



THE REGIONAL MUNICIPALITY OF NIAGARA PROCUREMENT ADVISORY COMMITTEE AGENDA

PAC 1-2021

Monday, March 8, 2021

1:00 p.m.

Meeting will be held by electronic participation only

Due to efforts to contain the spread of COVID-19 and to protect all individuals, there is no public access to Niagara Region Headquarters. If you are interested in viewing this meeting or would like to speak to an item listed on the agenda please contact the Office of the Regional Clerk at clerk@niagararegion.ca no later than Monday, November 16, 2020 at 9:00 a.m.

Pages

1. CALL TO ORDER
2. DISCLOSURES OF PECUNIARY INTEREST
3. SELECTION OF COMMITTEE CHAIR AND VICE-CHAIR
 - 3.1. Call for Nominations for Committee Chair
 - 3.2. Motion to Close Nominations for Committee Chair
 - 3.3. Voting for Position of Committee Chair
 - 3.4. Call for Nominations for Committee Vice-Chair
 - 3.5. Motion to Close Nominations for Committee Vice-Chair
 - 3.6. Voting for Position of Committee Vice-Chair
4. PRESENTATIONS
5. DELEGATIONS
6. ITEMS FOR CONSIDERATION

7. CONSENT ITEMS FOR INFORMATION

- 7.1. PAC-C 1-2021 3 - 17
2020 - 2021 Procurement Work Plan Update

A presentation will precede the discussion of this item.

- 7.2. PAC-C 2-2021 18 - 23
Responses to November 16, 2020, Councillor Information Requests

- 7.3. PAC 2-2020 24 - 26
Procurement Advisory Committee Meeting Minutes - November 16, 2020

8. OTHER BUSINESS

9. CLOSED SESSION

- 9.1. Confidential Appendix 1 to Report PAC-C 2-2021
A Matter of Advice that is Subject to Solicitor-Client Privilege -
Recommendations for Reporting RFP Results

10. BUSINESS ARISING FROM CLOSED SESSION

11. NEXT MEETING
The next meeting will be held on Monday, June 21, 2021, at 1:00 p.m.

12. ADJOURNMENT

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisor at 905-980-6000 ext. 3252 (office), 289-929-8376 (cellphone) or accessibility@niagararegion.ca (email).

Procurement Work Plan Update 2020-2021

Procurement Advisory Committee
PAC-C 1-2021

March 8, 2021

Bart Menage, Director, Procurement and Strategic Acquisitions

Procurement Work Plan Update 2020-2021

Procurement Advisory Committee: March 8, 2021

Work Plan Initiatives

1. Procurement By-law: (Q3-2021)

- While Procurement By-law revisions were nearing completion, the amendments proposed in November 18, 2019 (PAC-C 6-2019) are have been on hold to enable a continued focus on other priority work plan initiatives in addition to facilitating urgent and essential procurements and completing the newly proposed training initiatives. To enable a continued focus on urgent and essential procurement and staff training.
- Options: 1 - propose interim amendments or 2 - maintain current timeline of Q3-2021 and re-assess at this date approaches

2. Procurement Templates: Version 4.0: (Q2-2021)

- Procurement has received the templates from the Procurement Office and have deferred their implementation until Q2 (Was Q1-2021).

Work Plan Initiatives

3. Vendor Performance Management: (Defer: Was Q2-2021)

- Procurement still intends to build upon the Public Works pilot for contractor performance and present its recommendations for vendor performance management for goods, services (consulting) and construction.
- Deferral of this initiative to enable a continued focus on other priority work plan initiatives, facilitating urgent and essential procurements and completing the newly proposed training initiatives.
- In the interim, prescriptive guidance for all Regional Staff on Supplier Performance procedures are clearly outlined/provided in Section 29 of the By-law

Work Plan Initiatives

4. Purchase Order Data Reporting: MBN Canada (Ongoing)

- Municipal Benchmarking Network Canada is a partnership between Canadian municipalities who believe in the power of measurement to inspire continuous improvement in the delivery of services to our communities.
 - Reporting from 5 Provinces, 16 municipalities over 36 service areas reporting statistics on over 670 measures.
 - Continued reporting of number of Purchase Orders and formally issued bid calls (Tenders, Quotations and Proposals) including values.
 - Note: the awarded values will continue to rise over the initial month of 2021 as more contracts initiated in 2020 are awarded. Remaining data should remain relatively static moving forward

