ADMINISTRATIVE STANDARD NO. FM-002

Pursuant to the MATERIALS MANAGEMENT POLICY

AUTHORITY FOR STANDARD: **Chief Administrative Officer**
LAST UPDATED: **June 2012**

STANDARD

THIS STANDARD OUTLINES THE DELEGATIONS OF AUTHORITY RELATED TO PROCUREMENT AND CONTRACT ADMINISTRATION, IN RELATION TO THE COUNCIL ADOPTED MATERIALS MANAGEMENT POLICY (THE POLICY) AND OTHER RELATED DELEGATIONS.

A. PURPOSE OF STANDARD

On March 24, 2004, Council adopted the new Materials Management Policy. This Standard sets out:

(a) the delegations of authority under the Materials Management Policy;

(b) the direction to administer the Materials Management Policy; and

(c) other delegations of authority and procedures related to Procurement and Contract Administration.

B. ROLES AND RESPONSIBILITIES

B1. DELEGATION OF AUTHORITY

Executive Policy Committee

B1.1 Effective January 1, 2011, the Chief Administrative Officer determined that approval of Executive Policy Committee is required for any single source negotiation for Consultant Services where:

(a) the estimated value of the Consultant Service relating to capital projects included in the capital budget exceeds $100,000 in total, including all phases of any given project;

(b) the estimated value of the Consultant Service, other than those relating to capital projects, exceeds $35,000 in total, including all phases of any given project.

Chief Operating Officer

B1.2 The Chief Administrative Officer hereby delegates to the Chief Operating Officer, his/her authority under the Policy.

B1.2.1 The Chief Operating Officer shall not further delegate his/her authority without the approval of the Chief Administrative Officer.

B1.3 This delegation of authority to the Chief Operating Officer does not alter previous delegations of authority as set out in Administrative Standard FM-002.

Chief Financial Officer

B1.4 The Chief Administrative Officer hereby delegates to the Chief Financial Officer, his/her authority under the following sections of the Policy:

(a) B3. – SOLICITATION OF COMPETITIVE OFFERS;

(b) B4. – SINGLE SOURCE NEGOTIATIONS, except in accordance with B1.1;

(c) B5. – COOPERATIVE CONTRACTS;

(d) B6. – ETHICS;

(e) B7. – SUSPENSION AND DEBARMENT;

(f) B8. – AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER.

with the exception that:

(i) the Chief Financial Officer's authority to approve single source negotiations pursuant to B4. of the Policy shall not exceed five million dollars ($5,000,000);

(ii) the Chief Financial Officer's authority to approve an award of contract pursuant to B8.2 (a), B8.2 (b) and B8.2 (c) of the Policy shall not exceed five million dollars ($5,000,000).

Department Heads

B1.5 The Chief Financial Officer hereby delegates to the Department Heads, his/her delegated authority under B8. of the Policy to:

(a) award a contract for a Departmental Purchase where:

(i) the contract is for a Supply to the City, including Consultant Services, the reasonable estimate of the Consideration does not exceed five thousand dollars ($5,000), with or without the Solicitation of Competitive Offers, which authority may be further delegated; or

(ii) the contract is for Consultant Services pursuant to Appendix 1, Consultant Services; and

(a) the Consideration does not exceed the amounts stated in B1.1; or

(b) subject to single source approval in accordance with B1.1, the consideration does not exceed $100,000; and

(iii) there are sufficient funds for the Consideration to be paid by the City in a budget therefor approved by Council.

(b) determine that a Bid within his/her Award Authority is non-responsive and shall be rejected;

(c) determine that it is in the best interest of the City to not make an award of contract, which award would otherwise be within his/her authority;

(d) issue letters of intent/purchase orders for contracts approved by Council or Standing Committee;

(e) initiate a Solicitation where the reasonable estimate of the Consideration does not exceed five thousand dollars ($5,000).

B1.6 The Chief Financial Officer hereby delegates to the Department Heads of Planning, Property and Development, Public Works, Transit, and Water and Waste, his/her delegated Award Authority under B8. of the Policy where:

(a) the Supply has been initiated through the Solicitation of Competitive Offers, including Consultant Services, pursuant to B3. of the Policy or negotiated pursuant to B4. of the Policy; and

(b) the contract is for a Supply to the City, does not create an absolute commitment for funds not yet approved by Council, Consideration for the contract does not exceed two million dollars ($2,000,000), and the contract does not exceed five years; or

(c) the Consideration for the contract does not exceed two million dollars ($2,000,000), and there are sufficient funds for the Consideration to be paid by the City in a budget therefor approved by Council; or

(d) the contract is for Consultant Services pursuant to Appendix 1, Consultant Services; and

(i) the Consideration does not exceed the amounts stated in B1.1; or

(ii) subject to single source approval in accordance with B1.1, the consideration does not exceed $2,000,000; and

(iii) there are sufficient funds for the Consideration to be paid by the City in a budget therefor approved by Council.

