

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018**

Item 3, Report No. 3, of the Finance, Administration and Audit Committee, which was adopted, as amended, by the Council of the City of Vaughan on March 20, 2018, as follows:

***By receiving Communication C4 from the Chief Financial Officer & City Treasurer, dated March 19, 2018.***

### **3 PROCUREMENT ACTIVITY REPORT – Q4 AND YEAR-TO-DATE ENDING DECEMBER 31, 2017**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Chief Financial Officer and City Treasurer, dated March 5, 2018:

#### **Purpose**

This report provides details of the Procurement activities undertaken in Q4 2017 and year-to-date ending December 31, 2017.

#### **Recommendation**

1. The Q4 2017 Procurement Activity Report be received.

#### **Report Highlights**

- In Q4 2017, 96 contracts were awarded for \$22.0 million.
- During Fiscal 2017, 406 contracts were awarded worth \$81.4 million.
- 24 of these contracts, with a value of \$29.5 million, were awarded during Q1, before the implementation of the revised policy.
- The remaining 382 contracts, totaling \$51.9 million, were awarded in accordance with the new procurement policy, approved by Council on March 21, 2017.
- The combined fourth quarter average cycle time to award Tender and Request for Proposal (RFP) contracts improved by 20.5 business days, or 34.3%, when compared to the first quarter.

#### **Background**

This report has been prepared in compliance with the City's Corporate Procurement Policy.

## CITY OF VAUGHAN

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#### Item 3, FAA Report No. 3 – Page 2

The Policy sets out the Delegation of Authority to Award at various levels of the organization for procurement related activities, and requires the Director of Procurement Services to report the awards to Council on a quarterly basis.

The following table provides a summary of the Delegation of Award Authority per the Policy.

**Table 1: Delegation of Authority to Award per the Corporate Procurement Policy**

	Competitive Procurement	Non-Competitive Procurement		
	Tenders/RFP/RFQ	Sole Source	Single Source	Emergency
Manager	≤\$25,000	Nil	Nil	≤\$10,000
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Deputy City Manager/ Chief	\$100,001-\$500,000	\$25,001-\$50,000	\$25,001-\$50,000	\$25,001-\$50,000
City Manager	>\$500,000	>\$50,000	\$50,001-\$100,000	>\$100,000
Council	Quarterly Reporting		>\$100,000	

#### Previous Reports/Authority

[http://www.vaughan.ca/council/minutes\\_agendas/AgendaItems/Finance0306\\_17\\_1.pdf](http://www.vaughan.ca/council/minutes_agendas/AgendaItems/Finance0306_17_1.pdf)

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Item 4, Report No. 14, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on December 11, 2017.

#### Analysis and Options

**In the fourth quarter, 96 Procurement transactions worth \$22.0 million were processed**

Procurement Services processed 72 competitive bids valued at \$21.4 million and 24 non-competitive bids valued at \$0.6 million. Non-competitive bids comprise 2.6 per cent of the total approved award value, compared to 7.8 per cent during the same quarter last year.

Year-to-date, Procurement Services has processed 276 competitive bids valued at \$75.6 million and 130 non-competitive bids valued at \$5.8 million. Non-competitive bids

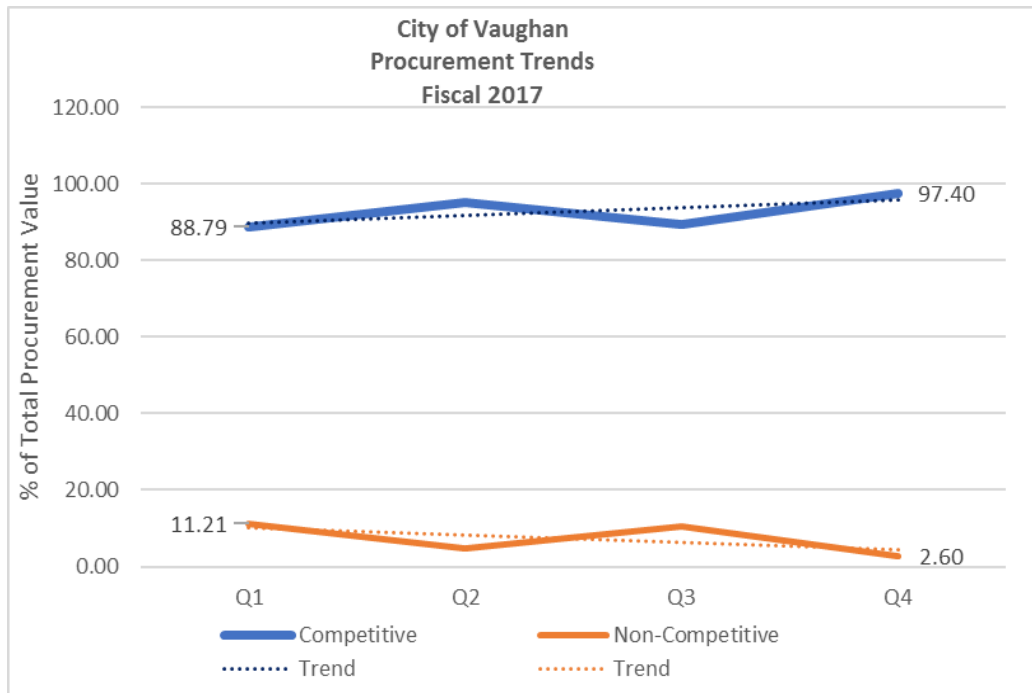
## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018

#### Item 3, FAA Report No. 3 – Page 3

comprise 7.1 per cent of the total approved award value, representing a 2.7 percent reduction over last year fiscal year.