Work Plan Initiatives - MBN Canada

Categories	2017	2018	2019	2020
Annual Number - Tenders	52	60	82	77
Annual Number - Proposals	55	72	74	75
Annual Number - Quotations	54	54	54	49
Average number of bids per call	4	3.5	3.7	4.1
Categories	2017	2018	2019	2020
Annual Dollar Value - Tenders	\$ 57,738,724.00	\$ 94,742,302.00	\$ 118,816,040.00	\$ 60,750,490.00
Annual Dollar Value - Proposals	\$ 26,832,976.00	\$ 14,730,756.00	\$ 65,208,810.00	\$ 18,601,869.00
Annual Dollar Value - Quotations	\$ 2,521,371.00	\$ 2,366,656.00	\$ 2,167,737.00	\$ 2,031,009.00
Categories	2017	2018	2019	2020
Annual Number of Purchase Orders	18410	18829	17712	16065
Annual Dollar Value - All Purchase Orders	\$ 279,362,461.00	\$ 297,529,008.00	\$ 319,954,706.00	\$ 342,120,070.00

Work Plan Initiatives

4. PO Data Reporting: (Draft Procurement Dashboard)

- Continued generation, development and assessment of PO Data to identify opportunities to initiate Corporate Agreements, which drive savings and audit compliance.
- New “draft” Procurement Dashboard provided to the Procurement Advisory Committee for the purposes of soliciting feedback.
- The dashboard presents the Year to Date Purchase Order PO Data as of February 17, 2021 and includes:
 - PO data on number and value of Purchase Orders issued by Departments;
 - the requisitions types associated with those purchases;
 - a top 5 listing of single source acquisitions; and
 - single source acquisitions by Department.

Work Plan Initiatives

5 c) Procurement Essentials for all staff (Q1-2021)

- Non-mandatory course developed to provide Niagara Region employees with an understanding of our Procurement By-law, as well as their role in upholding its values, practices and objectives which support our end-to-end formal and informal procurement processes.

5 d) Webinar Series (Q1-2021, ongoing)

- Four (4) live interactive webinars will be delivered quarterly (March, June, September and December) Each focused on in-depth review of procurement processes including Low Value, Informal, Tenders and Proposals a specific procurement process.
- Objective: build staff knowledge and understanding of process, roles and responsibilities.

Format will encourage pre-submitted questions and leverage real case examples to build staff understanding of process and enhance their ability to apply the correct procurement process to future purchases

Thank you/Questions

Bart Menage

Director, Procurement and Strategic Acquisitions

Bart.Menage@niagararegion.ca

Subject: Procurement Work Plan Update 2020-2021

Report to: Procurement Advisory Committee

Report date: Monday, March 8, 2021

Recommendations

1. That Report PAC-C 1-2021 **BE RECEIVED** for information.

Key Facts

- The purpose of this report is to provide information on the approved work plan, procurement related initiatives.
- Procurement remains committed to improving service delivery and driving efficiency through the implementation of the initiatives outlines herein, which support successful outcomes for Regional projects.

Financial Considerations

Procurement and its related activities are critical in maintaining taxpayer affordability.

Analysis

This purpose of this report is to provide an update on the Procurement work plan initiatives approved by the Procurement Advisory Committee on September 14, 2020, (PAC-C 1-2020) in addition to previous a update provided on November 16, 2020, (PAC-C 2-2020). These initiatives represent a continuation of Procurement modernization which demonstrate how Procurement, as a strategic partner, continues to deliver services, which support Niagara Region.

This report also provides updates on previously communicated procurement education initiatives which support comprehensive role-based, blended learning program which focuses on formal and informal learning opportunities for Niagara Region's leaders and employees who are responsible for the acquisition of goods and/or services.

2020-2021 WORK PLAN – Updates

Staff will bring item 1 to Committee for input and/or approval. Procurement requests input from the Committee for item 4.

1. Procurement By-law: (Q3-2021)

While Procurement By-law revisions are 80% complete, the amendments proposed by the Procurement on November 18, 2019 (PAC-C 6-2019) are substantive in terms of (amongst other consideration) removing procedural content. Procurement has paused this initiative so as to enable a continued focus on completing other priority work plan initiatives (eBidding) in order to facilitate urgent and essential procurements and completing the newly proposed training initiatives. Two viable options are being considered: Options: 1: propose interim amendments or 2: maintain current timeline of Q3-2021 and re-assess at this date approaches.

