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<b>Name:</b>	<b>Procurement – Disclosure of Information</b>
Policy Number:	4-1008
Origin:	Financial Services
Approved:	1 September 2007
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
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The University has an obligation to provide follow up information to vendors who have participated in a competitive procurement process. However, the University has established guidelines on what information is appropriate to disclose and what information should remain confidential on the grounds that it may compromise a vendor's competitive position. Therefore, departments should refer all requests for information on competitive awards to Procurement Services.

Where vendors make a request for a disclosure of information, Procurement Services will debrief the vendor on the evaluation of their proposal; under no circumstances will a vendor receive information relating to a competitor's submission. In instances where the competition was advertised publicly, the results of the competition will be posted in a like manner.

Where a vendor is not satisfied with the information disclosure process they may submit a written request to the Director of Financial Services for additional review.