
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)

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Appendices

Appendix 1 “Draft” Procurement Dashboard

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