2. Procurement Templates: Version 4.0: (Q2-2021)

Procurement has received the templates from the Procurement Office and have deferred their implementation until Q2 (Was Q1-2021).

3. Vendor Performance Management: (Defer: Was Q2-2021)

Procurement will build upon the Public Works pilot for contractor performance and present its recommendations for vendor performance management for goods, services (consulting) and construction. Procurement is deferring this initiative so as to enable a continued focus on facilitating urgent and essential procurements and completing the newly proposed training initiatives. In the interim, prescriptive guidance for all Regional Staff on Supplier Performance procedures are clearly outlined/provided in Section 29 of the By-law

4. Purchase Order Data Reporting: (Ongoing)

Continued generation, development and assessment of PO Data to identify opportunities to initiate Corporate Agreements, which drive savings and audit compliance.

- MBN Canada Data Warehouse: Continued reporting of number of Purchase Orders and formally issued bid calls (Tenders, Quotations and Proposals) including values. Note: the awarded values will continue to rise over the initial month of 2021 as more contracts initiated in 2020 are awarded. Remaining data should remain relatively static moving forward

- Draft Procurement Dashboard: Procurement has developed a new “draft” Procurement Dashboard appended to this report as Appendix 1. The draft is provided to the Procurement Advisory Committee for the purposes of soliciting feedback. The dashboard presents the Year to Date Purchase Order PO Data as of February 17, 2021 and includes PO data on number and value of Purchase Orders issued by Departments, the requisitions types associated with those purchases, a top 5 listing of single source acquisitions and single source acquisitions by Department.

5. Procurement Education Programming for Staff (Ongoing)

A new work plan initiative designed to address high-risk areas identified through the audit reports and increase internal procurement capacity among employees, the Procurement team has developed a comprehensive role-based, blended learning program that focuses on formal and informal learning opportunities for Niagara Region’s leaders and employees who requisition. (More details related to items 5c) and 5d)

- a) Mandatory eLearning Module – Procurement Essentials **(Complete)**
- b) Online, Interactive Tool - Procurement Navigator **(Complete)**
- c) eLearning Module – Procurement Essentials for all staff **(Q1-2021)**

A non-mandatory course developed to provide Niagara Region employees with an understanding of our Procurement By-law, as well as your role in upholding its values, practices and objectives which support our end-to-end formal and informal procurement processes.

- d) Webinar Series – Procurement Process Skill-builders **(Q1-2021, ongoing)**

Four (4) live interactive webinars will be delivered quarterly (March, June, September and December) each focused on in-depth review of procurement processes including Low Value, Informal, Tenders and Proposals a specific procurement process. The objective to build staff knowledge and understanding of process, roles and responsibilities. Format considerations will encourage leaders and frequent requisitioners to pre-submit questions and leverage real case examples to build staff understanding of process and enhance their ability to apply the correct procurement process to future purchases.

Alternatives Reviewed

None, other than that identified herein, though the Committee can suggest amendments to the proposed Work Plan.

Relationship to Council Strategic Priorities

While Procurement & Strategic Acquisitions and its related activities align with many of Council's 2019-2022 Strategic Priorities, the Procurement Work Plan perhaps best aligns with Sustainable and Engaging Government, specifically objective 4.1: High Quality, Efficient and Coordinate Core Services, which promote an organizational culture that values continuous improvement, collaboration, and innovation.

Other Pertinent Reports

PAC-C 2-2020 - Procurement Advisory Committee Work Plan Update (Nov 16, 2020)

PAC-C 1-2020 - Proposed Procurement Work Plan 2020-2021 (Sept 14, 2020)

PAC-C 6-2019 - Procurement Work Plan Update 2019-2020 (Nov 18, 2019)

Prepared by:

Bart Menage, CSCMP, CRM, C.P.M.
Director, Procurement & Strategic
Acquisitions, Corporate Services

Recommended by:

Todd Harrison, CPA, CMA
Commissioner, Corporate
Services/Treasurer

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was prepared in consultation with Holly Currie, Education and Communications Advisor

Appendices

Appendix 1 “Draft” Procurement Dashboard

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PURCHASE ORDER SUMMARY

Department	PO Count	PO Totals	Pct % Total
Public Works	610	\$83,959,938	69.21%
Corporate Services	284	\$20,866,851	17.20%
Community Services	671	\$8,129,152	6.70%
Public Health	301	\$4,191,985	3.46%
NRPS	531	\$2,223,064	1.83%
NRH	34	\$1,140,197	0.94%
Planning & Development	18	\$479,188	0.39%
CAO's Office	57	\$329,041	0.27%
Grand Total	2,506	\$121,319,416	100.00%