The following chart shows the Fiscal 2017 Competitive vs Non-Competitive trends, expressed as a percentage of the total procurement value.



Attachment 1 provides a breakdown of the 96 procurements by type, and by delegated authority, that were awarded during the fourth quarter.

Attachment 2 categorizes the 96 procurements by Portfolio/Office, and by procurement type, that were awarded during the fourth quarter.

Attachment 3 summarizes the competitive and non-competitive procurement activity for Quarter 4 and Year-to-Date ending December 31, 2017.

Attachment 4 provides the procurement activity for Quarter 4 and Year-to-Date Ending December 31, 2017

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018**

Item 3, FAA Report No. 3 – Page 4

#### **Departments processed an additional \$1.1 million in Purchasing Card (PCard) transactions**

To provide City employees with the flexibility to conduct day-to-day business, departments have the authority to purchase goods and services using PCards. As of December 31, 2017, there were 280 approved PCard holders throughout the City of Vaughan and Vaughan Public Libraries, compared to 157 PCard Holders during the same quarter last year.

During the fourth quarter, departments processed 2,705 PCard transactions worth \$1.1 million, averaging \$409 per transaction. Analysis shows that over 50 percent of the PCard transactions are primarily for low value operating supplies, advertising, professional memberships, training, seminars and travel-related services.

#### **Departments processed an additional \$1.8 million in Low Dollar Module (LDM) Purchase Orders**

During the same reporting quarter, there were 1,774 LDM purchase orders issued, totaling \$1.8 million with an average of \$1,008 per transaction. Over 56 percent of the LDM procurements were for materials and supplies. Procurement Services staff continue to review and monitor these transactions with client departments to determine if alternative procurement methods could be considered.

The introduction of LDM Purchase Orders through JDE has provided a more robust reporting tool, allowing the distribution of monthly reports to departments with information on their LDM purchases. It also provides Procurement Services with the ability to review the types of procurements made, and engage in meaningful conversations with departments regarding spend patterns and alternate procurement methods that could be exercised. This will help facilitate the departments' procurement needs while leveraging the City's buying capacity to obtain the best value for the money spent.

#### **One (1) Co-operative contract valued at \$9,758,700 was awarded**

The City may participate with other levels of government, municipalities, boards, agencies, commissions or public-sector entities where such plans are determined to be in the best interests of the City. Co-operative contracts are competitive procurements undertaken by other agencies. If the City participates with another organization, the City shall adhere to the policies of the organization calling the Co-operative bid.

