc.gc.ca/hpfb-dgpsa/tpd-dpt/index_devices_e.html
You may be asked to provide evidence of valid Medical Devices Licence(s) prior to WRHA purchase of Class II, III or IV devices.

8. Information Management

Should you have access to **personal or personal health information** while conducting business within the WRHA, you will be required to sign an Agreement which ensures the protection of the information against such risks as unauthorized access, use, disclosure, destruction or alteration, in accordance with The Personal Health Information Act (PHIA) (Manitoba), Freedom of Information and Protection of Privacy (FIPPA) Act (Manitoba) and the associated regulations. The site or Contracting Service may be asking you to sign the PHIA or FIPPA agreement.

9. Policies

The WRHA has several policies in place that support contracting activities.
Please see Appendix F.

10. Product Complaints

Contracting Services has a standard complaint form that is used throughout the WRHA facilities. Facility Staff fill out the form and submit it to Contracting Services whenever they have experienced a problem with a supply, service or piece of equipment. Contracting Services will notify you of the complaint and work with you and the facility to resolve the issue. See Appendix F for details on the associate policy and procedures.

APPENDIX A: Contracting Services Customers

Facility	Address			
Concordia Hospital Gayleen Jackmann, Material Manager	1095 Concordia Avenue Phone (204) 661-7230	Winnipeg	MB	R2K 3S8
Concordia Hospital Concordia Hip & Knee Institute	301 – 1155 Concordia Avenue	Winnipeg	MB	R2K 2M9
WRHA Deer Lodge Centre Site John Damm, Material Manager	2109 Portage Avenue Phone (204) 831-2160	Winnipeg	MB	R3J 0L3
WRHA Grace Hospital Site Allan Holmes, Materiel Management	300 Booth Drive Phone (204) 837-0463	Winnipeg	MB	R3J 3M7
WRHA Health Sciences Centre Site Mark Ogg, Director, Supply & Distribution Services	820 Sherbrook Street Phone (204) 787-1001	Winnipeg	MB	R3A 1R9
Misericordia Health Centre Robert Nyagudi, Manager, Supply Chain & Environmental Services	99 Cornish Avenue Phone (204) 788-8292	Winnipeg	MB	R3C 1A2
Riverview Health Centre Jim Friess, Manager, Materiel Management	1 Morley Avenue East Phone (204) 478-6210	Winnipeg	MB	R3L 2P4
St. Boniface General Hospital Sean McCarthy, Manager, Supply Chain	409 Tache Phone (204) 237-2188	Winnipeg	MB	R2H 2A6
Seven Oaks General Hospital Ade Aiku, Director, Material Services	2300 McPhillips Street Phone (204) 632-3145	Winnipeg	MB	R2V 3M3
WRHA Victoria General Hospital Jack Mui, Manager, Materiel Management	2340 Pembina Highway Phone (204) 477-3258	Winnipeg	MB	R3T 2E8
WRHA Nutrition and Food Services Division Regional Distribution Facility	345 DeBaets Street	Winnipeg	MB	R2J 3V6
WRHA Regional Laundry Services	1725 Inkster Blvd., Unit A	Winnipeg	MB	R2X 1R3
WRHA Regional Laundry Services	847 Manitoba Avenue	Selkirk	MB	R1A 2B2
Pan Am Clinic	75 Poseidon Bay	Winnipeg	MB	R3M 3E4
Pan Am Clinic MTS Iceplex	3969 Portage Avenue	Winnipeg	MB	R3K 1W4
Diagnostic Services of Manitoba (for Admin Support Only)	1502-155 Carlton Street	Winnipeg	MB	R3C 3H8

Facility	Address			
WRHA Corporate Offices	4 th Floor – 650 Main Street	Winnipeg	MB	R3B 1E3

WRHA Logistics Services	300 – 5 Donald Street	Winnipeg	MB	R3L 2T4
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Site	Address			
Churchill Health Centre – Operating Division of WRHA	Churchill Health Centre	Churchill	MB	R0B 0E0

Breast Health Clinic	608 – 400 Tache Avenue	Winnipeg	MB	R2H 3C3
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Women's Health Clinic Birth Centre	603 St. Mary's Road	Winnipeg	MB	R2M 3L8
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Manitoba Adolescent Treatment Centre (MATC) 120 Tecumseh Street Winnipeg MB R3E 2A9

