



To: Committee of the Whole
Meeting Date: March 7, 2024
From: Laura Mirabella
Commissioner of Finance and Regional Treasurer
Re: **Contract Awards from October 1, 2023, to December 31, 2023**

This memorandum advises Council of procurement activities pursuant to Section 6.2(g) of the [Procurement Bylaw 2021-103](#) ("the Bylaw").

Private Attachment 1 will be considered in private session as the items within it are related to the security of Regional property, pursuant to Section 239(2) (a) of the *Municipal Act*, 2001.

Procurement Office is responsible for reporting to Council on procurement activities identified in Section 6.2(g) of the Bylaw

The Bylaw requires the following procurement activities are reported to Council:

- Standard procurements awarded through a competitive process ("Competitive Awards"), including renewal terms ("Renewals"), with a total contract value of \$100,000 and over, as per Section 15.4 of the Bylaw
- Non-standard procurements awarded through a direct purchase ("Direct Purchase Awards"), with a total contract value of over \$100,000 and up to \$500,000, as per Section 16.3 of the Bylaw
- Non-standard procurements awarded through an emergency purchase ("Emergency Purchases"), at any contract value, as per Section 17.6 of the Bylaw
- Scope changes/additional deliverables ("Fast Tracks"), awarded at any contract value, as per Section 21.8 of the Bylaw

Between October 1, 2023, to December 31, 2023, 138 procurement activities in the value of \$185,261,957 were conducted in compliance with the Bylaw:

- 62 Competitive Awards worth \$135,503,704
 - 10 of which, worth \$16,847,004, received a single bid
 - 16 Direct Purchase Awards worth \$4,938,849
 - 6 Emergency Purchases worth \$610,596
 - 24 Fast Tracks worth \$34,926,407
 - 30 Renewals worth \$9,282,402
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138 reportable procurement activities were awarded in the value of \$185,261,957 between October 1, 2023, to December 31, 2023

As shown in Table 1, 138 procurement activities in the value of \$185,261,957 were authorized by the Commissioners (or their delegates) and the CAO and Regional Chair, as applicable.

Full details of these procurement activities can be found in Attachment 1 and Private Attachment 1 where applicable.

Table 1
Summary of Reportable Procurement Activities between
October 1, 2023, to December 31, 2023

Category and Department	Number of Procurement Activities	Value of Procurement Activities (\$)
Competitive Awards	62	135,503,704
Community and Health Services	11	5,011,689
Corporate Services	11	65,619,033
Finance	1	344,455
Office of the Chief Administrative Officer	3	1,319,987
Public Works	36	63,208,540
Direct Purchase Awards	16	4,938,849
Community and Health Services	10	3,838,897
Corporate Services	2	394,203
Public Works	4	705,749
Emergency Purchases	6	610,596
Corporate Services	4	443,984
Public Works	2	166,612
Fast Tracks	24	34,926,407
Community and Health Services	8	2,243,984
Corporate Services	2	2,501,687
Public Works	14	30,180,736
Renewals	30	9,282,402
Community and Health Services	11	923,698
Corporate Services	5	5,433,684
Finance	1	80,894
Legal and Court Services	5	332,656
Office of the Chief Administrative Officer	1	166,108
Public Works	7	2,345,362
TOTAL	138	185,261,957

Competitively procured contracts are awarded to the top-ranked compliant bidder, even when a single bid is received, in accordance with Section 15.3 of the Bylaw

The Region’s competitive bid opportunities are posted openly on an external bidding platform. Contracts are awarded to the top-ranked compliant bidder even when a single bid is received.

Where one bid is received, the Procurement Office ensures value for money through:

- Comparing the bid price to the procuring department’s estimated contract value and historical spending data
- Surveying other municipalities to gauge the competitiveness of the bid received
- Surveying registered suppliers interested in the bid opportunity (‘plan takers’) to understand their reasoning for not bidding

Based on the above analysis, the Procurement Office holds discussions with procuring departments to improve the quality of the Region’s competitive procurement process and determine an approach to future departmental bid opportunities.

