

THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: COLLABORATIVE PROCUREMENT

POLICY NO.: 15.A.06

Section:	Procurement		
Effective Date:	July 1, 2023	Date of Last Review:	June 26, 2023
Approval Authority: Administration	Policy Owner: DCM, Legal and Administrative Services & City Solicitor		

POLICY STATEMENT

The City may participate with a Collaborative Procurement Organization in Collaborative Procurement initiatives where it is in the best interests of the City to do so.

PURPOSE

The purpose of this policy is to create a uniform approach to all Collaborative Procurement opportunities and arrangements that the City may be and/or become involved with.

SCOPE

This policy applies to all City of Vaughan Collaborative Procurement(s), whether opportunities are coordinated by the City as the Lead Agency, or opportunities where the City is involved as a Participating Organization.

LEGISLATIVE REQUIREMENTS

The *Municipal Act, 2001*, S.O. 2001, Chapter 25, Part VI, Section 270(1) stipulates that a municipality shall adopt and maintain policies with respect to its procurement of goods and services.

Corporate Procurement Policy #15.C.03 was adopted by Council on May 16, 2023.

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DEFINITIONS

1. **“City”** means The Corporation of the City of Vaughan.
2. **“Department”** means an organizational unit of the City headed by a Director.
3. **“Collaborative Procurement”** means a Procurement process conducted jointly by the City and one or more Collaborative Procurement Organization.
4. **“Collaborative Procurement Organization”** may include organizations such as the municipalities, academic, schools, hospitals sector and any local board, commission, government entity, group purchasing organization, and purchasing cooperatives.
5. **“Low Dollar Purchase (LDP)”** means Low Dollar Purchases facilitated by Departments to directly procure goods and/or services up to and including a maximum of five thousand dollars (\$5,000) exclusive of HST, without the need for a formal Procurement process.
6. **“Procurement Services”** means the Department organizational unit responsible for the Procurement of Goods and/or Services for the City.

POLICY

1) General Requirements

- 1.1 The City may participate with a Collaborative Procurement Organization in Collaborative Procurement initiatives where it is in the best interests of the City to do so, with the approval of Procurement Services.
- 1.2 In planning for procurements with Departments, Procurement Services will work with Departments to confirm if a Collaborative Procurement opportunity aligns with operational and/or capital requirements.
- 1.3 If it is determined that a Collaborative Procurement opportunity exists, the Department shall submit their specifications and/or scope of work to Procurement Services. Procurement Services will review and confirm that City requirements can be incorporated into any resulting Collaborative Procurement Agreement.

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1.4 Procurement Services will work with the Department and Legal Services to ensure any Collaborative Procurement Agreement is customized as necessary to integrate all City requirements.

2) Planning for Collaborative Procurements

2.1 Procurement Services will support Departments in the review of potential Collaborative Procurement Agreements that may meet the City's requirements through the Annual Procurement Plan.

2.2 Procurement Services will make recommendations to utilize Collaborative Procurements where available, to replace non-competitive procurements i.e., Low Dollar Purchases.

2.3 Procurement Services will notify Departments of available and/or ad-hoc Collaborative Procurement opportunities.

3) Reporting

3.1 Procurement Services will report on Collaborative Procurement activity as part of the bi-annual procurement activity reports to City Council.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	Other (specify) 4 Years	Next Review Date:	June 26, 2027
Related Policy(ies):	15.C.03 – Corporate Procurement Policy		
Related By-Law(s):			
Procedural Document:			
Revision History			
Date:	Description:		
26-Jun-23	Approval of Policy		
10-Jul-23	Review Schedule updated to align with Corporate Procurement Policy		