B1.7 The Chief Financial Officer hereby delegates to the Department Heads of Planning, Property and Development, Public Works, Transit and Water and Waste, his/her delegated authority to initiate single source negotiations pursuant to B4.1 (a) of the Policy, where the reasonable estimate of the Consideration does not exceed $100,000, where:

(a) the supplier has an exclusive statutory right to make the requisite supply.

B1.8 Contract over-expenditures must be authorized in accordance with APPENDIX 7.

Manager of Materials

B1.9 The Chief Financial Officer hereby delegates to the Manager of Materials his/her delegated authority under the Policy to:

(a) determine which Goods and Services shall be included in Corporate Contracts;

(b) initiate a Solicitation of Competitive Offers for a Corporate Contract pursuant to B3. of the Policy;

(c) initiate a Solicitation of Competitive Offers for a contract with the concurrence of the Department Head of the applicable department;

(d) initiate negotiations pursuant to B4. of the Policy when the Consideration for the contract is estimated not to exceed one million dollars ($1,000,000);

(e) determine that it is in the best interests of the City to make a supply to or by the City under the terms and conditions of a Cooperative Contract;

(f) determine which supplies are surplus to the City's needs;

(g) determine which Surplus Supplies are likely to be of use to other City departments, agencies or bodies, and to determine the notice of availability, if any to be given, and the transfer for value, if any, between City departments;

(h) set such operational procedures as he/she deems advisable for the due administration of this Standard;

(i) make revisions to the standard forms, including such matters as indemnity, with the concurrence of Legal Services and/or Risk Management, as appropriate;

(j) waive the requirement for bid and performance securities and waive the execution of formal contracts and issue purchase orders in lieu thereof as set out in APPENDIX 3;

(k) after the submission deadline, determine a Bid non-responsive where the Bid is received without the specified bid security, including the written undertaking, and not release the Bid to the user department;

(l) determine a Bid non-responsive where the Bid is not received in accordance with the methods of submission specified in the Bid Opportunity document and not release the Bid to the user department;

(m) determine that a Bid within his/her Award Authority is non-responsive and shall be rejected;

(n) determine that it is in the best interest of the City to not make an award of contract, which award would otherwise be within his/her authority.

B1.10 The Chief Financial Officer hereby delegates to the Manager of Materials his/her delegated Award Authority under B5 and B8 of the Policy where:

(a) the Supply has been initiated through the Solicitation of Competitive Offers pursuant to B3. of the Policy or negotiated pursuant to B4. of the Policy; and

(b) the Corporate Contract does not create an absolute commitment for funds not yet approved by Council, Consideration for the contract does not exceed one million dollars ($1,000,000), and the contract does not exceed five years; or

(c) the Corporate Contract does not exceed one million dollars ($1,000,000), and there are sufficient funds for the Consideration to be paid by the City in a budget therefor approved by Council; or

(d) the Consideration for a contract for any department does not exceed one hundred thousand dollars ($100,000), and there are sufficient funds for the Consideration to be paid by the City in a budget therefor approved by Council; or

(e) the Consideration for a contract is payable by the contractor to the City, the Consideration does not exceed one hundred thousand dollars ($100,000).

B1.11 The Manager of Materials may further delegate to any Materials Management staff, in writing, some or all of his/her authority delegated under B1.9 (a) (b) (c) (d) (e) (f) (g) (i) and (j), and B1.10 (a) to (e) of this Standard.

B2. PROCEDURES TO FOLLOW WHEN THE CRITERIA FOR AWARD SET OUT IN B1. OF THIS STANDARD ARE NOT MET

B2.1 Where the criteria for award set out in B1. of this Standard are not met, the Department Head shall submit an Administrative Award Report (Report), including a recommendation, where appropriate, for funding the difference between the budgetary provision and the Consideration to be paid by the City pursuant to the proposed contract to:

(a) the Report Information System (RIS) where the Report requires the approval of the Chief Administrative Officer;

(i) The Chief Administrative Officer may:

a) approve an award of contract to be made by the Department Head; or

b) instruct that no contract be awarded.

