

# Procurement Services Update

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September 24, 2024

# Procurement at the County



- In early 2022 LXM Law LLP, through grant funding from the Province of Ontario Municipal Modernization Program recommended to Council the need and opportunity of creating a centralized Procurement Services department at the County which in the future could support the lower tier municipalities.
- Procurement Services Manager was hired in November 2022 to initially support the County and MLPS. Support has been also provided to some of the lower tier municipalities.
- The department has been functioning for almost two years with a new County Procurement By-Law passed in March 2024 by Council with the support of County Legal Services.

# The Story So Far...



## 2023

- 28 Bids (County/MLPS)
- Total awarded amount: \$19.3M
- Focus on bid consolidation and increase term
- Education/refresher of purchasing authorities on processes and by-law
- By-law development
- Initial conversations with lower tier municipalities regarding support.

## 2024 YTD

- 27 Bids (County/MLPS)
- Total awarded amount: \$19.6M
- Finalization and passing of new by-law
- Begun reviewing bid documents
- Hiring of a Procurement Officer
- Process of initial support of lower tier municipalities has commenced.

# Our Value Proposition:

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- 1) Achieve “Best Value” for taxpayer dollars in a transparent manner
- 2) Mitigate risk to the County
- 3) Improve efficiency

# Procurement Services Responsibilities



- Administration and Adherence to the Procurement By-Law
  - Achieving “Best Value”
  - Ensuring Transparency
- Facilitating the Procurement Processes
  - Purchasing method (Quotes, Tenders, Request for Proposals, Buying Groups)
  - Assisting with the development of specifications and requirements
  - Vendor identification
  - Managing Bids and Tenders
  - Site visits, demonstrations, interviews
  - Negotiations
  - Contract development and execution
  - Assisting with reports

# Responsibilities Continued



- Mitigating Risk
  - Trade Agreements
  - Legal Precedent
- Contract Management
  - Execution
  - Tracking
  - Renewals/Increases
- Vendor Management
  - Identification
  - Debriefs
  - Performance Reviews

# What's Next?



- Further to LXM Law LLP's recommendations, a Procurement Officer was hired in July 2024 with the intention of providing procurement services to all lower tier municipalities once fully onboard.
- Some lower tiers municipalities have already been engaged to receive support. It is expected that all municipalities will be offered our services by early 2025.

# Additional Future / Potential Initiatives



- Assisting lower tiers with following where required:
  - Purchasing By-Law revisions and amendments
  - Educating
  - Bid templates
  - Online bidding
  - Contract templates
- Identifying common purchases
- A centralized vendor reference database
  - Streamlined performance reviews
- Shared professional rosters
- Shared contractor programs



# Questions?