WRHA Supply Chain – MeH Site Locations

Air Canada Building (200, 300, part of 7 th floor)	355 Portage Avenue	Winnipeg MB	R3B 0J6
Newport Building 8 th , 9 th and 11 th floor)	330 Portage Avenue	Winnipeg MB	R3C 0C4
WRHA Health Sciences Centre Harry Medovy Building	671 William Avenue	Winnipeg MB	
WRHA Health Sciences Centre John Buhler Building	772 – 715 McDermot Avenue	Winnipeg MB	
St. Boniface General Hospital	409 Tache	Winnipeg MB	
WRHA Health Science Centre	700 McDermot	Winnipeg MB	
WRHA Health Sciences Centre – Finance Building	791 Notre Dame Avenue	Winnipeg MB	R3E 0M1
eHealth	5 th Floor – 300 Carlton Street	Winnipeg MB	

WRHA Community Health Services Sites

Community Area	Community Office Location	Contact Name	Contact Telephone No.	Contact Fax No.
Point Douglas	601 Aikins Street Winnipeg, MB R2W 4J5	Michelle Leschyson	940-2095	940-2302
Centralized	PZ224-771 Bannatyne Ave Winnipeg, MB R3N 3E4	Debora Goods	787-5172	787-3283
River Heights	102-1001 Corydon Avenue Winnipeg, MB R3M 0B6	Cheryl Ennis	940-8357	940-2466
St. Vital	6-845 Dakota Street Winnipeg, MB R2M 5M3	Jo Anne Chartier	940-1692	255-4903
Downtown	425 Elgin Avenue Winnipeg, MB R3A 1P2	Nadine Coutu	940-1911	940-1933
Centralized	496 Hargrave Street Winnipeg, MB R3A 1T4	Merrilee Sigvaldason	619-2078	940-2690
Centralized	490 Hargrave Street Winnipeg, MB R3A 0X7	Theresa Perdonic	782-6873	
Seven Oaks	Unit 3-1050 Leila Avenue Winnipeg, MB R2P 1W6	Crystal Roman	938-5619	938-5609
Centralized	610 Portage Avenue Winnipeg, MB R3C 0G5	Kelly Pociuk	938-5423	940-8622
Centralized	755 Portage Avenue Winnipeg, MB, R3G 0N2	Francine Harder	940-2696	940-2468
Point Douglas Centralized	80 Sutherland Avenue Winnipeg, MB R2X 2T4	Linda Mallen (Interim) Carrie Dann	940-2486 940-3631	940-2574 940-8995
Crisis Response Team	817 Bannatyne Avenue Winnipeg, MB R3E 3N4	Shirley Chu	940-8464	940-8785

WRHA Community Health Services Quick Care Clinic Sites

Community Area	Community Office Location	Contact Name	Contact Telephone No.	Contact Fax No.
St. Boniface/St. Vital- Quick Care Clinic	170-115 Vermillion Street Winnipeg, MB R2J 4A9	Roxanne Hudson	940-8319	940-8381
St Boniface Quick Care Clinic	17 St Mary's Road Winnipeg, MB R2H 1H2	Kimberly McCarthy	940-4332	940-8200
St. James Assiniboine Quick Care Clinic	3250 Portage Avenue Winnipeg, MB R3K 0Y9	Mae Reyes	940-8453	940-8492
Point Douglas Quick Care Clinic	2-363 McGregor Street Winnipeg, MB R2W 4X4	Sue-Ann Hernaez	940-1963	940-3289
St Vital Quick Care Clinic	Unit 3-620 Dakota Street Winnipeg, MB R2M 3K1	Andrea Thomson	940-2211	940-1952
Inkster Seven Oaks – Quick Care Clinic	104-930 Jefferson Ave Winnipeg, MB R2P 1W1	Mary Ann Daza	940-8508	940-2359

