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To: Committee of the Whole  
Meeting Date: September 5, 2024  
From: Laura Mirabella  
Commissioner of Finance and Regional Treasurer  
Re: **Contract Awards from April 1, 2024, to June 30, 2024**

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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 April 1, 2024 and June 30, 2024 (“Q2 2024”), 109 procurement activities in the value of \$177,005,889 were conducted in compliance with the Bylaw:

- 40 Competitive Awards worth \$108,496,572 (four of which, worth \$25,564,943, received a single bid)
- 14 Direct Purchase Awards worth \$8,730,654
- 8 Emergency Purchases worth \$11,121,639
- 14 Fast Tracks worth \$4,852,980
- 33 Renewals worth \$43,804,044

**109 reportable procurement activities were awarded in Q2 2024 valued at \$177,005,889**

As shown in Table 1, 106 procurement activities valued at \$177,005,889 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 Q2 2024**

Category and Department	Number of Procurement Activities	Value of Procurement Activities (\$)
<b>Competitive Awards</b>	<b>40</b>	<b>108,496,572</b>
Community and Health Services	2	1,869,322
Corporate Services	7	9,445,926
Public Works	31	97,181,324
<b>Direct Purchase</b>	<b>14</b>	<b>8,730,654</b>
Community and Health Services	3	5,703,377
Corporate Services	2	992,000
Finance	1	336,800
Public Works	8	1,698,477
<b>Emergency Purchases</b>	<b>8</b>	<b>11,121,639</b>
Community and Health Services	4	6,823,822
Corporate Services	1	36,300
Public Works	3	4,261,517
<b>Fast Tracks</b>	<b>14</b>	<b>4,852,980</b>
Community and Health Services	1	205,449
Legal and Court Services	7	2,145,843
Office of the CAO	1	169,785
Public Works	5	2,331,902
<b>Renewals</b>	<b>33</b>	<b>43,804,044</b>
Community and Health Services	10	1,134,968
Corporate Services	3	234,060
Finance	3	336,313
Office of the CAO	1	193,200
Public Works	16	41,905,504
<b>TOTAL</b>	<b>109</b>	<b>177,005,889</b>

*Note: The "Value of Procurement Activities" values may not sum to total due to rounding.*

**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 the four competitive awards in Q2 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	4	25,564,943
Q3 2024	-	-
Q4 2024	-	-
<b>TOTAL</b>	<b>7</b>	<b>28,672,744</b>

More specifically, single bid-related items within this report are related to ancillary office furniture, specialized construction services (elevated tanks), and specialized medical devices (intraosseous vascular devices).

**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.

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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



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Erin Mahoney  
Chief Administrative Officer

August 20, 2024  
#16285151

Attachment 1 - Contract Awards from Apr. 1 to Jun. 30, 2024  
Private Attachment 1 - Contract Awards from Apr. 1 to Jun. 30, 2024