

# EVERYTHING YOU NEED TO KNOW ABOUT: Corporate Services



CS includes: Financial Services, Legislative Services, Information Technology &

## Purchasing & Risk Management

### NUMBER OF STAFF

1

### Purchasing & Risk Coordinator



### WHAT DO WE DO?

Act as a centralized purchasing/procurement office to ensure consistent application of Purchasing Legislation and the Township's Purchasing By-law across the corporation, promoting fair, open, and transparent competition of public funds.

Responsible for the administration of all Township insurance coverage, assisting other departments in mitigating claims risk, approving third party insurance certificates and the handling of all third party liability claims made against the Township relating to personal injury or property damage.

### KEY FACTS



- The Municipal Act requires municipalities to adopt a policy related to procurement of goods and services, which must be reviewed and renewed every 5 years
- In addition public procurement is subject to other statute law and agreements, such as the Canada Free Trade Agreement, Competition Act, Municipal Conflict of Interest Act and more.
- Most public procurement methods rely on public competition and are tied to dollar thresholds.
- Competitive procurement range from Informal/Formal Request for Quotations, Formal Request for Tenders, Request For Proposals and also include pre-qualification methods such as a Request for Supplier Qualification.
- Emergencies and true "sole-source" solutions are typical exceptions from competition.

### CURRENT & UPCOMING PROJECTS

- Purchasing Policy Review & Update - update of policy and creation of comprehensive associated procedures.
- Purchasing template documents – update and/or creation.
- Electronic tendering (eTendering) – move to an electronic tendering system.
- Creation of standard contract terms and conditions for various contract types (i.e. construction, goods & services, consulting, roads).
- Training and information session(s) with staff utilizing external solicitor and insurer relating to changes in legislation (Construction Act and risk mgmt issues)

# TOP QUESTIONS ASKED

## 1. How is public procurement different from private sector procurement?

Public procurement is founded on an open, fair, and transparent competition, with only limited exceptions. The private sector is generally free to follow whatever methods it chooses, competitive or not.

## 2. How do I find out about tendering opportunities in Centre Wellington?

The Township has launched Phase 1 of a fully-integrated online eProcurement tool through eSolutions Group Bids & Tenders e-Procurement platform. Phase 1 allows vendors to view, register and download bids online. Bidders with a subscription will have access to all bid documents by all organizations currently utilizing the Bids & Tenders tool. Phase 2 of the online eProcurement tool involves full eTendering (coming soon in 2019!), and will allow bid submissions online for all Township tenders and proposals.

## 3. I am a local business. Will this be considered in a contract award?

Pursuant to the Discriminatory Business Practices Act, making an award based on local preference is prohibited.

## 4. I have submitted a bid to the Township. If I am the lowest bidder, do I automatically win?

Not necessarily. The Township has many bid types, all with different rules and requirements around awarding a contract. For “request for quotations” and “request for tenders”, as long as a bidder is not disqualified, lowest bid wins the contract. For “request for proposals”, an evaluation process takes place where many components of a bidders submission are evaluated and scored. This includes price as well as other components such as qualifications and experience. For proposals, it is the bidder with the highest evaluation score that is awarded the contract, which is not necessarily the lowest bid.

## 5. How do I submit a damage claim?

According to the Municipal Act:

(1) Notification of a claim must be in writing

(2) Anyone with a claim arising from an accident that occurred on a highway or bridge (including but not limited to a sidewalk, boulevard or roadway) must submit their claim, detailing the location of the incident and the injury complained of, within 10 days after the injury occurred.