WRHA Community Health Services Access Centre Sites

Community Area	Community Office Location	Contact Name	Contact Telephone No.	Contact Fax No.
St. Boniface	Accès Saint Boniface Access 170 Goulet Street Winnipeg, MB R2H 0R7	Christine Lord	940-2032	940-2082
		Andree Desorcy	940-4686	940-4686
St James Assiniboine	Access Winnipeg West 280 Booth Drive Winnipeg, MB R3J 3M7	Sharon Komyshyn	940-2057	940-2636
Fort Garry	Access Fort Garry 135 Plaza Drive Winnipeg, MB R3T 6E8	Val Sylvestre	940-2320	261-0888
Transcona	Access Transcona 845 Regent Avenue West Winnipeg, MB R2C 3A9	Kelly Pociuk	938-5423	938-5511
Keewatin	Access NorWest 785 Keewatin Street Winnipeg, MB R2X 3B9	Maria Crisostomo Lori Savage	938-5921 938-5922	938-5994
Downtown	Access Downtown 640 Main Street Winnipeg, MB R3B 0L8	Elizabeth Waite- Thompson	940-1771	940-2116
River East	Access River East 975 Henderson Highway Winnipeg, MB R2K 4L7	Cheryl Rutherford	226-3342	938-5119

Community Agencies

Agency	Address		
Hope Centre Health Care Inc.	240 Powers	Winnipeg MB	R2W 5L1
Klinic Community Health Centre	870 Portage Avenue	Winnipeg MB	R3G 0P1
Main Street Project Inc.	75 Martha Street	Winnipeg M	R3B 1A4
MFL Occupational Health Centre	102 – 275 Broadway	Winnipeg MB	R3C 4M6
Mount Carmel Clinic	886 Main Street	Winnipeg MB	R2W 5L4
Nor'West Co-op Community Health Centre Inc. (part of Access Nor-West)	785 Keewatin Street	Winnipeg MB	R2X 3B9
Sexuality Education Resource Centre Manitoba, Inc.	200 – 226 Osborne St. N.	Winnipeg MB	R3C 1V4
Women's Health Clinic, Inc.	Unit A, 419 Graham Avenue	Winnipeg MB	R3C 0M3
Clinique Youville Clinic Inc. (2 sites)	33 Marion Street	Winnipeg MB	R2H 0S8
Rehabilitation Centre for Children, Inc.	633 Wellington Crescent	Winnipeg MB	R3M 0A8
Nine Circles Community Health Centre Inc.	705 Broadway	Winnipeg MB	R3G 0X2
Reh-Fit Centre*	1390 Taylor Avenue	Winnipeg MB	R3M 3V8
Aboriginal Health and Wellness Centre of Winnipeg, Inc.	Suite 215 – 181 Higgins Ave	Winnipeg MB	R3B 3G1
Centre de santé Saint-Boniface Inc.	D1048 – 409 Taché	Winnipeg MB	R2H 2A6

Other			
Materials Distribution Agency (MDA)	7-1715 St. James St.	Winnipeg MB	R3H 1H3
The City of Winnipeg Fires Paramedic Services (WFPS)	2546 McPhillips St.	Winnipeg MB	R2P 2T2

Non Proprietary Personal Care Homes

PCH	Address			
Bethania Mennonite Personal Care Home, Inc.	1045 Concordia Ave.	Winnipeg	MB	R2K 3S7
3885136 Manitoba Association Inc. (operating as Calvary Place Personal Care Home)	1325 Erin Street	Winnipeg	MB	R3E 2S7
Concordia Place (operates under Concordia Hospital)	1000 Molson Street	Winnipeg	MB	R2K 4L5
The Convalescent Home of Winnipeg	276 Hugo Street, N.	Winnipeg	MB	R3M 2N6
Donwood Manor Personal Care Home Inc. (operating as Donwood Manor Personal Care Home)	171 Donwood Drive	Winnipeg	MB	R2G 0V9
Donwood Manor – Vahalla Cove Inc. (operating as Vahalla Cove Inc.)	15 Valhalla Drive	Winnipeg	MB	R2G 4G8

