

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.