



Committee of the Whole

Meeting Date: September 24, 2024

Submitted by: Josh White, Procurement Services Manager

Subject: Procurement Services Update

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.

Results from that review resulted in three (3) main recommendations that would result in increased efficiency and productivity, minimize risk, and maximize procurement outcomes. These recommendations were:

1. Establish a Centralized Procurement Services across the County and Lower Tier Municipalities
2. Adopt Consistent Governing Policies
3. Develop Standardized Procedures, Tools, and Templates

ANALYSIS:

In late 2022, the Procurement Service Manager position was filled with the initial goal of establishing a Centralized Procurement Services within the County including support for Middlesex London Paramedics Service, Middlesex County Library, and Strathmere Lodge. Ad-hoc support for the lower tier municipalities has been provided as requested.

As procurement related processes were developed and the County's procurement landscape was understood, a new Procurement By-Law ([By-Law No. 7270](#)) was developed in conjunction with Legal Services which was ultimately finalized and approved by [County Council on March 26, 2024](#).

Overall, the program has been successful. In the first full year of supporting the County (2023) the department facilitated with twenty-eight (28) bids amounting to approximately \$19,300,000.00 in awarded contract. In just over nine (9) months into 2024 the department has already facilitated twenty-seven (27) bids with an awarded amount of approximately \$19,600,000.00. The increase in demand for the department's services

can be attributed to a higher quantity of projects at the County in 2024 as well as requests for the department's assistance for purchases that do not require it (under \$100,000.00) as per the new Procurement By-Law.

In spring 2024, the Procurement Services department embarked on the next chapter of its development and began the process of hiring a Procurement Services Officer, which saw the position filled commencing on July 08, 2024. With the additional resource the department will soon become a centralized procurement department available for all lower tier municipalities in addition to the County.


Conversations have already begun with some of the lower tiers as to how the County's Procurement Services department can assist them with the expectation that all lower tier municipalities will be able to utilize our services at the beginning of 2025.

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• Build organizational capacity and capabilities

RECOMMENDATION:

THAT the Procurement Services Update be received for information.