(b) the Chief Financial Officer where the Report requires the approval of the Standing Policy Committee on Finance:

(i) The Chief Financial Officer shall review the Report and forward the Report to the RIS for submission to the Chief Administrative Officer; and

(ii) The Chief Administrative Officer shall review the Report and forward the Report to the Standing Policy Committee on Finance.

(c) the RIS where the Report requires approval by a Standing Committee, other than the Standing Policy Committee on Finance:

(i) on review and approval of the Chief Administrative Officer, the Report is forwarded to the appropriate Standing Committee.

B2.2 Where the appropriate Standing Committee identifies sufficient available funds in an alternative budget approved by Council to cover the difference between the budgetary provision and the monetary consideration to be paid by the City, that Standing Committee may:

(a) approve an award of contract to be made by the Department Head; or

(b) instruct that no contract be awarded.

B2.3 Where the Standing Committee does not identify sufficient available funds in an alternative budget approved by Council to cover the difference between the budgetary provision and the monetary Consideration to be paid by the City, that Standing Committee may:

(a) forward the Report to Council, including a recommendation, where appropriate, for funding the difference between the budgetary provision and the Consideration to be paid by the City pursuant to the proposed contract; or

(b) forward the Report to Council, including a recommendation that no contract be awarded.

B2.4 Council may:

(a) approve an award of contract to be made by the Department Head; or

(b) instruct that no contract be awarded.

B3. DETERMINING AWARD AUTHORITY

B3.1 The contract value to determine Award Authority is the Consideration in Canadian Dollars, including any applicable taxes (e.g. PST and GST) net of any GST rebate or input tax credit resulting in the Amount actually encumbered against department accounts.

B3.2 In the case of multiple awards under one Solicitation of Competitive Offers, the Award Authority is determined based on the Consideration for **each** contract, not the combined value.

B4. OTHER DELEGATIONS

B4.1 On December 19, 1984, Council adopted the following:

Your Executive Policy Committee recommends that commencing with the 1985 Estimates, Council authorize the purchase of up to 80% of the Police Department's motor vehicle requirements prior to adoption of the Current Estimates.

Award Authority for such purchases are in accordance with the Policy and this Standard.

B4.2 On October 15, 2001, the Manager of Materials delegated purchasing authority to the Supervisor of Printing, Graphics and Mail Services Branch, Corporate Services Department, of up to $100,000 where outsourcing on behalf of other Departments is required for printing, copying, creative services, mailing services, etc.

B4.3 The Chief Operating Officers of the City's Special Operating Agencies have specified Award Authority as set out in their Operating Charters.

B5. LIMITATIONS ON DELEGATIONS

B5.1 All delegations of authority that relate to a dollar value shall be determined in accordance with B3 of this Standard.

B5.2 Notwithstanding the delegation of any authority or power under this Standard to the Chief Operating Officer, the Chief Financial Officer, Department Heads and/or the Manager of Materials, the Chief Administrative Officer may at his/her discretion, review or deal with any matter which falls within the authority of the Chief Administrative Officer pursuant to the Materials Management Policy.

B5.3 Except as specifically permitted within this Standard, no delegations within this Standard shall be further delegated.

B5.4 Any new or revised delegations must be made by amendment to this Standard.

C. REFERENCES & LINKS TO RELATED PROCEDURES

City of Winnipeg Materials Management Policy – adopted by Council March 24, 2004.
http://citynet/matmgt/policy.stm

Administrative Standard AD-002 – Reports Standard
http://citynet/cao/administrative_directives/general_administration

Administrative Standard AS-003 – Direct Referral of Reports Directive
http://citynet/cao/administrative_directives/general_administration

City of Winnipeg By-law No. 8164/2002 (Spending By-law)
http://citynet/ClerksDMIS/DocExt/ViewDoc.asp?DocumentTypeId=1&DocId=1513

Annex 502.4 of the Agreement on Internal Trade

http://www.ic.gc.ca/eic/site/ait-aci.nsf/eng/il00006.html

The City of Winnipeg Purchasing Policy with Respect to Sustainable Development and Environmental Issues
http://citynet/matmgt/policy.stm

Administrative Standard AS-004 - Universal Design Directive

http://citynet/cao/administrative_directives/general_administration

Reimbursement of Moving Expenses
http://citynet/matmgt/directives_delegations.stm

Execution of Documents By-law No. 7367/99 (Signing By-law)
http://www.winnipeg.ca/CLKDMIS/DocExt/ViewDoc.asp?DocumentTypeId=1&DocId=854

D. SUPERCEDED STANDARD

FM-002 dated December 2010

E. REVIEW PROCESS

The Materials Management Division of Corporate Finance is responsible for review and recommendation to the Chief Financial Officer for amendment to this Standard.

