

Appendix I – Procurement Activity Report – Definitions

Best value bid: the optimal balance of technical merit and cost determined in accordance with pre-set evaluation criteria disclosed in a Bid Solicitation for the purpose of making an Award. For Requests for Tenders and Requests for Quotations, the best value bid is the lowest cost compliant Bid meeting technical specifications and qualifications. For Requests for Proposals, the best value is the highest ranked compliant Bid following the evaluation of proposals.

Board recess purchases: The Procurement By-law delegates authority to the Chief Financial Officer (CFO) to award contracts that are otherwise required to be awarded by the Board when there is no regular meeting of the Board scheduled during a period of time that is more than 21 days after the date of the previously scheduled regular Board meeting, where the contracts are deemed reasonably required to carry on the business of the Peel Housing Corporation.

Competitive contracts greater than \$100,000: These are contracts awarded to vendors as a result of a competitive process.

Disposal proceeds: These are proceeds received from the sale, exchange, transfer or gift of goods owned by the Region which are surplus to its needs.

Emergency purchases: These are contracts awarded to vendors in the event of an emergency. “Emergency” means a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.

Final contract payments: These are amendments made to contracts to facilitate final payment to a vendor for additional work required in order to complete the contract. The final payment for the work exceeds the approved contract amount including the allowable amendment value in accordance with the Procurement By-law. The Procurement By-law delegates authority to the Director of Procurement to approve these final contract payments which manages payment delays to vendors on the condition that Council is provided full disclosure on all final contract payments.

Non-competitive contracts greater than \$100,000: These are contracts awarded to vendors as a result of a non-competitive process. It refers to the negotiation of an agreement for the purchase of goods and services where there is no open competition among or between vendors. The conditions that allow for direct negotiation are outlined in Part V Procurement Authorities and Procurement Methods of the Procurement By-law.

Non-compliant purchases: These are purchases made when a department has engaged a vendor to deliver goods or services without following the procurement processes required by the Procurement By-law.

Unforeseen circumstances: These are amendments made to contracts to facilitate nominal payments for unforeseen work. For example, a contractor must remedy an unknown pre-existing site condition in order to complete the contract. The Procurement By-law delegates authority to the Director of Procurement to approve these amendments on the

condition that Council is provided full disclosure on all increases resulting from unforeseen circumstances.

Vendor of Record: Vendor of Record (VOR) means a procurement arrangement, typically established through a competitive procurement process, that authorizes one or more qualified vendors to provide goods and/or services for a defined period with particular terms and conditions, which may include pricing, as set out in the VOR agreement. It is used for frequent purchases of a good or service and can help improve procurement efficiency by eliminating duplication of effort for similar goods or services. The Region may from time to time elect to establish a Vendor(s) of Record for the procurement of specific goods or services, and will do so in accordance with the requirements set out in Procurement Policy.