

Procurement Work Plan 2020- 2021

Procurement Advisory Committee: September 14, 2020

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Procurement Modernization

- In the time since PAC re-convened (September 2017) Procurement has (with PAC support) developed and instituted many of the initiatives outlined herein.
- Each has expanded and advanced the modernization of the Regional procurement.
- As, almost one year has passed since that last Procurement Advisory Committee meeting, this report presents a consolidation of the 2019 work plan, 2020 accomplishments and new work plan actions going forward.

Non-Work Plan Initiatives

- Procurement Essentials eLearning Module
- Procurement Navigator
- Request for Proposal Evaluation Guide
- Procurement Tracker (Intake Process)
- Non-Binding Request for Quotation

Essentials for Leaders Objectives

- Understand the importance of public procurement practices
- Understand your role in supporting and adhering to Niagara Region's Procurement By-law
- Build awareness to and understanding of the Region's informal and formal procurement processes, including required documentation and approvals

Procurement Navigator

Are you looking to make a corporate purchase, but not sure what to do next?

Niagara Region's Procurement Navigator will help you determine what procurement process to follow. Answer a few questions about what you are looking to purchase and you will be provided with:

- Procurement process overview
- Next steps
- Required approvals and documentation
- Access to additional tools and resources

Begin

WORK PLAN: E-BIDDING (Completed)

- Full transition to 100% for all quotations, tenders and proposals including electronic bidding, submissions, security and surety.
 - Reduction in bid irregularities and non-compliant bids;
 - Staff Efficiencies – no data re-entry, export to Excel;
 - Easier access to bids; submit their bid from anywhere;
 - No physical delivery of their bids; and
 - Reduced environmental impact of paper based tendering

WORK PLAN: E-BIDDING TEMPLATES

- In support of E-Bidding, Procurement converted all templates for quotations, tenders and proposals to a format, which is conducive to E-Bidding
- Remaining templates will be transitioned on an as needed basis

WORK PLAN 2020-2021



PROCUREMENT BY-LAW

- Procurement By-law revisions are 80% complete and once completed, Procurement will share the draft By-law with Regional Staff for review and comment.

PROCUREMENT TEMPLATES: Version 4.0

- Procurement will acquire and finalize new templates from the Procurement Office including Negotiated RFP, and develop procedures and requisite documentation.

VENDOR PERFORMANCE MANAGEMENT

- Build upon the Public Works pilot for contractor performance; complete the finalization of the development program (70% complete) for Goods, Consulting and Construction.

PURCHASE ORDER DATA REPORTING:

- Continued generation, development and assessment of PO Data to identify opportunities to initiate Corporate Agreements, which drive savings and audit compliance.
- Procurement is reporting Niagara Region procurement information to Municipal Benchmarking Network Canada (MBN)
- Niagara Region's reporting of Procurement measures from 2017 to date are outlined in the following table.

Procurement Activity

Categories	2017	2018	2019	2020 (July)*
Annual Number - Tenders	52	60	82	45
Annual Number - Proposals	55	72	74	40
Annual Number - Quotations	54	54	54	22
Average number of bids per call	4	3.5	3.7	3.5
Categories	2017	2018	2019	2020 (July)**
Annual Dollar Value - Tenders	\$ 57,738,724.00	\$ 94,742,302.00	\$ 118,816,040.00	\$ 16,809,653.00
Annual Dollar Value - Proposals	\$ 26,832,976.00	\$ 14,730,756.00	\$ 65,208,810.00	\$ 6,087,383.00
Annual Dollar Value - Quotations	\$ 2,521,371.00	\$ 2,366,656.00	\$ 2,167,737.00	\$ 682,391.00
Categories	2017	2018	2019	2020 (August)
Annual Number of Purchase Orders	18410	18829	17712	11001
Annual Dollar Value - All Purchase Orders	\$ 279,362,461.00	\$ 297,529,008.00	\$ 319,954,706.00	\$ 267,873,508.00
* RFX totals (107: Tenders, Proposals and Quotations) are as of the end of July 2020.				
** Award Dollar Values (107: Tenders, Proposals and Quotations) shown for only 50 of the fully awarded RFX's.				