

City of Vaughan Procurement Policy and Bidding Process

Presentation to: Diversity and Inclusion Taskforce

**February 18, 2021
Procurement Services**

Agenda

1. **What is Procurement?**
2. **Vision, Mission and Strategic Priorities**
3. **Corporate Procurement Policy**
 - **Background and Purpose**
 - **Goals and Objectives**
 - **Guiding Principles**
4. **Applicable Legislations**
5. **Procurement Process Phases**
6. **City of Vaughan Bidding Portal**
7. **Next Steps**
8. **Discussion**

WHAT IS PROCUREMENT?

Procurement is a function that exists in both the public and private sector for acquiring goods, services and construction.

Public procurement in the City of Vaughan is a Council delegated legal authority that supports the business needs for all City departments.

Procurement has a fiduciary duty to ensure that, goods, services and construction are acquired at the best value for money in an open, fair and transparent manner.

Procurement Services

VISION

To be a strategic partner in service delivery and the City's growth and development through procurement excellence.

MISSION

To drive value for money for the City and its citizens through **fair competition** and leading procurement practices.

Procurement Services

STRATEGIC PRIORITIES

- Become a strategic advisor in order to drive value for money for the City.
- Collaborate with clients on an early and ongoing basis
- Develop a policy and compliance framework with clear roles and responsibilities that **drives open, fair and transparent** procurement practices
- Develop leading practices that drive process efficiency through enablement of technology
- Develop a **supplier relationship program to drive transparency, innovation and accountability**
- Attract, develop and retain high performing staff

Corporate Procurement Policy

Background:

The Municipal Act, 2001, Subsection 270 (1), requires that a municipality shall adopt a policy for its procurement of construction, goods and services.

Council Approval:

On March 21, 2017, City of Vaughan Council approved its Corporate Procurement Policy as part of Procurement Modernization to improve City's procurement function to meet City's increasing procurement needs efficiently.

Purpose:

The purpose is to ensure that, goods, services and construction are acquired at the best value for money in an open, fair and transparent manner, thereby protecting the integrity of the process, the reputation of the City, and the confidence of both the public and the participants in the procurement process.

Policy Goals and Objectives



Establish **standard** rules



High quality, best value procurements



Fair, equitable and consistent treatment of vendors; encourage competition



Open and transparent procurements



Streamline and improve efficiency; reduce risk



Eliminate conflicts of interest



Clearly defined **responsibilities** and **accountabilities**



Encourage consideration of **sustainable** and **ethical** procurements

Guiding Principles

Guiding Principles includes but not limited to:

- a) promote effective, economic, and efficient acquisition;
- b) treat vendors equitably, without discrimination;**
- c) develop, support, and promote the highest professional standards in order to serve the public good;
- d) comply with international, federal and inter-provincial trade treaties or agreements and fair labour practices, where applicable;**
- e) encourage, whenever possible, the procurement of goods, services and construction with due regard to the conservation of a natural environment;**

Applicable Legislation

Trade Agreements:

Procurement activities at the City must comply with the applicable sections of the following trade agreements as amended from time to time:

- a) Canadian Free Trade Agreement (CFTA) previously know as Agreement on Internal Trade (AIT) – all Provinces & Territories*
- b) Trade and Cooperation Agreement between Ontario and Quebec – Quebec and Ontario*
- c) Comprehensive Economic Trade Agreement (CETA)*

