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**Subject:** Procurement Work Plan Update 2020-2021

**Report to:** Procurement Advisory Committee

**Report date:** Monday, June 21, 2021

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## **Recommendations**

1. That Report PAC-C 3-2021 **BE RECEIVED** for information.

## **Key Facts**

- This report provides updates on the Procurement work plan initiatives approved by the Procurement Advisory Committee on September 14, 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 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 updates provided on November 16, 2020 (PAC-C 2-2020) and March 8, 2021 (PAC-C 1-2021). These initiatives represent a continuation of Procurement modernization which demonstrates how Procurement, as a strategic partner, continues to deliver services, which support Niagara Region.

## **2020-2021 WORK PLAN – Updates**

Staff will bring item 1 to Committee for input and/or approval.

### **1. Procurement By-law: (Q3-2021 – Accelerated by PAC March 8, 2021)**

At the March 8, 2021, Procurement Advisory Committee (PAC), two options were presented; interim amendments or maintain current timeline of Q3-2021 and re-assess at this date approaches. Committee members were in support of Staff proceeding with proposed interim revisions to the Procurement By-law.

Procurement re-visited the recommendations proposed by the externally engaged Procurement Law Office coupled with the in process work completed to date and has instead completed a fulsome review of all proposed changes in lieu of interim amendments. With reference to the previously reported changes at the November 18, 2019 PAC meeting (PAC-C 6-2019), a summary of the more significantly proposed amendments is outlined in an accompanying report (PAC-C 4-2021) and the PowerPoint presentation which is appended to that report.

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

Procurement is on schedule with the process of updating Regional Procurement templates received from the Procurement Law Office.

### **3. Vendor Performance Management: (Deferred: 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, amendments to the Procurement By-law and completing 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 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. (Appendix 1)

- At the March 8, 2021 PAC meeting, Procurement introduced a new “Draft” Procurement Dashboard to solicit feedback from Committee members. Based on feedback received, Procurement has not proposed any changes to the latest draft Dashboard which is appended to this report (Appendix 2).
- The dashboard presents the Year to Date Purchase Order PO Data as of May 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)**

Procurement has completed the remaining comprehensive role-based, blended learning program (For all Staff) that focuses on formal and informal learning opportunities for Niagara Region’s leaders and employees who requisition. The training is designed to address high-risk areas identified through the audit reports and increase internal procurement capacity among employees.

- a) Mandatory eLearning Module – Procurement Essentials **(Complete)**
- b) Online, Interactive Tool - Procurement Navigator **(Complete)**
- c) eLearning Module – Procurement Essentials for all staff **(Complete March 17)**
- d) Webinar Series – Skill-Builders **(deferred with focus on By-law amendment)**

Four (4) live interactive webinars will be delivered quarterly; 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.

#### **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 1-2021 Procurement Work Plan Update 2020-2021 (March 8, 2021)

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**

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