

# Procurement By-law Update 2022

Presentation to CSSRA - January 10, 2022

# Procurement Services

## WHO WE ARE

Manager of Procurement Services:

**Melissa Mordue**

Senior Buyers:

- **Colleen Selkirk**
- **Rahul Kulkarni**
- **Derek White**

Administrative Assistant,

Procurement and Financial Services:

**Sylvia Geron**

## WHAT WE DO

- Centralized procurement for ongoing or higher value/higher risk goods & services
- Risk mitigation, procurement compliance and process execution
- Facilitate City spend in an accountable, transparent and ethical manner

# Procurement Model

The City utilizes both a Centralized and Decentralized approach to procuring Goods and Services. The model used is generally defined by the estimated spend, complexity of need, and whether or not the requirement is ongoing.

## Centralized Procurement

- Performed by both **Procurement Services** and **Engineering Services** (road and construction related tenders only), over \$50,000

## Decentralized Procurement

- Delegated to Directors up to and including \$50,000
- Utilized for lower spend/lower risk, onetime City requirements

# By-law Requirement

- To comply with the Municipal Act (section 270 (1) 3)
- Ethical, accountable, fair, open and transparent procurement practices
- Establishes defensible procurement processes, fiscal responsibility and risk mitigation
- Provides vendors a clear guide on City process, requirements and approvals

# Consultation

## Internal

- Procurement Services performed a thorough review with collaboration from:
  - Legal
  - EICS
  - IT
  - Finance
  - Internal Auditor

## External

- Review of neighboring municipal By-laws to capture and fill any gaps in the City's policy
- Review of CETA/CFTA to ensure required compliance was captured

# By-law Format

- Part 1 – Goals, Definitions and Directives
- Part 2 – Roles and Responsibilities
- Part 3 – Procurement Process
- Schedule A – Procurement Method and Approval Authority
- Schedule B – Bid Irregularities
- Schedule C – Procurement Policy Exemptions
- Schedule D – Non-Competitive Procurement

# Noteworthy Updates

## **Over Budget Bids**

- CFO may approve over budget bids, under specific circumstances and thresholds

## **Council Break Approvals**

- Previously approved through by-law amendment, now incorporated into by-law to allow the award of bids over 5 million dollars where extended council breaks occur

## **Financial Threshold Increases**

- Direct purchase adjusted from \$5,000 to \$10,000
- 3 quotes required adjusted from \$25,000 to up to \$50,000
- Competitive procurements adjusted from over \$25,000 to over \$50,000

# Next Steps

- Upon Council approval, Procurement Services will develop internal communication and awareness campaign, along with updated Procurement 101 Training in empcentre for staff
- All other applicable process and procedural related documents (forms, SOPs) will be updated



# Comments or Questions?

Thank you for your time.