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018

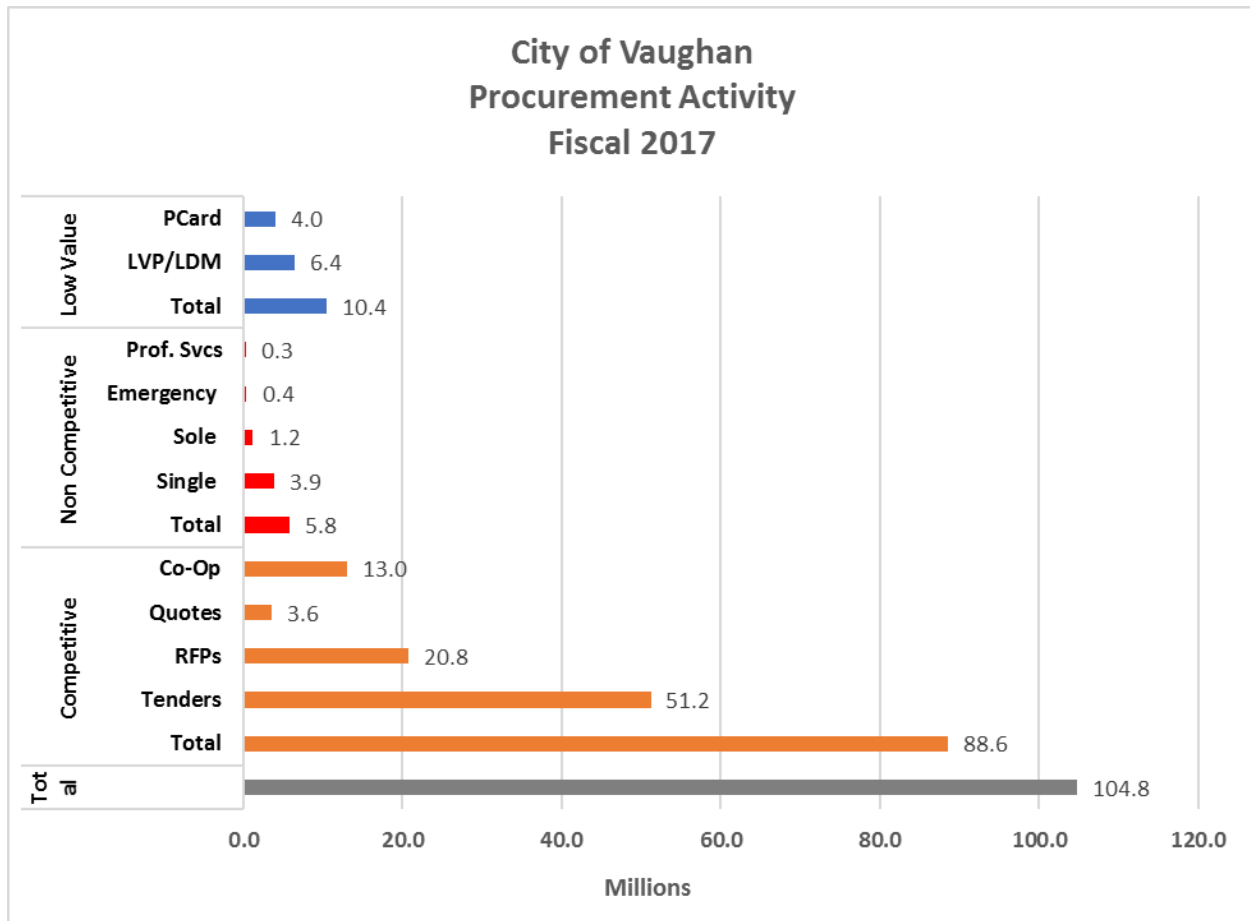
#### Item 3, FAA Report No. 3 – Page 5

During the fourth quarter, the City participated in one (1) Co-operative contract with the York Purchasing Co-operative (YPC). The Vendor, Compass Mineral Canada Corporation, will supply and deliver bulk Sodium Chloride (Highway Coarse Rock Salt) for a three (3) year contract term, with an option for two (2), one (1) year extensions.

Attachment 5 provides a summary of Other Procurement Activity for Quarter 4 and Year-to-Date Ending December 31, 2017.

#### **Total Procurement spend for Fiscal 2017 was \$104.8 million**

The Procurement spend for Fiscal 2017 included Competitive awards worth \$88.6 million, Non-Competitive awards worth \$5.8 million and Low Value Purchases worth \$10.4 million.



## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018

#### Item 3, FAA Report No. 3 – Page 6

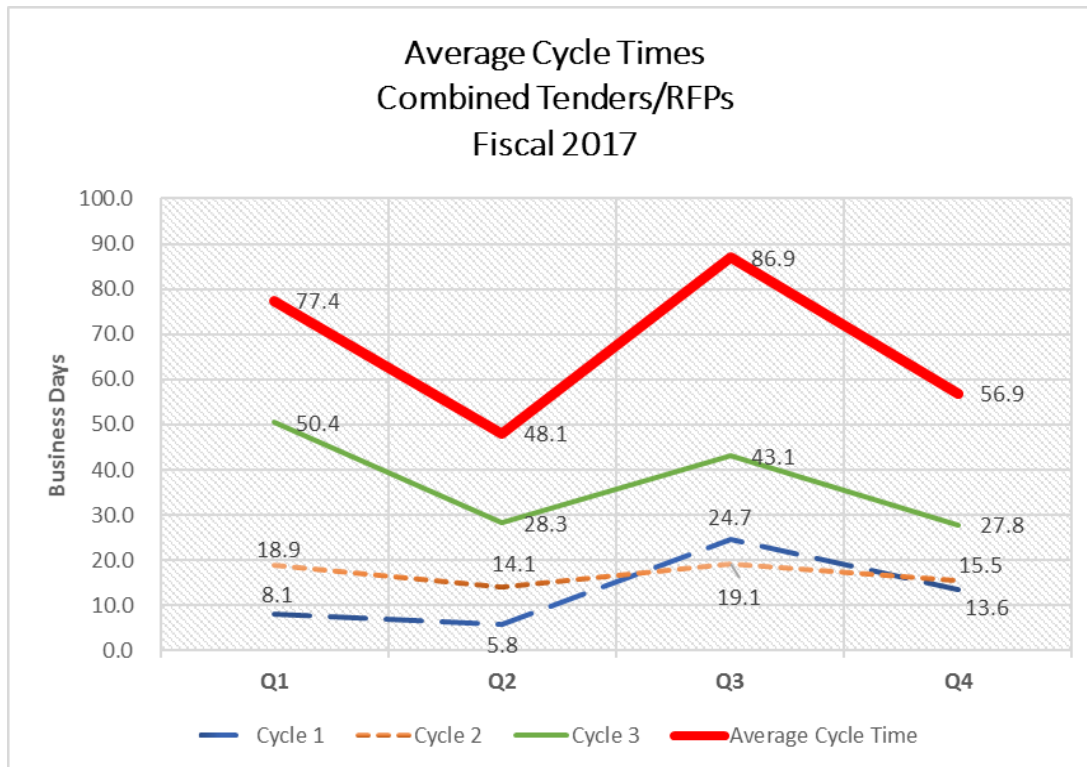
The combined fourth quarter average cycle time to award Tenders and Request for Proposals (RFPs) contracts improved by 20.5 business days, or 34.3%, when compared to the first quarter.

The Council-approved revised Corporate Procurement Policy, with the new delegation of award authority, enabled the City to procure and award its goods, services and construction within shorter timeframes.

The combined fourth quarter average cycle time to award Tenders and Request for Proposals (RFPs) contracts improved by 20.5 business days, or 34.3%, when compared to the first quarter.

Procurement project delivery time was reduced significantly in the fourth quarter, driven by a 45% decrease in average bid close to contract award time; from 50.4 business days in quarter 1 to 27.8 business days in quarter 4. (See Cycle 3 on the attached graph).

**Graph 1: Combined Tenders/RFPs Average Cycle Times**



Cycle 1: Average business days - approved specs to bid release

Cycle 2: Average business days - bid release to bid close

Cycle 3: Average business days - bid close to contract award

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018**

#### **Item 3, FAA Report No. 3 – Page 7**

The third quarter included a few high value, highly complex Tenders and RFPs requiring significantly more due diligence prior to award, and as a result, the average time to award increased by 23.6 business days.

Procurement Services will continue to work with client departments to further improve the cycle time to award contracts and improve project delivery.

#### **Financial Impact**

There is no financial impact resulting from receipt of this report.

