
For Information

REPORT TITLE: Procurement Activity Report – T1 January 1 to April 30, 2022

FROM: Gary Kent, CPA, CGA, ICD.D, Chief Financial Officer and Commissioner of Corporate Services

OBJECTIVE

To provide the details of procurement activity as required by Procurement By-law 30-2018, as amended, for the first triannual period ending April 30, 2022, and to report on key highlights and outcomes for the period.

REPORT HIGHLIGHTS

- The Procurement By-law delegates authority to staff to manage procurement processes and to report these activities to Regional Council on a regular basis.
 - Staff continue to balance the risks to the organization by adapting processes and procedures to ensure a level of spend control throughout this period of market instability and uncertainty, while ensuring an urgent emergency response is prioritized.
 - During the first triannual period of 2022, the Region of Peel awarded 58 new contracts greater than \$100,000 with a total value of \$216,682,917.15.
 - This report provides a summary of the Region's procurement and disposal activity for the first triannual period of 2022.
 - Key highlights of the Region's procurement functions are provided.
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DISCUSSION

1. Background

The Procurement By-law requires that staff report to Regional Council regularly on procurement activity. The purpose of this report is to provide Regional Council with a summary of the procurement activity for the first triannual period (T1) of 2022, including awards made under delegated authority. Procurement activity is reported under the following categories (definitions in connection with the terms referenced below are contained in Appendix I of this report):

- Contract awards;
- Disposal of surplus goods and equipment;
- Emergency purchases (including COVID-19);
- Awards during Regional Council recesses;
- Non-compliance with the By-law;
- Unforeseen circumstances;
- Final contract payments related to the original purchase contract; and,
- Vendor of Record purchases.

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This report also outlines some of the key highlights attributable to the Region of Peel's procurement functions for T1 2022, including COVID-19 related activities.

2. Key Findings

Regional procurement during COVID-19 continues to balance the objective of gaining value for money with the need for urgent responses to alleviate an immediate risk or proactively address an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property.

Staff continue to assess the risks to the organization by adapting processes and procedures to ensure a level of spend control throughout this period of market instability and uncertainty, while ensuring an urgent emergency response is prioritized. Emergency purchases related to COVID-19 for this period reached \$2,030,804.80. Details of a number of these emergency purchases have been brought forward to Council previously as part of the updates under COVID-19 Related Matters. Further details of awards are outlined in Appendix II - Awarded Contracts.

In addition, cumulative contract increases in value up to \$250,000, exclusive of taxes where the Chief Financial Officer can approve based on interim authority, resulted in increases during this period of \$303,404.60 and are outlined in Appendix II – Awarded Contracts.

3. Procurement Activity and Disposal Summary – T1 2022

The table below provides a summary of the procurement and disposal activity for the first triannual period of 2022 (January 1- April 30). The Procurement Activity section of the table includes information on all awarded contracts in excess of \$100,000; emergency purchases; non-compliant purchases; vendor of record purchases; and, awards made during periods of Regional Council recess. It also includes amendments made to existing contracts under the Chief Financial Officer's interim authority and ones that were a result of unforeseen circumstances or were required for final payment purposes, as authorized under the Procurement By-law. The Procurement Activity summary excludes contract renewal activity. A detailed listing of all procurement activity is referenced in Appendix II to this report.

Staff continue to procure technology to maximize the efficiency of the procurement process across the organization as part of a larger Enterprise Resource Planning deployment.

The Disposal activity section summarizes the proceeds or trade-in values received from the disposal of Region of Peel surplus assets. A detailed listing of the disposal activity is referenced in Appendix III to this report.

Procurement Activity	Value
Competitive contracts approved under Delegated Authority	\$208,084,810.94
Non-competitive contracts approved by Council	\$8,598,106.21
Contracts awarded during Council recess	No Activity

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Total New Contracts Greater Than \$100,000	\$216,682,917.15
Emergency purchases	\$5,360,500.35
Emergency purchases related to COVID-19	\$2,030,804.80
Established Vendor of Record purchases	\$3,545,908.70
Final contract payments	\$36,856.00
Unforeseen circumstances	No Activity
Non-compliant purchases	No Activity
CFO interim increase authority	\$303,404.60
Total Activity	\$227,960,391.60
Disposal Activity	
Total disposal proceeds received	\$6,674.31
Total trade-in values received	No Activity
Total Donations	No Activity

In addition, a total of 58 contracts with a cumulative value of \$3,347,716.12 each valued at \$100,000 and under were procured during the reported period (does not include above noted emergency purchases that are equal to or less than \$100,000).

CONCLUSION

The Procurement By-Law builds trust and confidence in the stewardship of public funds with an emphasis on awarding contracts based on best value. Continuous improvement and modernization efforts undertaken in connection with the Region's Procurement program build on these principles to continually measure and assess the effectiveness of the Region's procurement program and enhance value for money. In addition, procurements and associated costs related to COVID-19 are continually monitored and tracked for eligibility in emergency funding.

This report is submitted to summarize the Region's procurement and disposal activity for the first triannual period ending April 30, 2022 in accordance with the reporting requirements set out in the Procurement By-law, and to provide key highlights observed during the period arising from the continuous improvement and modernization initiatives undertaken by the Region's Procurement Division.

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APPENDICES

Appendix I – Definitions

Appendix II – Awarded Contracts – T1 2022

Appendix III – Disposal – T1 2022

Authored By: Marilena Andani, Manager, Procurement, Planning & Performance (acting)

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Gary Kent, CPA, CGA, ICD.D, Chief Financial Officer and Commissioner of Corporate Services