F. KEY CONTACT

Manager of Materials
Corporate Finance Department, Materials Management Division

G. PROCEDURES

G1. SOLICITATION OF COMPETITIVE OFFERS

G1.1 Every Solicitation of Competitive Offers shall be issued through, and Bids in response thereto shall be received through the Materials Management Division unless:

(a) the estimated Amount of the Consideration does not exceed five thousand dollars ($5,000); or

(b) permitted by Resolution by Council; or

(c) permitted pursuant to APPENDIX 1, Consultant Services.

G1.2 Every Solicitation of Competitive Offers shall be conducted to provide all potential bidders equitable treatment.

G1.3 Conditions or specifications used for the Solicitation of Competitive Offers shall not unreasonably restrict competition.

G1.4 Information regarding any bidder, or its Bid, shall not be disclosed except:

(a) as stipulated in the Solicitation document; or

(b) as may be required by law.

G2. EVALUATION OF COMPETITIVE OFFERS

G2.1 Evaluation of any Bid that contains multiple weighted evaluation criteria shall be performed by a team comprised of the appropriate expertise for a proper evaluation. The team should consist of a technical expert, a financial representative and have access to specific Legal Services staff when required. Materials Management may be requested to assist in the evaluation as a team member. Materials Management reviews the final decision.

G2.2 Where the low bidder (price) is not being recommended for award, the Contract Administrator must consult with Materials Management **PRIOR** to the award of contract

G2.3 Where a Solicitation sets out evaluation criteria, they shall be reasonably objective and be equitably applied to all Bids, and only such criteria shall be used to evaluate Bids.

G2.4 Materials Management shall be consulted when:

(a) the Bid appears to contain, or the bidder alleges an ambiguity;

(b) the bidder requests an alteration; or

(c) a clarification may be required.

G2.5 No alteration shall be permitted in a Bid except:

(a) to effect such deletions, additions and alterations stipulated in the Solicitation as permitted to be made by the City for the purpose of adjusting the contract Amount to available funds; or

(b) to clarify a Bid or to exercise any right of rectification or alteration permitted by this Standard; or

(c) if stipulated in the Solicitation, to negotiate and adjust an acceptable and responsive Bid submitted by a bidder who is determined to be qualified, provided that such negotiations be conducted:

(i) to accord equitable treatment to each qualified bidder who has submitted an acceptable and responsive Bid with respect to any opportunity for negotiation and revision of the Bid in accordance with the Solicitation of Competitive Offers; or

(ii) to prevent the disclosure of the contents of a Bid, or the discussions or negotiations with one bidder, to any other bidder.

G2.6 Where a Supply to or by (revenue generating) the City has been initiated through the Solicitation of Competitive Offers, and the Award Authority determines that it is in the interests of the City to award a contract, such award shall be made to the bidder who is determined to be qualified and whose Bid is determined to be responsive and the most advantageous to the City based upon the evaluation criteria set out in the Solicitation.

G2.6.1 A bidder shall be determined to be not qualified if he/she fails to demonstrate, in his/her Bid or in other information required to be submitted, that he/she is qualified, or if he/she is suspended or debarred.

G2.6.2 A Bid shall be determined to be non-responsive if the Bid fails to conform with the Solicitation in such a manner as to materially affect the contractual relations of the parties or the performance of the work of the contract, or if the waiver or correction of the non-conformance would reasonably be expected to prejudice the competitive position of another bidder.

G2.7 In the case of a Request for Proposal, or a bid opportunity that contains multiple weighted evaluation criteria, a complete scoring matrix (summary of evaluation) must be prepared and forwarded to Materials Management and Legal Services with the award report. The scoring matrix and supporting documentation must be available when requested by the Award Authority.

G2.7.1 A standard scoring matrix form is available at:

www.winnipeg.ca/matmgt/templates/Bid_Evaluation/Bid_Evaluation.stm

G2.8 Instructions to assist departments in their bid evaluations are available at:

www.winnipeg.ca/matmgt/templates/Bid_Evaluation/Bid_Evaluation.stm

Materials Management's Role in the Bid Evaluation Process

Materials Management provides the departments with the appropriate information and tools for evaluation of Bids. Evaluations that contain multiple weighted evaluation criteria are particularly sensitive to a correct matrix and guidance on using the matrix.

Legal Services' Role in the Bid Evaluation Process

Legal Services' role in the bid evaluation process is to provide legal advice to Materials Management and/or to other City staff conducting the evaluation, when requested to do so.