Donwood South Inc. (operating as Donwood South)	1245 Henderson Highway	Winnipeg	MB	R2G 1M1
Donwood Manor – Wpg. Condo Corp 297 (operating as Donwood West/Wpg. Condo)	1460 Portage Avenue	Winnipeg	MB	R3G 3M9
Donwood Manor – Elderly Persons Housing Inc. (operating as Donwood Manor EPH/Elderly Persons Housing)	165 Donwood Drive	Winnipeg	MB	R2G 2H9
Actionmarguerite Inc. (St. Vital) – Foyer Valade	450 River Road	Winnipeg	MB	R2M 5M4
Fred Douglas Society Inc.	1275 Burrows Avenue	Winnipeg	MB	R2X 0B8
Odd Fellows and Rebekahs Personal Care Home Inc. (Golden Links Lodge)	2280 St. Mary's Road	Winnipeg	MB	R2M 4A5
The Salvation Army Golden West Centennial Lodge	811 School Road	Winnipeg	MB	R2Y 0S8
Gwen Sector Creative Living Centre (Food Services contracts only)	1588 Main Street	Winnipeg	MB	R2V 1Y3
Holy Family Home, Inc.	165 Aberdeen Avenue	Winnipeg	MB	R2W 1T9
LHC Personal Care Home Inc. [Lions Personal Care Centre]	320 Sherbrook Street	Winnipeg	MB	R3B 2W6
Luther Home Corporation	1081 Andrews Street	Winnipeg	MB	R2V 2G9
Manitoba Baptist Home Society Inc. (Meadowood Manor)	577 St. Anne's Road	Winnipeg	MB	R2M 5B2
Middlechurch Home of Winnipeg (operates under WRHA)	280 Balderstone Road	Winnipeg	MB	R4A 4A6
Misericordia Place (operates under Misericordia Health Centre)	44 Furby Street	Winnipeg	MB	R3C 2A1
Park Manor Care	301 Redonda Street	Winnipeg	MB	R2C 1L7
Pembina Place Mennonite Personal Care Home Inc.	285 Pembina Hwy.	Winnipeg	MB	R3L 2E1
River Park Gardens (operates under WRHA)	735 St. Anne's Road	Winnipeg	MB	R2N 0C4
The Saul & Claribel Simkin Centre	1 Falcon Ridge	Winnipeg	MB	R3Y 1V9
Southeast Personal Care Home Inc.	1265 Lee Blvd.	Winnipeg	MB	R3T 5W8
St. Amant – River Road Place	440 River Road	Winnipeg	MB	R2M 3Z9
Actionmarguerite St. Joseph's	1149 Leila Avenue	Winnipeg	MB	R2P 1S6
Actionmarguerite Inc. (St. Boniface) – Tache Centre	185 Despins Street	Winnipeg	MB	R2H 2B3
West Park Manor Personal Care Home Inc.	3199 Grant Avenue	Winnipeg	MB	R3R 1X2

Proprietary Personal Care Homes

PCH	Address			
Revera Long Term Care Inc. operating as Beacon Hill Lodge	190 fort Street	Winnipeg	MB	R3C 1C9
Revera Long Term Care Inc. operating as Charleswood Care Centre	5501 Roblin Boulevard	Winnipeg	MB	R3R 0G8
Extendicare (Canada) Inc. operating as Oakview Place	2395 Ness Avenue	Winnipeg	MB	R3J 1A5
Extendicare (Canada) Inc. operating as Tuxedo Villa	2060 Corydon Avenue	Winnipeg	MB	R3P 0N3

Pembina Care Services Limited operating as Golden Door Geriatric Centre	1679 Pembina Highway	Winnipeg	MB	R3T 2G6
Revera Long Term Care Inc. operating as Heritage Lodge Personal Care Home	3555 Portage Avenue	Winnipeg	MB	R3K 0X2
Revera Long Term Care Inc. operating as Kildonan Personal Care Centre	1970 Henderson Highway	Winnipeg	MB	R2G 1P2
Revera Long Term Care Inc. operating as Maples Personal Care Home	500 Mandalay Drive	Winnipeg	MB	R2P 1V4
Revera Long Term Care Inc. operating as CPL Parkview Place	440 Edmonton Street	Winnipeg	MB	R3B 2M4
Revera Long Term Care Inc. operating as Poseidon Care Centre	70 Poseidon	Winnipeg	MB	R3M 3E5
River East Personal Care Home	1375 Molson Street	Winnipeg	MB	R2K 4K8
St. Norbert Personal Care Home Inc.	50 St. Pierre Street	Winnipeg	MB	R3V 1J6
Extendicare (Canada) Inc. operating as Vista Park Lodge	144 Novavista Drive	Winnipeg	MB	R2N 1P8

