



County Council

Meeting Date: March 26, 2024

Submitted by: Josh White, Procurement Services Manager

Subject: County Procurement By-Law No. 7270

BACKGROUND:

On February 8th 2022, Council received a [report](#) regarding the results of LXM LAW LLP's (LXM) review of the both the County's and Lower Tier Municipalities Service Delivery Review on Procurement Services as part of the Province of Ontario's Municipal Modernization Program.

In the report, amongst the recommendations made was to update to the County's Procurement By-Law, which was first approved in 1995 with a revision in 2005.

ANALYSIS:

Initial recommendations in regards to the contents of the new Procurement By-Law were made by LXM as part of their engagement with the County back in 2022, which was utilized as part of a initial draft completed at that point by the County Barrister & Solicitor.

Following the implementation of the Procurement Services department, another recommendation of LXM's report, further amendments were made using industry best practices with the support of the County Barrister & Solicitor. Some of the key additions and changes contained within the new Procurement By-Law are highlighted below:

- Increase of the threshold for direct purchases (not needing multiple quotes) from \$5,000.00 to up to but excluding \$10,000.00.
- Increase of the threshold for requiring at least three (3) quotes (not a formal Tender or Request for Proposal) from \$50,000.00 to up to but excluding \$100,000.00.
- The threshold for requiring Council approval on procurements increasing from \$50,000.00 to procurements greater than \$250,000.00. This amount was derived by analyzing other Southwestern Ontario County's thresholds.
- Council approval shall be required for exceptions to the procurement policy for purchases of \$100,000.00 or greater.
- Policy surrounding the participation in buying groups and piggybacking.


- The addition of policies and procedures in regards to Supplier Evaluation and Suspension.

FINANCIAL IMPLICATIONS:

Not Applicable.

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Promoting Service Excellence 	Innovate and transform municipal service delivery	<ul style="list-style-type: none"> • Anticipate and align municipal service delivery to emerging needs and expectations • Engage, educate and inform residents, businesses, and visitors of county services and community activities • Strengthen our advocacy and lobbying efforts with other government bodies • Collaborate with strategic partners to leverage available resources and opportunities • Build organizational capacity and capabilities

RECOMMENDATION:

THAT the County Procurement By-Law No. 7270 report be received for information;

AND THAT staff be directed to bring forward a Procurement By-law for Council consideration.

Attachment