#### **Broader Regional Impacts/Considerations**

There are no impacts to other governments/organizations resulting from the receipt of this report.

#### **Conclusion**

This report has been prepared in compliance with the revised Procurement Policy approved by Council April 1<sup>st</sup>, 2017.

**For more information**, please contact;

Asad Chughtai, Director of Procurement Services, ext. 8306.

#### **Attachments**

1. Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Fourth Quarter
2. Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Fourth Quarter
3. Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for Quarter 4 and Year-to-Date Ending December 31, 2017
4. Attachment 4: Procurement Activity – Quarter 4 and Year-to-Date Ending December 31, 2017
5. Attachment 5: Other Procurement Activity – Quarter 4 and Year-to-Date Ending December 31, 2017

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018**

Item 3, FAA Report No. 3 – Page 8

#### **Prepared by**

Mary DiGiovanni, Manager, Business Support and Supplier Relationship, ext. 8020.  
Nick LaRocca, Business Analyst, ext. 8018

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)





C <u>4</u>	
Communication	
COUNCIL:	<u>Mar 20/18</u>
FAA Rpt. No. <u>3</u>	Item <u>3</u>

**DATE:** March 19, 2018

**TO:** Mayor and members of Council

**FROM:** Laura Mirabella, Chief Financial Officer & City Treasurer

**RE:** Finance, Administration and Audit Committee meeting March 5, 2018 Item 3,  
Report 3 "Procurement Activity Report Q4"

This communication is in response to the questions received from members of Council during the Finance, Administration and Audit Committee meeting on March 5, 2018 about the City of Vaughan's P-Card program, including the program's key features, controls and the results of an internal audit that was presented to the Finance, Administration and Audit Committee on November 6, 2017.

### **Background**

On October 30, 2012, Council approved the recommendation from staff that a Purchasing Card Policy be developed as a process improvement for more cost-effective and efficient method of processing low value goods/services.

Low dollar purchases generally result in high transaction volumes with low total dollar spending, and tends to be expensive to process payments through the Accounts Payable system. The City was using a manually intensive paper-based process (Field Purchase Orders or cheque requisitions) to facilitate payments for low dollar purchases, making the monitoring, reporting and control of these purchases challenging, costly and inefficient.

In June 2013, Council approved the P-Card pilot program which began in September 2013 with the participation of 13 staff from 5 departments. Eight (8) training sessions were conducted for all program participants, including cardholders, approvers, reconcilers, Financial Services staff and Internal Audit.

The pilot program was subsequently expanded in February 2014 to include 27 staff from 16 departments. Thirty (30) additional training sessions were conducted to accommodate the training needs for the additional pilot participants. Internal Audit was involved with the P-Card Pilot program and provided recommendations throughout the pilot period, including the recommendation to fully implement the P-Card program corporate-wide.

In June 2015, following a successful pilot program, Council approved the corporate-wide roll out of the P-Card program to take advantage of the benefits associated with the program.

A Purchasing Card Program is utilized by many municipalities and other public and private sector organizations as an effective payment tool, improving the efficiencies of the process for low dollar purchases. The City of Vaughan entered into a contract with the U.S. Bank National Association, operating through its Canadian branch, and joining York Region through the York Purchasing Co-Operative initiative.

## **Key Features and Benefits of the P-Card Program**

### **1. Program Controls, Monitoring and Audit**

The P-Card program incorporates systems controls and preventive/detective controls.

**System controls** include a single transaction limit, monthly spending limits and merchant category blocks for each cardholder. Single item purchase limits, the lowest when compared to other municipalities, are limited to pre-authorized transaction thresholds with a monthly maximum accumulation outlined in the Corporate Procurement Policy.

Any employee authorized to use a P-Card may purchase low-value goods and services within approved budgets, and in accordance with the rules and guidelines detailed in the Corporate Procurement Policy, Purchasing Card Policy and any policies that govern the reimbursement of employee expenses.

**Preventive/Detective controls** include the submission of a P-Card Application Form approved by the Department Head and Director of Procurement Services, indicating:

- i. The business need for the P-Card
- ii. Merchant access appropriate for their job function, including DCM/Chief approval for specific optional merchant classifications, and
- iii. Spending limits in accordance with Corporate Procurement Policy

Additional preventive/detective controls include:

- i. Mandatory training and signing a Cardholder Agreement prior to issuing a card to an employee,
- ii. Monthly department head review and approval of all purchases charged under their area of responsibility,
- iii. Monitoring by Accounts Payable of timely document submissions and appropriate account coding,
- iv. Monthly review of P-Card transactions by the P-Card Administrator and
- v. Monthly General Ledger variance report generated by Financial Planning for departmental review of expense performance

### **2. Administrative/Transactional Savings**

The traditional procure-to-pay process for low value purchases was a manual and time-consuming process, with limited reporting and audit capabilities. The P-Card program significantly enhanced the governance of low value purchases, and has reduced overall transaction time, while improving transparency, visibility, monitoring and reporting.

During the pilot phase, the City issued only eighteen (18) cheques as payment for more than 1,000 transactions. In contrast, without the P-Card, those 1,000 transactions would have necessitated hundreds of cheque payments to multiple vendors.

During fiscal 2017, the City processed 9,981 P-Card transactions worth \$4.0 million, averaging \$405 per transaction. Analysis shows that over 50 percent of the P-Card transactions were for low value operating supplies, advertising, professional memberships, training, seminars, conferences and travel-related services. As a result, utilizing the P-Card significantly reduced the issuance of cheque payments to multiple vendors and employee reimbursements.