Rural Proprietary Personal Care Homes

PCH	Address			
Extendicare / Hillcrest Place Inc.	930 – 26 th Street	Brandon	MB	R7B 2B2
Extendicare / Red River Manor Inc.	133 Manchester Avenue	Selkirk	MB	R1A 0B5
Heritage Life PCH	111 2 nd Avenue S.	Niverville	MB	R0A 0A1
Tudor House Personal Care Home Health Corporation	800 Manitoba Avenue	Selkirk	MB	R1A 2C9
Revera Long Term Care Inc. operating as Valleyview Care Centre	3015 Victoria Avenue	Brandon	MB	R7B 2K2

APPENDIX B:**WRHA Contracting Services Staff Phone Listing
300 – 5 Donald Street
Phone # 204-926-3777
Fax # 204-957-7841**

First Name	Last Name	Phone #	Title	E-Mail Address
Audrey	Mulla	204-926-3721	Director, Contracting Services	amulla@wrha.mb.ca
Chris	Cendou	204-926-3724	Contract Analyst	ccendou@wrha.mb.ca
Gina	Petrasko	204-926-3727	Sr. Contract Specialist	gpetrask@wrha.mb.ca
Gwen	Connon	204-926-3728	Contract Specialist	gconnon@wrha.mb.ca
Jan	Soriano	204-926-3734	Contract Analyst	jsoriano@wrha.mb.ca
Jason	Tokariwski	204-926-3732	Sr. Contract Specialist	jtokariwski@wrha.mb.ca
Judith	Jaggard	204-926-3735	Contract Analyst	jjaggard@wrha.mb.ca
Kevin	Sigurdson	204-926-9239	Contract Specialist	ksigurdson@wrha.mb.ca
Kim	Reynolds	204-926-9238	Sr. Contract Specialist	kreynolds4@wrha.mb.ca
Lois	Braun	204-926-3722	Sr. Contract Analyst	bbraun@wrha.mb.ca
Marcie	Fenn	204-926-3743	Contract Specialist	mfenn@wrha.mb.ca
Michelle	Rogasky	204-926-9237	Sr. Contract Specialist	mrogasky@wrha.mb.ca
Mike	Hamilton	204-926-3736	Contract Analyst	mhamilton3@wrha.mb.ca
Pat	Roski	204-926-3730	Sr. Contract Analyst	portega@wrha.mb.ca
Richard	Roque	204-926-3725	Contract Analyst	rroque3@wrha.mb.ca
Silvana	Dupre	204-926-3738	Contract Specialist	sdupre@wrha.mb.ca
Tara	Robinson	204-926-3776	Contract Specialist	Trobinson2@wrha.mb.ca
Tony	Nascimento	204-926-3741	Contract Analyst	tnascimento@wrha.mb.ca
Tracy	Dunne	204-926-3733	Contract Specialist	tdunne@wrha.mb.ca
Tricia	Smith	204-926-3731	Contract Analyst	tsmith10@wrha.mb.ca

