

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

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