PURCHASE ORDER BY REQUISITION TYPE

PO Origin (Requisition Type)	PO Count	PO Totals	Pct % Total
ONL	2,181	\$57,154,224	47.11%
FRM	36	\$41,271,189	34.02%
SCA	76	\$10,783,052	8.89%
SNG	149	\$10,722,644	8.84%
COP	21	\$629,952	0.52%
SPE	13	\$437,240	0.36%
INF	30	\$321,114	0.26%
Grand Total	2,506	\$121,319,416	100.00%

ONLINE (ONL) PURCHASE ORDER DISTRIBUTION

Online Procurements	PO Count	PO Totals	Pct % Total
PO - Against Contracts	366	\$53,439,430	93.50%
PO - No Contracts	1,815	\$3,714,795	6.50%
Grand Total	2,181	\$57,154,224	100.00%

TOP 5 SINGLE SOURCE BY SUPPLIER (PO VALUE)

Vendor	PO Count	PO Value
N-Viro Systems Canada Inc.	1	\$3,242,919
The BTS Network	1	\$2,002,972
Source Warehousing Inc.	6	\$862,024
SNF Canada Ltd.	2	\$375,500
ESRI Canada Limited	1	\$358,100
Grand Total	11	\$6,841,515

SINGLE SOURCE BY DEPARTMENT

Department	PO Count	PO Value
Public Works	57	\$8,270,818
Public Health	24	\$1,061,588
NRPS	28	\$565,893
Community Services	20	\$357,773
Corporate Services	16	\$256,213
Planning & Development	2	\$142,690
CAO's Office	1	\$53,865
NRH	1	\$13,804
Grand Total	149	\$10,722,644

Subject: Responses to Councillor Information Requests (PAC)

Report to: Procurement Advisory Committee

Report date: Monday, March 8, 2021

Recommendations

1. That Report PAC-C 2-2021 **BE RECEIVED** for information.

Key Facts

- This report provides response to Councillor Information Requests communicated at the November 16, 2020, Procurement Advisory Committee Open Session.
- Councillor Information Requests communicated at the September 14, 2020, Procurement Advisory Committee Open Session were provided via email on September 30, 2020.
- Procurement remains committed to improving service delivery and driving efficiency through the implementation of the initiatives outlines herein, which support successful outcomes for Regional projects.

Financial Considerations

Procurement and its related activities are critical in maintaining taxpayer affordability.

Analysis

This report provides responses to Councillor Information Requests communicated at the November 16, 2020 Procurement Advisory Committee Open Session, specifically PAC 2-2020 minute item:

6: Consent items for Information

- Provide information respecting best practices regarding the distribution of scoring information for Request for Proposal (RFP) results. Councillor Huson.
- Provide information respecting the appeal process for bidders. Councillor Huson.

A. Provide information respecting best practices regarding the distribution of scoring information for Request for Proposal (RFP) results.

Response: An informal survey request was sent out to the executive committee of the Niagara Public Purchasing Committee (public sector agencies/educational institutions) and select Regional Governments in Ontario. The survey sought responses and comments as to the reported recommendations to award the outcome of an RFP process to their Board, Committee or Council.

The informal survey posed the following question as to which of the options identified below were predominantly utilized by the Agency. Option:

1. NAME the compliant submission who achieved the highest score based on the combination of technical and financial evaluation.
 - a. State the value of their financial submission
 - b. Do not name the other Proponents, their score or their financials
2. NAME the compliant submission who achieved the highest score based on the combination of technical and financial evaluation.
 - a. State the value of their financial submission
 - b. Provide a list the final scores of all other Proponents. (total score – Technical and financial – **points only**)
 - c. Do not name the other Proponents actual financial bid amounts, unless so directed by Council.
3. If the process used at your Agency is neither of the above, please provide details including any supporting documents (procedures, Reference to By-law). These results are reported in the “Other” category in Table 1

Survey Results: Of the 21 requests for response, Procurement received a response rate of 100% from the Regional Governments (total of 6 requests) and 40% from the Niagara Public Procurement Committee (total of 15 requests).

The results are summarized in the Table 1 (below).