APPENDIX C: The Contract Development Process

- Step 1 **Contract Development Surveys** (which are used to determine which Sites will be participating in the Contract and also to obtain annual usage/volumes) are sent to the Sites Materiel Management Departments by Contracting Services
- Step 2 **Usage/Volumes are summarized** by Contracting Services and presented to the Work Group (if applicable) or to the PRES (if no Work Group) (via email, fax or meeting)
- Step 3 **Work Group/PRES Meeting:** Work Group (if applicable) or PRES (if no Work Group) meet to **discuss specification requirements** on behalf of their respective Sites or Programs, Scope of the Contract and to determine the Evaluation Criteria. More than one meeting may be required, depending on the complexity of the initiative.
- Step 4 **Specifications, Scope and Evaluation Criteria are finalized** and approved by the Work Group (if applicable) or PRES (if no Work Group). (approved by minutes if meeting is called; approved by email if no meeting)
- Step 5 Contracting Services drafts the competitive bid document (RFT/RFP) **incorporating the above and posts on the internet where all potential bidders can access.** Once RFT/RFP closes, Contracting Services **pre-screens the bids for mandatory compliance and then** summarizes the bid information.
- Step 6 Work Group/PRES Meeting: **Work Group or PRES meet** to review the bid analysis **as presented by Contracting Services.**
- Step 7 Review of Samples provided or Full Product Evaluations **may take place if deemed required in accordance with the Evaluation Criteria.** **Contracting Services will coordinate based on Work Group or PRES direction. Work Group or PRES members and Site Materiel Managers will be directly involved.** Results will be used by the Work Group or PRES to facilitate the contract award recommendation.
- Step 8 **PRES Meeting: Contract award recommendation as made by the Work Group is presented by Contracting Services for approval by the PRES.** This can also be done via email ballot. Note: Only the PRES Committees can award contracts. Please refer to Terms of Reference. (This step only applies if the PRES did not make the award decision in Step 7)
- Step 9 **Contracting Services will draft appropriate contract documents and notify both the successful and unsuccessful Bidders as well as the Site Materiel Managers.** (Note: pricing is not disclosed to the unsuccessful Bidders)
- Step 10 **Education and training for major conversions are coordinated** between the Site and the Supplier. Contracting Services will coordinate the initial set up at the time of award.
- Step 11 **Contract is monitored** during the term of the Agreement. Any complaints regarding a contract are to be submitted to Contracting Services via the standard **“LS Complaint Form”** available in all Site Materiel Management Departments. Any updates to the contracts are issued by Contracting Services to the Materiel Managers and PRES

APPENDIX D: Contract Opportunities

In September 1994, all the provinces and territories signed the Agreement on Internal Trade. The objective of this agreement was to reduce and eliminate, to the extent possible, barriers to the free movement of persons, goods, services and investments within Canada and to establish an open, efficient and stable domestic market. A component of this agreement affected the procurement practices of the federal and provincial governments. Subsequent negotiations were held to expand the scope of this agreement to include other publicly funded organizations.

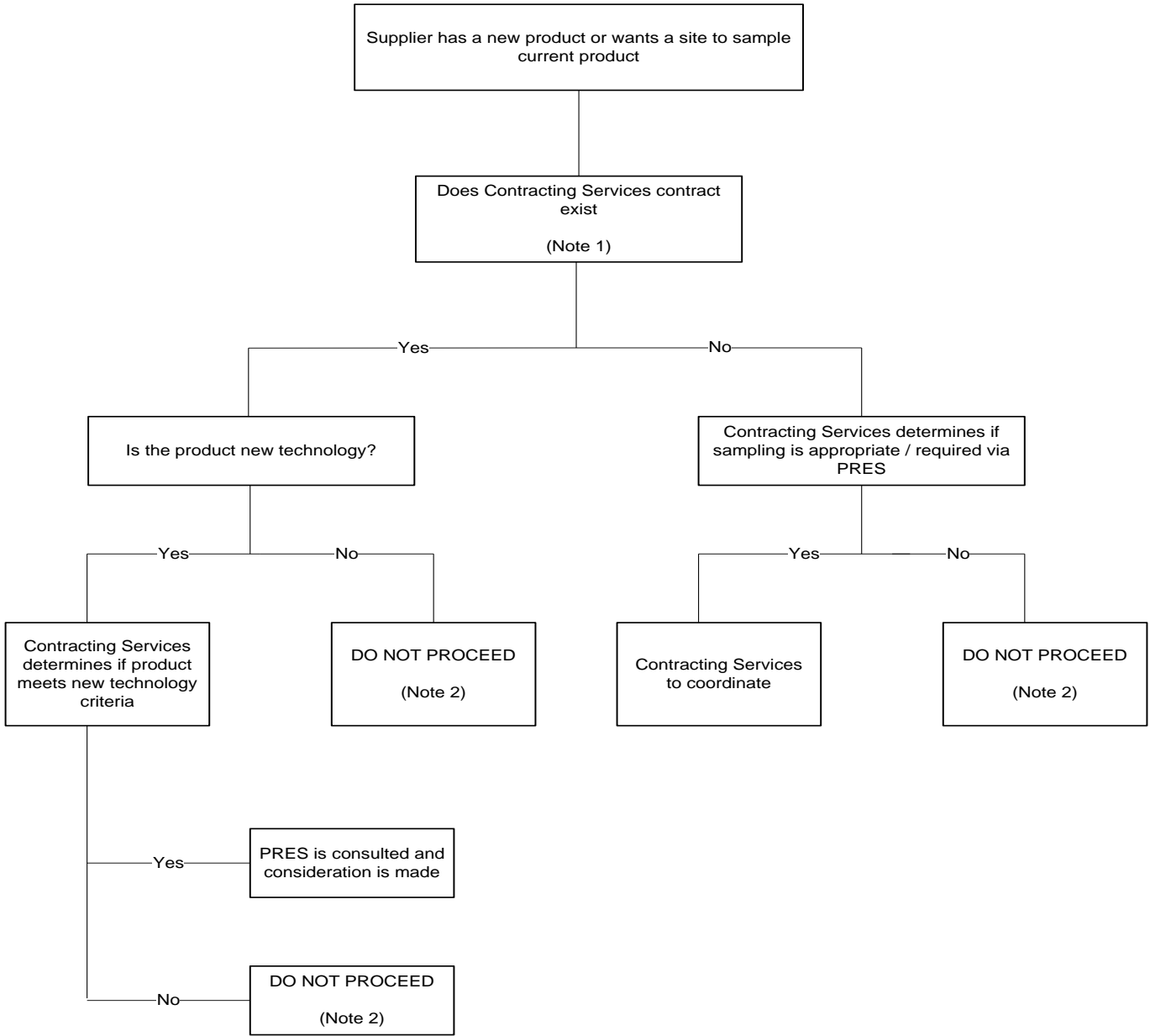
July 1, 1999 marked the effective date that the MASH sector became subject to the Agreement on Internal Trade (AIT). The MASH sector includes municipalities, school boards and publicly funded academic, health and social services organizations. The AIT applies to MASH sector procurement of goods and services over \$100,000 and construction over \$250,000. The complete text of the agreement and the MASH Annex can be found at www.intrasec.mb.ca.

