



To: Committee of the Whole
Meeting Date: June 13, 2024
From: Laura Mirabella
Commissioner of Finance and Regional Treasurer
Re: **Contract Awards from January 1, 2024, to March 31, 2024**

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

Private Attachment 1 will be considered in private session as it relates 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 be 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 January 1, 2024 and March 31, 2024 ("Q1 2024"), 86 procurement activities in the value of \$109,027,164 were conducted in compliance with the Bylaw:

- 42 Competitive Awards worth \$92,884,682 (3 of which, worth \$3,107,801, received a single bid)
- 14 Direct Purchase Awards worth \$6,875,977
- 4 Emergency Purchases worth \$106,096
- 9 Fast Tracks worth \$3,462,450
- 17 Renewals worth \$5,697,960

86 reportable procurement activities were awarded in Q1 2024 valued at \$109,027,164

As shown in Table 1, 86 procurement activities valued at \$109,027,164 were authorized by 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 in Q1 2024

Category and Department	Number of Procurement Activities	Value of Procurement Activities (\$)
Competitive Awards	42	92,884,682
Community and Health Services	4	4,084,721
Corporate Services	3	3,093,599
Office of the CAO	1	645,614
Public Works	34	85,060,748
Direct Purchase Awards	14	6,875,977
Community and Health Services	10	5,570,000
Public Works	4	1,305,977
Emergency Purchases	4	106,096
Community and Health Services	1	75,000
Corporate Services	2	20,200
Public Works	1	10,896
Fast Tracks	9	3,462,450
Community and Health Services	3	1,528,257
Public Works	5	1,814,193
Finance	1	120,000
Renewals	17	5,697,960
Community and Health Services	4	166,955
Corporate Services	4	884,765
Office of the CAO	1	148,569
Public Works	8	4,497,670
TOTAL	86	109,027,164

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 is secured 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 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.

Table 2 shows three of the 42 competitive awards in Q1 2024 that received one bid.

Table 2
Summary of Single Bid Competitive Awards in 2024

Quarter	Number of Single Bid Competitive Awards	Value of Single Bid Competitive Awards (\$)
Q1 2024	3	3,107,801
Q2 2024	-	-
Q3 2024	-	-
Q4 2024	-	-
TOTAL	3	3,107,801

More specifically, the single bid-related items within this report are related to software and support/professional services, design, contract administration and site inspection services, and original equipment manufacturer parts and services for regional vehicles.

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 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

May 27, 2024
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Attachments (2)

Attachment 1 - Contract Awards from Jan. 1 to Mar. 31, 2024
Private Attachment 1 - Contract Awards from Jan. 1 to Mar. 31, 2024