### **3. Spend Analysis**

Spend data is readily accessible through more robust reports enabling Procurement and client departments to analyze spend patterns, volumes and merchant sources with the goal of consolidating purchases, rerouting purchasing activities to more appropriate procurement methods and leveraging the City's buying capacity to obtain best value for money spent.

### **4. Revenue Sharing**

The City is eligible for a 1% rebate based on minimum performance requirements, such as, on-time monthly payments, meeting both a minimum annual transaction value and minimum average transaction value. For the twelve (12) months ending September 30, 2017, the City earned a \$39,177 rebate based on meeting, and exceeding, minimum volume and performance thresholds.

### **Current Status**

As of December 31, 2017, there were 280 approved P-Card holders throughout the City of Vaughan and Vaughan Public Libraries.

During fiscal 2017, City departments processed 9,981 P-Card transactions worth \$4.0 million, averaging \$405 per transaction. Analysis shows that over 50 percent of the P-Card transactions were for low value operating supplies, advertising, professional memberships, training, seminars and travel-related services.

In addition to the performance and volume rebate for the twelve (12) months ending September 30, 2017, administrative costs were avoided by not having to process close to 10,000 separate accounts payable transactions.

### **Post-Implementation Audit**

The Director of Internal Audit reports functionally to Council through the Finance, Administration and Audit Committee of Council. The Internal Audit department is completely independent and not restricted in the scope, performance or communication of its work, and has unrestricted access to all records, physical properties, functions and personnel necessary to effectively discharge its responsibilities.

An audit was conducted to evaluate the adequacy and effectiveness of internal controls, processes and procedures in place to mitigate risks associated with administration of the City's P-Card program. The audit was part of the 2015-2018 Risk Based Internal Audit Plan previously approved by the Finance, Administration and Audit Committee.

The audit approach included a review of City's policies and procedures, data analyses of P-Card transactions, physical sampling of P-Card transactions, reconciliations and payments, and interviews with staff and management.

The scope of this audit included P-Card activity for the period of June 1, 2015 to April 30, 2017, and the final audit report was presented at the November 6, 2017 Finance, Administration and Audit Committee meeting.

***The audit did not identify any evidence of inappropriate or irregular transactions for the period under review.*** However, some improvements are required to ensure risks related to the



administration of the Purchasing Card (P-Card) program are efficiently and effectively mitigated. Management has developed action plans to address opportunities for improvement identified in the audit recommendations as follows:

1. Leveraging advances in technology to enhance P-Card administrative processes including approval, reconciliation, review and management oversight.

*Staff is working with the U.S bank to assess the feasibility of leveraging latest technology, and recommendations will be presented within the agreed-upon timelines.*

2. Providing more clarity on roles, responsibilities and expectations of staff as it relates to P-Card administration, policy and procedures.

*P-Card procedures are under review to further clarify roles and responsibilities, and implementation is expected within the agreed-upon timelines.*

### **Reporting**

Procurement Services generates monthly P-Card spend reports by department to allow Procurement Services and client groups to review and monitor spend patterns, and help facilitate the departments' procurement needs while leveraging the City's buying capacity to obtain best value for money spent.

On a quarterly basis, Procurement Services provides a Procurement Activity Report to the Finance, Administration and Audit Committee, summarizing the procurement awards to Council, including P-Card statistics.

### **Conclusion**

The Corporate-wide implementation of the Purchasing Card Program has reduced administrative effort and improved flexibility and control over low dollar value purchases and payments. Continuing benefits include, but are not limited to:

- Robust system driving process savings, efficient, effective, convenient and easy to use
- Adjustable controls, restrictions, enhanced monitoring and reporting/analysis
- Improved transparency, visibility and accountability
- Administrative and transactional savings
- Revenue sharing opportunity where the City is eligible for a 1% rebate
- Enhanced spend analysis capabilities that enable Procurement Services and client departments to analyze spend patterns, volumes and sources with the goal of consolidating purchases and rerouting activity to more appropriate procurement methods

Procurement Services continues to review business processes to identify improvement opportunities and proactively develop sustainable solutions to meet customer service needs.

Respectfully submitted,



Laura Mirabella  
Chief Financial Officer & City Treasurer

Item:



## Finance, Administration and Audit Committee Report

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**DATE:** Monday, March 05, 2018

**WARD(S):** ALL

**TITLE: Procurement Activity Report – Q4 and Year-to-Date Ending  
December 31, 2017**

**FROM:**

Laura Mirabella, Chief Financial Officer and City Treasurer

**ACTION:** FOR INFORMATION

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**Purpose**

This report provides details of the Procurement activities undertaken in Q4 2017 and year-to-date ending December 31, 2017.

**Recommendation**

1. The Q4 2017 Procurement Activity Report be received.

**Report Highlights**

- In Q4 2017, 96 contracts were awarded for \$22.0 million.
- During Fiscal 2017, 406 contracts were awarded worth \$81.4 million.
- 24 of these contracts, with a value of \$29.5 million, were awarded during Q1, before the implementation of the revised policy.
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## **Background**

This report has been prepared in compliance with the City's Corporate Procurement Policy.

The Policy sets out the Delegation of Authority to Award at various levels of the organization for procurement related activities, and requires the Director of Procurement Services to report the awards to Council on a quarterly basis.