The objective of providing fair and equitable access to contracts includes the requirement to publish tenders on an electronic tendering system or systems that are low cost, easy to use and readily accessible across Canada. WRHA Contracting Services is in compliance with this agreement. We currently post all contract opportunities on Biddingo, for further information on how to subscribe, go to www.Biddingo.com or call (416) 756-0955 to contact Biddingo e-Tendering Specialists.

Experience to date has been that several more vendors have responded to our Request for Tenders/Proposals and most of them are known suppliers but had not been specifically identified as carrying the product line on the Tender. In this time of mergers, acquisitions and restructuring it can be difficult keeping track of which suppliers carry which product lines. Using Biddingo to publicize our Tenders will be a valuable tool to make sure we don't exclude potentially viable suppliers from our bidding process.

APPENDIX E:

NEW PRODUCTS GUIDELINE



Note:

1) Suppliers to consult Contracting Services to determine if a contract exists

2) Failure to comply may result in appropriate action (e.g. limiting vendor access to sites or supplier exclusion from future competitive bids)

APPENDIX F:

WRHA Policies

1. **Complaint Monitoring and Resolution (40.00.050)** – This policy supports the Complaint Monitoring and Resolution Process and complaint form detailed earlier in this package.
2. **Contract Compliance (40.00.030)** – It is mandatory for all participating facilities to participate in the Contracting Services contract. This will ensure all contractual obligations are met and provide structure to ensure that the decisions made by the PRES Committee are supported and implemented.
3. **Conflict of Interest (20.10.011)** – This policy assists our stakeholders identify a conflict of interest.
4. **Purchasing (30.10.130)** – This policy provides ensure all suppliers are treated fairly and equitability.
5. **Product Review Evaluation Standardization (40.00.070)** – This policy ensures there is a method of delivering flexible, responsive and customer focused services in order to obtain high quality, cost effective goods and services through Contracting Services contracts. The Contract Development Process supports this policy.
6. **Industry Relationships Policy (10.00.110)** – This policy provides guidelines in an effort to manage interactions between WRHA representatives and Industry through a standard of conduct and allows for transparency and accountability related to potential, perceived or real conflicts of interest.
7. **Visitors and Control of Traffic – Operating Room (including Obstetrical Operating Room) (110.220.050)** – This policy is important to vendor having direct contact with the Operating Rooms.

Copies of these policies can be obtained from WRHA Contracting Services or by going to:
<http://www.wrha.mb.ca/about/busopp/index.php>.