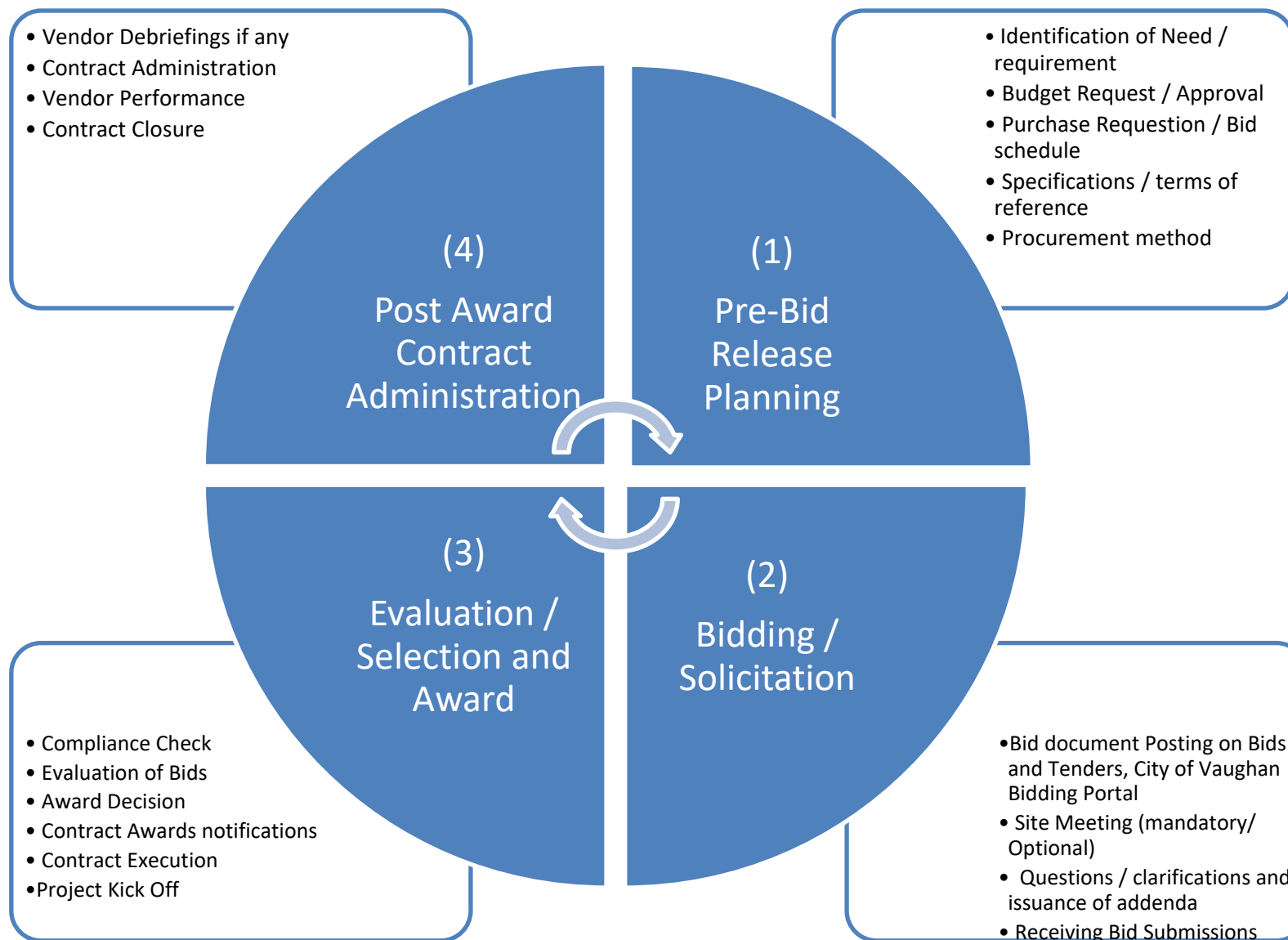
Applicable Legislation

Other Legislations:

Procurement activities at City must be conducted in accordance with all laws, regulations and standards, including, but not limited to:

- a) Municipal Freedom of Information and Protection of Privacy Act and Regulations*
- b) Competition Act (R.S.C., 1985, c. C-34) and Regulations*
- c) Income Tax Act and Regulations*
- d) Accessibility for Ontarians with Disabilities Act and Regulations*
- e) Municipal Conflict of Interest Act and Regulations*
- f) Occupational Health and Safety Act and Regulations*
- g) Discriminatory Business Practices Act, R.S.O. 1990, Chapter D.12*
- h) Ontario Business Corporations Act*
- i) Ontario Expropriations Act*

Procurement Process Phases



City of Vaughan Bidding Portal

City of Vaughan uses electronic platform “[bids&tenders](#)”, which provides end to end e-procurement capabilities, including

- Posting the bid documents,
- Receiving online bid submissions,
- Electronically evaluating the proposals,
- Awarding the contract,
- Contract management and vendor performance.
- Reporting and auditing functionalities

This platform is designed to ensure vendors can easily view, access and submit compliant bids.

Bidding Portal Benefits

Additional features of Vaughan's bidding portal include :

- Free online account to all interested vendors
- Receive email notifications of new bid opportunities
- Preview Bid documents
- Register as a Vendor or Plan Taker for specific bid
- Pay online for bid documents if required
- Download bid documents
- Submit questions online and receive addenda
- Electronic bid and necessary documents submission
- View results online
- Receive notification of contract award online
- Submit e-bonds, Insurance and WSIB documents online

Next Steps

- Seek feedback and recommendations from Diversity and Inclusion Taskforce (DITF).
- Consider DITF's recommendations for inclusion in the Corporate Procurement Policy for review and approval by the City Council.

Discussion