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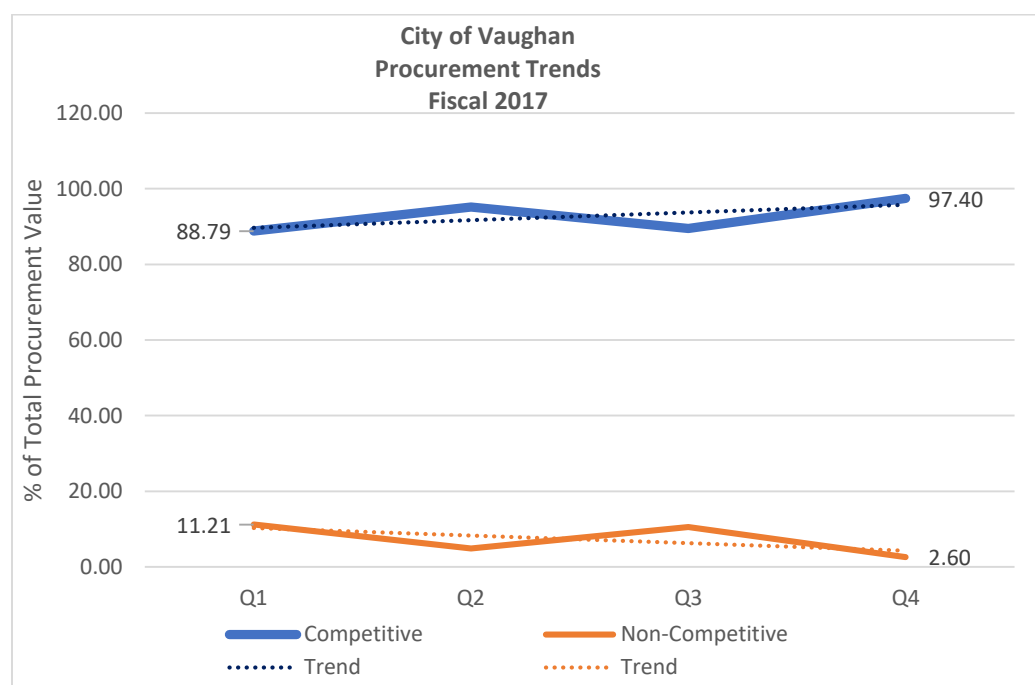
## **Analysis and Options**

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The following chart shows the Fiscal 2017 Competitive vs Non-Competitive trends, expressed as a percentage of the total procurement value.



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### **Departments processed an additional \$1.1 million in Purchasing Card (PCard) transactions**

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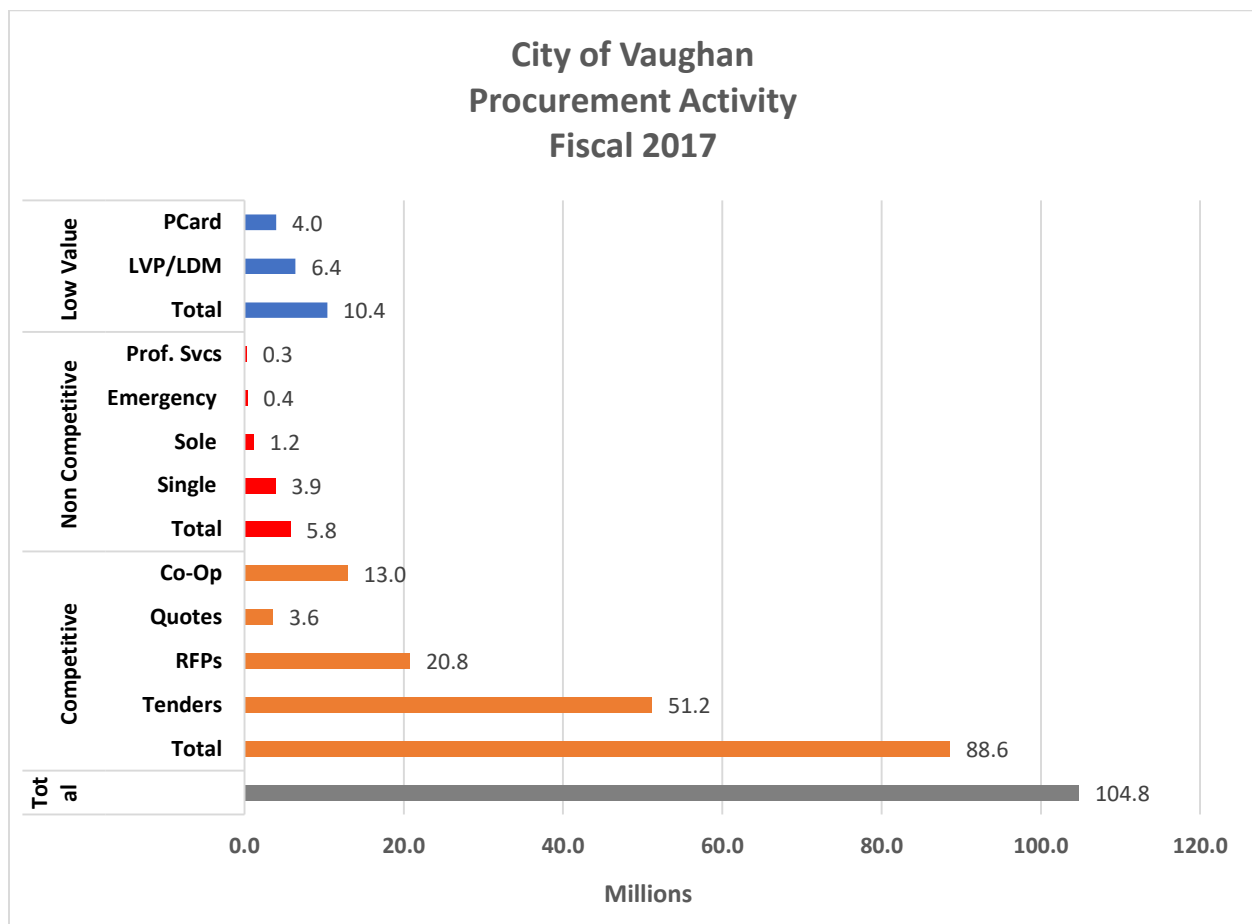


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Attachment 5 provides a summary of Other Procurement Activity for Quarter 4 and Year-to-Date Ending December 31, 2017.

