

# Town of Riverview

## COUNCIL REPORT FORM



Presented to: Mayor and Town Council

Presented by: Colin Smith, CAO

Date: October 22, 2018

Subject: Procurement Policy and Standard

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### **BACKGROUND**

Town Management went through an extensive review, with the support of a Procurement Consultant, to review and update the Town's Procurement Policy (formally the Purchasing Policy). As well the Procurement Consultant updated the forms and templates that the Town uses when executing major procurement activities.

The proposed change has also split the old Policy language between an overarching policy and a more detailed standard. That is consistent with other organizations. The Policy usually defines the "why" and a standard provides more detail on the "how" things are to be done.

Overall the changes that have been proposed, do not change the overall intent of the Town's practices. The Town continues to adhere to the requirements of the *Public Purchasing Act*. The changes address improved clarity; consistent templates for rfps, tenders, etc.; and the modernization of documentation requirements for accepting tenders, bids, etc. Notable changes included:

- The previous purchasing policy indicated the Town would adhere to the *Public Purchasing Act* and the *Crown Construction Act*. In actual fact, municipalities are required to follow the *Public Purchasing Act* and are not named as an entities that must follow the *Crown Construction Act*. Because there are good components in the *Crown Construction Act*, related to engineering projects, the Town still plans to adhere to the relevant policy intents from that legislation and that is stated in our policy and standard.
- The Consultant identified some current mandatory documentation requirements that the Town follows that are no longer industry standards. So for example the requirement that all bids have corporate seals is no longer a requirement in other municipalities, so bidders don't use or have corporate seals anymore, so we have removed that requirement.
- The templates for rfps; tenders; etc. have been updated to ensure the Town identifies clearly to bidders what the Town deems a mandatory requirements in an rfp, which will result in the non-acceptance of proposals that do not directly address those requirements.

- The updated procurement standard has established a process for when employees recommended using an alternative procurement approach allowed within the legislation (i.e. using another municipalities award; not following a competitive bid process, etc.)

Attached is the updated Policy and Standard.

### **CONSIDERATIONS**

Legal: n/a

Financial: n/a

Policy: consistent with current policy

Stakeholders:

Staff, contractors, vendors, etc.

Strategic Plan:

- Strategic Plan Guiding Principles of – Accountability & Transparency

Interdepartmental Consultation: all department heads & shared policy with Union Presidents

Communication Plan: n/a

### **RECOMMENDATION**

**That the Committee of the Whole recommend that Council approve the updated Procurement Policy and Standard.**