

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 24, 2014**

Item 59, Report No. 30, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 24, 2014.

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**PRE-QUALIFICATION PROCESS**

The Committee of the Whole recommends:

- 1) That the following member's resolution submitted by Regional Councillor Di Biase, dated June 17, 2014, be received; and
- 2) That Confidential Communication C4, from the Commissioner of Legal & Administrative Services/City Solicitor, dated June 12, 2014, be received.

**Member's Resolution**

Submitted by Regional Councillor Michael DiBiase

**Whereas**, the City of Vaughan is committed to a transparent and fair tendering/bid process; and,

**Whereas**, the City of Vaughan in June of 2013 developed "NEW PROCESSES AND PROCEDURES" that was immediately implemented into major projects which included the Civic Centre Resource Library and Father Ermanno Bulfon Community Centre projects; and,

**Whereas**, the City has received complaints and inquiries from multiple bidders regarding the pre-qualification process for these two projects; and

**Whereas**, at least two members of Council have raised concerns regarding the pre-qualification process involving these two projects; and,

**Whereas**, an audit or review of processes is not an uncommon practice; and, the City's auditor has audited other processes and capital projects for compliance to policies and procedures as part of his departmental audit program; and

**It is therefore recommended** in keeping with the City's commitment to continuous improvement, that a review of the pre-qualification process involving these two projects be done immediately by the City Auditor. This will allow the City to evaluate the process in greater detail and potentially identify opportunities to make continuing improvements to the City's business practices and procedures.

The review of the submissions should include but not limited to the following:

1. **That** the information submitted fully complied with the strict criteria listed in the bid documents; and,
2. **That** the scoring be reviewed to ensure consistent application of the scoring principles and awarding of points to each bidder as set out in the bid documents; and,
3. **That** the request and collection of references was done as per the City's procedures and the awarding of points for each category was done in a consistent manner.

**Attachments**

n/a

## MEMBER'S RESOLUTION

<b>Meeting/Date:</b>	<b>COMMITTEE OF THE WHOLE - JUNE 17, 2014</b>
<b>Title:</b>	<b>PRE-QUALIFICATION PROCESS</b>
<b>Submitted by:</b>	<b>Regional Councillor Michael Di Biase</b>
<p><b>Whereas</b>, the City of Vaughan is committed to a transparent and fair tendering/bid process; and,</p> <p><b>Whereas</b>, the City of Vaughan in June of 2013 developed “ NEW PROCESSES AND PROCEDURES” that was immediately implemented into major projects which included the Civic Centre Resource Library and Father Ermanno Bulfon Community Centre projects; and,</p> <p><b>Whereas</b>, the City has received complaints and inquiries from multiple bidders regarding the pre-qualification process for these two projects; and</p> <p><b>Whereas</b>, at least two members of Council have raised concerns regarding the pre-qualification process involving these two projects; and,</p> <p><b>Whereas</b>, an audit or review of processes is not an uncommon practice; and, the City's auditor has audited other processes and capital projects for compliance to policies and procedures as part of his departmental audit program; and</p> <p><b>It is therefore recommended</b> in keeping with the City's commitment to continuous improvement, that a review of the pre-qualification process involving these two projects be done immediately by the City Auditor. This will allow the City to evaluate the process in greater detail and potentially identify opportunities to make continuing improvements to the City’s business practices and procedures.</p> <p>The review of the submissions should include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. <b>That</b> the information submitted fully complied with the strict criteria listed in the bid documents; and,</li> <li>2. <b>That</b> the scoring be reviewed to ensure consistent application of the scoring principles and awarding of points to each bidder as set out in the bid documents; and,</li> <li>3. <b>That</b> the request and collection of references was done as per the City’s procedures and the awarding of points for each category was done in a consistent manner.</li> </ol>	

Respectfully submitted,

**Attachments**

n/a