Dear LAS Member,

Re: LAS Municipal Group Buying Program – CFTA Compliance

Thanks for your interest in the Municipal Group Buying Program. By participating in this Program your municipality is participating in a buying group and we want to ensure you remain in compliance with trade agreements. Therefore, when purchasing under this Program, the Canadian Free Trade Agreement (CFTA) requires the following:

> *7. A procurement entity shall publish a notice of its participation with the buying group at least annually on one of the tendering websites or systems designated by its Party. That notice shall direct potential suppliers to the buying group tender notices website if it is different from its Party's tendering websites or systems.*

It is recommended that your municipality's declaration be posted on the public notice website your municipality uses to posts competition documents for a minimum of two weeks.

To create your municipality's declaration, copy and paste the paragraph below onto a document with your municipality's letterhead. The following language should satisfy the requirements of the CFTA:

> **[Insert Organization Name] intends to participate in the LAS Municipal Group Buying Program between [month/year to month/year OR for indefinite term projects include one year only and post annually]. For further information and access to LAS request for proposal (RFP) notices, please review the website at www.las.on.ca.**

The above notice can be used for our program offerings including tires, office supplies, traffic supplies, fleet management, culverts, ground engagement, and/or the capital purchase program. Due to the RFP/Tendering process being completed on behalf of the municipalities on the programs listed above, the requirements of the CFTA have been met and your municipality can defer to the third party who undertook the procurement process.

For additional information on the CFTA process, please contact:

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