TABLE 1: Survey Results on Reporting for Request for Proposal (RFP)

Agency	Option 1	Option 2	Other
Regional	2	1	2
NPPC	2	2	2
Total	4	3	4

The other category represents varying combinations of reporting including:

- Full disclosure of each Proponents individual technical and financial scores including costs;
- A variation of the above except that a ranking is provided in lieu of actual scores; and
- Another typically reports the name and financial cost of the top-ranked Proponent and then lists the names of the other Proponents and a range of their total scores (no costs).

Based on previous discussions with colleagues on this topic, Procurement is not surprised that the results of this informal survey would yield a varied response. In anticipation of this, Procurement engaged an external legal firm based in Toronto (the Procurement Office) who specializes in public procurement related matters. Their assignment was to provide legal advice on best practices in municipal procurement related to what information about the results of the Request for Proposal (“RFP”) process should be reported to Regional Council when seeking approval to award the contract to the top-ranked Proponent. On November 9, 2020, Niagara Region Procurement received their response, which is provided as Confidential Appendix 1 by reason of the fact that it provides legal advice that is subject to solicitor-client privilege.

Staff recommend that reports to Council seeking approval to award a contract to the top-ranked proponent pursuant to an RFP process only include:

1. The name of the recommended Proponent;

2. Confirmation that the Proponent has met all mandatory requirements, was evaluated in accordance with the criteria stated within the RFP document and was deemed to be the highest ranked Proponent;
3. The value of their financial proposal submission; and alternatively
4. Some procurement process information, such as the contract term, RFP issue date, closing date and, if necessary, the number of compliant proposals received.

Procurement will consider any amendments required to the Procurement By-law in this regard as a part of approved Work Plan Initiative 1: Procurement By-law amendments which is scheduled for Q3-2021. (PAC-C 1-2021).

B. Provide information respecting the appeal process for bidders.

The Dispute Resolution process, as outlined in Section 30 of the Procurement By-law was the subject of considerable review and investigation by Procurement including a comprehensive review of other municipal Procurement By-laws. The proposed amendments to Section 30 stemming from that consultation were reviewed internally by Legal and Court Services prior to presenting the recommended change to Corporate Service Committee (among other changes including Negotiated RFP and Trade Treaty Legislation) for their endorsement. With Committee approval, Regional Council approved the changes with an effective date of February 28, 2019. Since the change, a minimal number of dispute requests have been received, and all have been actioned and successfully resolved in accordance with the timelines outlined in the By-law.

In response to the Councillor Information Request from the November 16, 2020, Procurement Advisory Committee, Procurement went back out to informally survey Procurement colleagues from other Regional and larger Public Sector Agencies.

Procurement received a response rate of 100% from the Regional Governments and larger municipalities (7) to the following questions as presented below:

1. Do you have separate procedures for Pre and Post award?

With the exception of one respondent, no other informally surveyed municipalities have separate procedures for Pre and Post Award.

When the process was conducted in 2019, there were other municipalities which had separate procedures for Pre and Post Award; some of those agencies were not surveyed for this report. Given the changes in trade treaty legislation at that time

(CETA/CFTA), Procurement viewed the separation of bid dispute into Pre and Post award as being more aligned with the legislation.

2. Is Procurement the overseer of the dispute process or if not, who is?

With the exception of one respondent who noted Legal, all other municipalities affirmed that Procurement manages their dispute process.

Of note, the process outlined in Section 30 of the Procurement By-law does include Legal along with the Commissioner of Corporate Services when the vendors seek to escalate the dispute beyond the Director of Procurement & Strategic Acquisitions. Of note, one Agency advised that in a post award situation, the decision is made by a Senior Leader within the Agency who was not involved in original decision. This level of escalation aligns with the process outlined in Section 30.

Procurement will give due consideration to the feedback from this latest survey as part of approved Work Plan Initiative 1: Procurement By-law amendments which is scheduled for Q3-2021. (PAC-C 1-2021). Preliminary considerations will include but not be limited to validating the need for a continued separation of Pre and Post Disputes in addition to removing the procedural content from the By-law and posting it separately on the Niagara Region Procurement webpage.

Alternatives Reviewed

None, other than the Committee could recommend follow up actions pursuant to any ensuing discussions on the topics outlined herein.

Relationship to Council Strategic Priorities

While Procurement & Strategic Acquisitions and its related activities align with many of Council's 2019-2022 Strategic Priorities, the information contained herein, perhaps best aligns with Sustainable and Engaging Government, specifically objective 4.1: High Quality, Efficient and Coordinate Core Services, which promote an organizational culture that values continuous improvement, collaboration, and innovation.

