

DATE OF MEETING AUTHORED BY [DECEMBER 12, 2018] JANE RUSHTON, MANAGER, PURCHASING AND STORES

**SUBJECT [QUARTERLY PURCHASING REPORT SINGLE AND SOLE SOURCE, INSTANCES OF NON-COMPLIANCE PURCHASES, AND PURCHASES IN EXCESS OF \$250,000]**

## **OVERVIEW**

### **Purpose of Report**

This report provides information in compliance with the City's Procurement Policy (03-1200-01) regarding sole source, single submission purchases and policy compliance.

### **Recommendation**

That the report titled Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000 dated December 12, 2018, be received for information.

## **DISCUSSION**

The City's Procurement Policy (03-1200-01) requires:

- 17 Reporting
  - 17.1 On a quarterly basis, Council will be provided with an information report summarizing the following:
    - 17.1.1 Sole source and single source purchases between \$25,000 and \$250,000;
    - 17.1.2 Award of all purchases in excess of \$250,000; and,
    - 17.1.3 Instances of Non-Compliance and action taken in each instance.

This report outlines results of the above processes for information. Further details are summarized in Attachments 1 and 2 to this report.

### **Sole Source Purchases**

**"Sole Source Purchase"** means a non-competitive acquisition whereby the purchases for goods and or services are directed to one source where there is only one available Vendor or Contractor of that good and or service that meets the needs or requirements of the City. Sole source purchases go through an internal control review process and sign off covering justification, review of decision and costs.

## Single Source Purchases

**“Single Source Purchase”** means a non-competitive acquisition whereby purchases for goods and or services are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

Due to staffing constraints, the City is not able at this time to undertake internal audits or reviews to determine policy compliance deviations. The City’s internal controls have been updated to flag non-compliance going forward using current Staff, and if it is determined that the associated risks are significant additional resources will be requested from Council.

### **SUMMARY POINTS**

- Sole source and single source purchases between \$25,000 and \$250,000 are reported to Council. The City undertook nine (9) Single and Sole Source purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$298,286.19 including PST for the period ending 2018-SEP-30.
- Award of all purchases in excess of \$250,000 and instances of non-compliance are reported to Council. The City undertook five (5) purchases in excess of \$250,000 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$4,222,248.92 including PST for the period ending 2018-SEP-30.  
There were no instances of non-compliance for the period ending 2018-SEP-30.

### **ATTACHMENTS**

- Appendix 1: Q3 2018 – Sole Source and Single Source Purchases >\$25,000<=\$250,000
- Appendix 2: Q3 2018 - Purchases Greater than \$250,000 Summary

#### **Submitted by:**

Jane Rushton  
Manager, Purchasing and Stores

#### **Concurrence by:**

Laura Mercer  
Acting Director, Financial Services