

**Ontario Association of Architects  
2024 Admission Course  
Bid Theory and Bid Practice**

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**Description**

This session will review the legal framework in which construction bidding – and other forms of procurement – are carried on. This session will also review a set of Instructions to Bidders in an effort to demonstrate how theory and practice merge. The rationale for various clauses in the Instructions to Bidders will be explained.

**Part 1: Introducing Contract A: “The Bidding Contract”**

**Bid Theory/Development of the Bidding Contract**

- Glossary of Terms
- What’s a Contract?
- Old Fashioned Bidding
- The “Big Bang”: The Birth of Contract A
- Contract A for Owners/Contractors
- The Architect’s Responsibilities
- Broader Public Sector Bidding/Procurement

**Part 2: Instructions to Bidders/Building the Bidding Contract**

- How to Approach Bid Documents
- Contract A: or not?
- Sample Instructions to Bidders
- Review of clauses
- Some troublesome issues
- Broader Public Sector requirements

**Reference Materials:**

The reference materials listed here may be obtained from the OAA or from other sources. In particular, attendees should review CCDC23-2005 which provides a general background to this program.

- OAA Practice Bulletins B.10 Bidding – Pre-Qualification of Contractors
- OAA Practice Bulletins, B.10a. Bidding – Bid Time
- Ontario Bid Depository – Standard Rules and Procedures
- CCDC23-2005 - A Guide to Calling Bids and Awarding Contracts
- Bidding and Tendering: What is the Law? – Fourth Edition by Paul Sandori and William M. Pigott
- Broader Public Sector Procurement Directive, issued by Management Board of Cabinet and effective April 1st, 2011
- Broader Public Expenses Directive, issued by Management Board of Cabinet and effective April 1, 2011 (with respect only to expenses that may be paid to contractors and consultants)