
REPORT TITLE: Interim Delegation of Procurement Authority

FROM: Julie Pittini, Acting Commissioner of Finance and Chief Financial Officer

RECOMMENDATION

That Procurement By-law 30-2018, as amended, be amended to delegate authority to the Chief Financial Officer to increase and/or extend existing contracts, procured through a competitive process, up to a cumulative increased value of \$250,000, excluding applicable taxes, where the Chief Financial Officer deems it reasonably necessary to do so in order to carry on the business of the Region of Peel due to the impact of the COVID-19 pandemic;

And further, that the by-law to amend the Procurement By-law 30-2018, as amended, be presented for enactment.

REPORT HIGHLIGHTS

- The COVID-19 pandemic continues to have significant impacts on the Region of Peel (Region), and notably to staffing resources.
- The Region continues to remain focused on pandemic response and mass vaccination efforts.
- The pandemic continues to heavily impact staff across the Region as they continue to support the response to COVID-19 while continuing to maintain day-to-day service levels.
- Numerous outsourced contracts are reaching expiry or are required to be increased to address the operational needs of the Region.
- Staff is requesting interim authority to the Chief Financial Officer to increase and/or extend previously competitively bid contracts in excess of twenty per cent of the original contract value up to a cumulative increased value of \$250,000 to maintain service levels to the community and allow staff to continue their focused support of Peel's COVID-19 response.
- Contracts that are increased and/or extended under this authority will be reported to Council in the Tri-Annual Procurement Activity report.

DISCUSSION

1. Background

Responding to the COVID-19 pandemic and mass vaccination efforts continue to remain the Region's highest priority. Various Regional staff from all programs have been redeployed in support of the pandemic and Mass Vaccination Program. Staff that have not been redeployed have been tasked with additional duties in support of their various programs or support areas. In addition, regular recruitment activities have been paused to address the

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significant recruitment efforts required for the Mass Vaccination Program, further straining existing staff resources.

There are numerous operational contracts that are currently in their final term, which require a new competitive procurement process to award a new contract or require an extension to meet operational requirements or other business needs. Given the resourcing challenges, staff do not have the capacity to facilitate a new competitive procurement process for all expiring contracts. To enable staff to continue their focused support of the pandemic response and to maintain service levels to the community, delegated authority is requested to maintain operational stability and allow sufficient time to initiate the required procurement process.

The Procurement By-law 30-2018, as amended, contains provisions which permit procured contracts to be increased by twenty per cent where required. In order to address procurement pressures arising from the COVID-19 pandemic, staff are recommending the inclusion of an additional provision in the Procurement By-law delegating Council's authority to increase and/or extend existing contracts in excess of twenty per cent of the original contract value to the Chief Financial Officer. The delegated authority will be up to a maximum accumulated increase of \$250,0000 and will only be applied where the CFO deems it necessary to carry on the business of the Region during the COVID-19 pandemic. This authority will extend for the term of the Region of Peel declared state of emergency and such reasonable period of time thereafter as may be necessary to address any continuing after-effects of the emergency on Regional procurement.

Contracts that are increased and/or extended under this authority will be reported to Council in the Tri-Annual Procurement Activity report.

RISKS

The COVID-19 pandemic response and the Mass Vaccination Program continue to be a significant focus for the Region. However, the pressure to maintain service levels to the Peel community while supporting the response to the pandemic have put significant strain on existing resources. Delays in contract renewals will impact the delivery and outcomes of the Region's programs and services.

FINANCIAL IMPLICATIONS

There are no direct financial implications.

For further information regarding this report, please contact Natasha Rajani at ext.4302 or via email at Natasha.Rajani@peelregion.ca

Authored By: Natasha Rajani

Reviewed and/or approved in workflow by:

Department Commissioner, Division Director and Legal Services.