Between October 1, 2023, to December 31, 2023, ten of the 62 competitive awards within this memorandum received one bid.

In 2023, 453 reportable procurement activities were awarded in the value of \$1,121,948,154

As shown in Table 2, 453 procurement activities in the value of \$1,121,948,154 were awarded in 2023.

Table 2
Summary of Reportable Procurement Activities between
January 1, 2023, to December 31, 2023

Category and Timeframe	Number of Procurement Activities	Value of Procurement Activities (\$)
Competitive Awards	232	1,024,248,758
January 1 – March 31, 2023 (‘Q1 2023’)	45	621,723,997*
April 1 – June 30, 2023 (‘Q2 2023’)	53	139,973,725
July 1 – September 30, 2023 (‘Q3 2023’)	72	127,047,332
October 1 – December 31, 2023 (‘Q4 2023’)	62	135,503,704
Direct Purchase Awards	46	13,968,150
Q1 2023	9	1,723,873
Q2 2023	5	1,525,634
Q3 2023	16	5,779,794
Q4 2023	16	4,938,849
Emergency Purchases	25	3,774,103

Category and Timeframe	Number of Procurement Activities	Value of Procurement Activities (\$)
Q1 2023	8	1,288,664
Q2 2023	1	145,607
Q3 2023	10	1,729,236
Q4 2023	6	610,596
Fast Tracks	56	47,620,275
Q1 2023	9	5,097,997
Q2 2023	11	3,854,832
Q3 2023	12	3,741,039
Q4 2023	24	34,926,407
Renewals	94	32,336,868
Q1 2023	27	4,692,159
Q2 2023	18	6,443,425
Q3 2023	19	11,918,882
Q4 2023	30	9,282,402
TOTAL	453	1,121,948,154

*Note: The Competitive Award value for Q1 2023 is significantly higher than values for other quarters as it includes a high-value contract awarded to Miller Transit Ltd. in the value of \$519.2M for provision of transit operations and maintenance services for the new South-East Transit Division.

COVID-19 related procurement activities have been identified in this memorandum

Since 2020, the Procurement Office has tracked and identified COVID-19 related procurement activities. Table 3 outlines the COVID-19 related procurements in 2023.

Beginning in 2024, these procurements will no longer be identified separately (?) in this memorandum.

Table 3
Summary of COVID-19 Related Procurement Activities between
January 1, 2023, to December 31, 2023

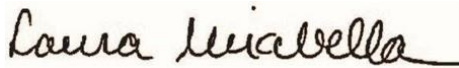
Timeframe	Number of COVID-19 Procurement Activities	Number of Procurement Activities	Value of COVID-19 Procurement Activities (\$)	Value of Procurement Activities (\$)
Q1 2023	2	98	3,686,639	634,526,689*
Q2 2023	0	88	0	151,943,223
Q3 2023	0	129	0	150,216,285
Q4 2023	2	138	220,032	185,261,957

*Note: The Procurement Activities value for Q1 2023 is significantly higher than the values for the rest of quarters as it includes a high-value contract awarded to Miller Transit Ltd. in the value of \$519.2M for the provision of transit operations and maintenance services for the new South-East Transit Division.

Procurement activities were completed in compliance with the Bylaw, approved budgets, and Regional policies and processes

All procurement activities, were within approved budgets and completed in compliance with the Bylaw and in accordance with all applicable Regional policies and procedures.

For more information on this memorandum, please contact Fadi Samara, Director, Procurement Office at 1-877-464-9675 ext. 71650. Accessible formats or communication supports are available upon request.



Laura Mirabella

Commissioner of Finance and Regional Treasurer



Erin Mahoney

Chief Administrative Officer

February 9, 2024

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Attachments (2)

Attachment 1 - Contract Awards from Oct. 1 to Dec. 31, 2023

Private Attachment 1 - Contract Awards from Oct. 1 to Dec. 31, 2023