### **Total Procurement spend for Fiscal 2017 was \$104.8 million**

The Procurement spend for Fiscal 2017 included Competitive awards worth \$88.6 million, Non-Competitive awards worth \$5.8 million and Low Value Purchases worth \$10.4 million.



The combined fourth quarter average cycle time to award Tenders and Request for Proposals (RFPs) contracts improved by 20.5 business days, or 34.3%, when compared to the first quarter.

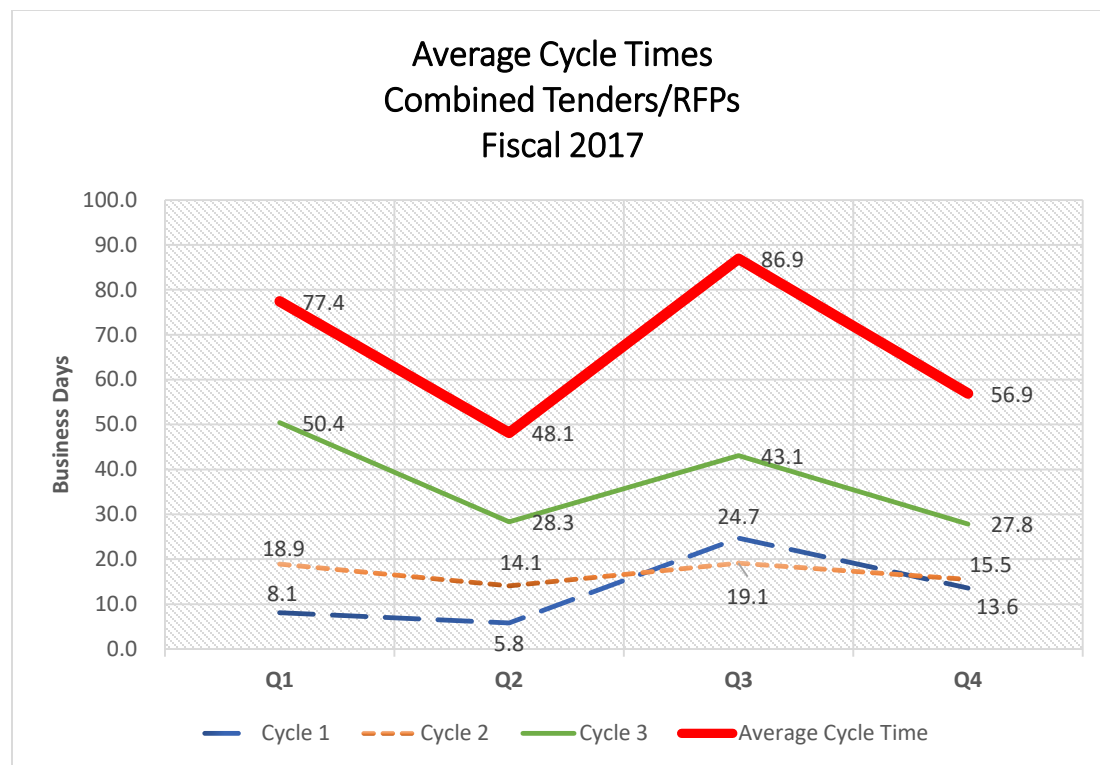
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(See Cycle 3 on the attached graph).

**Graph 1: Combined Tenders/RFPs Average Cycle Times**



**Cycle 1: Average business days - approved specs to bid release**

**Cycle 2: Average business days - bid release to bid close**

**Cycle 3: Average business days - bid close to contract award**

The third quarter included a few high value, highly complex Tenders and RFPs requiring significantly more due diligence prior to award, and as a result, the average time to award increased by 23.6 business days.

Procurement Services will continue to work with client departments to further improve the cycle time to award contracts and improve project delivery.

### **Financial Impact**

There is no financial impact resulting from receipt of this report.

### **Broader Regional Impacts/Considerations**

There are no impacts to other governments/organizations resulting from the receipt of this report.

### **Conclusion**

This report has been prepared in compliance with the revised Procurement Policy approved by Council April 1<sup>st</sup>, 2017.

**For more information**, please contact;

Asad Chughtai, Director of Procurement Services, ext. 8306.

### **Attachments**

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### **Prepared by**

Mary DiGiovanni, Manager, Business Support and Supplier Relationship, ext. 8020.

Nick LaRocca, Business Analyst, ext. 8018.

**Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Fourth Quarter**

Procurement Type		City Manager	Deputy City Manager /Chief	Director	Manager	VPL Board	Total
Tender	\$	12,716,581	5,133,837	253,145	0		18,103,563
	#	8	16	4	1		29
Request for Proposal	\$	1,405,561	627,739	201,890			1,491,309
	#	2	3	4			8
Request for Quote	\$			957,850	172,756		1,130,606
	#			19	13		32
Request for Pre-Qualification	\$			0			0
	#			2			2
<b>Competitive</b>	<b>\$</b>	<b>14,122,142</b>	<b>5,761,576</b>	<b>1,412,885</b>	<b>172,756</b>		<b>21,469,359</b>
	<b>#</b>	<b>10</b>	<b>19</b>	<b>29</b>	<b>14</b>		<b>72</b>
Sole Source	\$	70,000					70,000
	#	1					1
Single Source	\$	88,500	43,214	156,646		63,178	351,538
	#	1	2	13		1	17
Emergency Purchase	\$		97,587	56,949	6,478		161,014
	#		2	3	1		6
<b>Non-Competitive</b>	<b>\$</b>	<b>158,500</b>	<b>140,801</b>	<b>213,595</b>	<b>6,478</b>	<b>63,178</b>	<b>582,552</b>
	<b>#</b>	<b>2</b>	<b>4</b>	<b>16</b>	<b>1</b>	<b>1</b>	<b>24</b>
<b>Grand Total</b>	<b>\$</b>	<b>14,280,642</b>	<b>5,902,377</b>	<b>1,626,480</b>	<b>179,234</b>	<b>63,178</b>	<b>22,051,911</b>
	<b>#</b>	<b>12</b>	<b>23</b>	<b>45</b>	<b>15</b>	<b>1</b>	<b>96</b>

**Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Fourth Quarter**

Portfolio/Office		Tender	Request for Proposal	Request for Pre-Qualification	Request for Quote	Sole Source	Single Source	Emergency Purchases	Grand Total
City Council	\$				7,600				7,600
	#				1				1
Public Works Portfolio	\$	7,942,556	2,162,290	0	299,232		65,922		10,470,000
	#	17	7	1	9		4		38
Planning & Growth Management Portfolio	\$	9,052,170			73,158		30,258		9,155,586
	#	6			2		4		12
Community Services Portfolio	\$	582,887	0		403,860		130,022	161,014	1,277,783
	#	4	1		10		3	6	24
Corporate Services Portfolio	\$	525,950	40,900		166,416	70,000			803,266
	#	2	1		5	1			9
Office of the Chief Corporate Initiatives & Intergovernmental Relations	\$						42,658		42,658
	#						4		4
Office of the Chief Financial Officer & City Treasurer	\$		32,000		3,600		19,500		55,100
	#		1		1		1		3
Vaughan Public Libraries	\$				176,740		63,178		239,918
	#				4		1		5
Grand Total	\$	18,103,563	2,235,190	0	11306,606	70,000	351,538	161,014	22,051,911
	#	29	10	1	32	1	17	6	96

**Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for Quarter 4 and Year-to-Date Ending December 31, 2017**

Procurement Type	Q4 2017		Year-to-Date 2017	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)
<b>Competitive</b>				
Tenders	29	18,103,563	86	51,205,553
RFPs	9	2,235,190	49	20,796,948
Quotes	32	1,130,606	123	3,591,151
RFPQ (VOR)	2	0	17	0
RFEOI	0	0	1	0
<b>Total Competitive</b>	<b>72</b>	<b>21,469,359</b>	<b>276</b>	<b>75,593,652</b>
<b>Non-Competitive</b>				
Sole Source	1	70,000	18	1,156,611
Single Source	17	351,538	78	3,921,280
Professional Services	0	0	20	345,749
Emergency Procurement	6	161,014	14	356,709
<b>Total Non-Competitive</b>	<b>24</b>	<b>582,552</b>	<b>130</b>	<b>5,780,349</b>
<b>Total</b>	<b>96</b>	<b>22,051,911</b>	<b>406</b>	<b>81,374,001</b>

**Attachment 4: Procurement Activity – Quarter 4 and Year-to-Date Ending December 31, 2017**

Council Approved (Policy PS-003 Section 17)	Q4 2017		Year-to-Date 2017	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Tenders	-	-	8	16,202,469
Request for Proposals (RFP)	-	-	9	11,556,767
Request for Pre-Qualification (RFPQ)	-	-	1	-
Single Source	-	-	6	1,787,687
<b>Total</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>29,546,923</b>
Director Procurement Services (Policy PS-003 Section 6.2 and 6.4)	Q4 2017		Year-to-Date	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Tenders	-	-	7	1,299,000
Request for Proposals (RFP)	-	-	5	326,950
Request for Prequalification (RFPQ)	-	-	11	-
Quotes	-	-	1	72,899
<b>Total</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>1,698,849</b>
Other Delegated Authority (As per Policy PS-003)	Q4 2017		Year-to-Date	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Tenders	29	18,103,563	71	33,704,084
Request for Proposals (RFPs)	9	2,235,190	35	8,913,231
Request for Pre-Qualification (RFPQ)	2	-	5	-
Request for Expression of Interest (RFEOI)	-	-	1	-
Quotes	32	1,130,606	122	3,518,252
Sole Source	1	70,000	18	1,156,611
Single Source	17	351,538	72	2,133,593
Professional Services	-	-	20	345,749
Emergency Purchases	6	161,014	14	356,709
<b>Total</b>	<b>96</b>	<b>22,051,911</b>	<b>358</b>	<b>50,128,229</b>
<b>Total Procurement</b>	<b>96</b>	<b>22,051,911</b>	<b>406</b>	<b>81,374,001</b>

**Attachment 5: Other Procurement Activity – Quarter 4 and Year-to-Date Ending December 31, 2017**

Type	Q4 2017		Year-to-Date	
	#	Value (\$)	#	Value (\$)
Co-Op with York Purchasing Co-Operative	1	9,758,700	8	13,011,643
Purchasing Card Transactions	2,705	1,105,891	9,981	4,038,486
Low Value Purchase Orders (LVP)	-	-	1,945	1,436,163
Low Dollar Module Purchase Orders (LDM)	1,774	1,787,990	5,200	5,005,227