Other Pertinent Reports

PAC-C 1-2020 – Proposed Procurement Work Plan 2020-2021 (September 14, 2020)

PAC-C 1-2021 - Procurement Work Plan Update 2020-2021 (March 8, 2021)

Prepared by:

Bart Menage, CSCMP, CRM, C.P.M.

Director, Procurement & Strategic Acquisitions, Corporate Services

Recommended by:

Todd Harrison, CPA, CMA

Commissioner, Corporate Services/Treasurer

Submitted by:

Ron Tripp, P.Eng.

Acting Chief Administrative Officer

Appendices

Confidential Appendix 1	A Matter of Advice that is Subject to Solicitor-Client Privilege – Recommendations for Reporting RFP Results
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**THE REGIONAL MUNICIPALITY OF NIAGARA
PROCUREMENT ADVISORY COMMITTEE
OPEN SESSION**

**PAC 2-2020
Monday, November 16, 2020
Video Conference
Niagara Regional Headquarters, Campbell West
1815 Sir Isaac Brock Way, Thorold, ON**

Committee Members Present via Video Conference: Bradley (Regional Chair), Edgar, Gale, Heit, Rigby, Whalen (Committee Chair)

Other Councillors Present via Video Conference: Huson

Absent/Regrets: Insinna (Committee Vice-Chair), Zalepa

Staff Present via Video Conference: T. Byrne, Manager, Strategic Sourcing, H. Chamberlain, Director, Financial Management and Planning/Deputy Treasurer, M. Evely, Legislative Coordinator, D. Gibbs, Director, Legal & Court Services, T. Harrison, Commissioner/Treasurer, Corporate Services, K. Lotimer, Legislative Coordinator, B. Menage, Director, Procurement & Strategic Acquisitions, J. Mulligan, Manager, Purchasing Services, A.-M. Norio, Regional Clerk, B. Zvaniga, Interim Commissioner, Public Works

1. CALL TO ORDER

Committee Chair Whalen called the meeting to order at 1:01 p.m.

2. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. PRESENTATIONS

There were no presentations.

4. DELEGATIONS

There were no delegations.

5. ITEMS FOR CONSIDERATION

5.1 PAC-C 3-2020

2021 Procurement Advisory Committee Meeting Dates

Moved by Councillor Rigby
Seconded by Councillor Gale

That Correspondence Item PAC-C 3-2020, being a memorandum from A.-M. Norio, dated November 16, 2020, respecting 2021 Procurement Advisory Committee Meeting Dates, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the Procurement Advisory Committee meetings **BE HELD** on Mondays at 1:00 p.m. on the following dates in 2021:

March 8, June 7 (pending confirmation of the 2021 Federation of Canadian Municipalities conference dates), September 13 and November 15.

Carried

6.1 PAC-C 2-2020

Procurement Work Plan Update

Bart Menage, Director, Procurement & Strategic Acquisitions provided information respecting Procurement Work Plan Update. Topics of the presentation included:

- Procurement Education
- Procurement Education Path (Phase 1) - Leaders and Project Managers
- Learning Snapshots
- Procurement Education Path (Phase 2) - Staff (requisitioners)
- Work Plan Initiatives/Timeline
- Purchase Order Data/Timeline

Moved by Councillor Edgar
Seconded by Councillor Rigby

That Report PAC-C 2-2020, dated November 16, 2020, respecting Procurement Work Plan Update, **BE RECEIVED** for information.

Carried

6. CONSENT ITEMS FOR INFORMATION

Moved by Councillor Gale
Seconded by Councillor Heit

That the following items **BE RECEIVED** for information:

PAC-C 4-2020
Procurement By-law No. 02-2016 (as of February 28, 2019)

PAC 1-2020
Procurement Advisory Committee Meeting Minutes - September 14, 2020

Carried

Councillor Information Request(s):

Provide information respecting best practices regarding the distribution of scoring information for Request for Proposal (RFP) results. Councillor Huson.

Provide information respecting the appeal process for bidders. Councillor Huson.

7. OTHER BUSINESS

There were no items of other business.

8. NEXT MEETING

The next meeting will be held on Monday, March 8, 2021, at 1:00 p.m.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 2:16 p.m.

Councillor Whalen
Committee Chair

Kelly Lotimer
Legislative Coordinator

Ann-Marie Norio
Regional Clerk