The Manager of Capital Project's Role in the Bid Evaluation/Procurement Process

The Manager of Capital Projects:

(a) Participates on Major Capital Projects Steering Committees; and

(b) Provides guidance and advice to departments on all facets of the Capital Project, including the evaluation of Bids and recommendation of award.

Note: See information on Award Reports in APPENDIX 4.

H. DEFINITIONS

H1.1 Capitalized words and phrases contained within this Standard shall have the meaning set forth in the Materials Management Policy whether capitalized or not, and if not defined therein, as defined below:

(a) "Award Authority" means the authority having the jurisdiction to award a contract according to the Materials Management Policy or this Standard, and includes a delegate in writing of such authority;

(b) "Bid" means any submission received in response to a bid opportunity or a request for proposal;

(c) "Chief Financial Officer" means the City employee holding that office or, if applicable, the successor to the authority or responsibility of such office;

(d) "Chief Operating Officer" means the City employee holding that office or, if applicable, the successor to the authority or responsibility of such office;

(e) "Corporate Contract" means a contract for a Supply to or by the City, administered by the Corporate Finance Department, Materials Management Division on behalf of one or more departments of the City, and includes all term contracts, standing orders, blanket orders, and similar agreements;

(f) "Department Head" means the head of the department making the purchase;

(g) "Departmental Purchase" means a contract for a Supply to the City administered by a department on its own behalf;

(h) “Manager of Materials” means the City employee holding that office or, if applicable, the successor to the authority or responsibility of such office;

(i) “Policy” means the Materials Management Policy, adopted by Council on March 24, 2004, as amended from time to time;

(j) “Solicitation of Competitive Offers” is an invitation to make an offer to the City by way of a Solicitation that is posted on the City’s Materials Management website.

I. SIGNING OF DOCUMENTS

I1.1 Award Authority and Signing Authority are **not** the same.

I1.2 The Chief Administrative Officer delegates, to the Chief Financial Officer, his/her authority, under the Execution of Documents By-law No. 7367/99, to sign contracts awarded pursuant to the Policy.

I1.2.1 The Chief Financial Officer delegates his/her authority to sign contracts to Department Heads for contracts awarded under their authority delegated pursuant to B1.5 and B1.6 of this Standard.

I1.2.2 The Chief Financial Officer delegates his/her authority to the Manager of Materials to sign:

(a) Purchase Orders;

(b) Contracts arising out of a single source award within the Manager of Materials Award Authority.

I1.3 The Manager of Materials has the authority, pursuant to the Execution of Documents By-law No. 7367/99, to sign contracts under the authority delegated pursuant to B1.8 of this Standard.

I1.3.1 The Manager of Materials delegates his/her authority to sign Purchase Orders to Department Heads for contracts awarded under the authority delegated to the Manager of Materials pursuant to B1.10 of this Standard.

I1.3.2 This authority may be further delegated to department Managers.

I1.4 None of the documents, instruments or agreements identified above, with the exception of I1.3, shall be executed (signed) until they have been approved by the Director of Legal Services or delegate in writing as to form.

APPENDIX 1 CONSULTANT SERVICES

APPENDIX 2 CONSTRUCTION MANAGER

APPENDIX 3 EXECUTION OF FORMAL CONTRACTS AND REQUIREMENT FOR BID AND PERFORMANCE SECURITIES

APPENDIX 4 AWARD REPORTS

APPENDIX 5 AWARD OF CONTRACT LETTERS

APPENDIX 6 PROCEDURES FOR PERFORMANCE SECURITIES FOR CONTRACTS

APPENDIX 7 CONTRACT OVER-EXPENDITURES

APPENDIX 8 TERMINATION OF CONTRACT / SUSPENSION AND DEBARMENT

APPENDIX 9 COUNCIL DELEGATIONS FOR SPENDING AUTHORITY PRIOR TO ADOPTION OF BUDGETS

APPENDIX 10 COUNCIL DELEGATIONS FOR MULTI-YEAR CONTRACTS

APPENDIX 11 PROCEDURES FOR SOFTWARE / MAINTENANCE PROCUREMENT

APPENDIX 1

CONSULTANT SERVICES

Consultant Services (Services) are services provided to the City as defined in this Appendix and are subject to the Materials Management Policy.

The following Services are licensed professionals to which the Agreement on Internal Trade (AIT)* is not applicable, have a provincially or nationally recognized accreditation to have the right to practice in such field and which service generally includes more than advice:

- accountants
- architects
- dentists
- engineers
- land surveyors
- lawyers**
- medical doctors
- notaries
- nurses
- pharmacists
- veterinarians

**Approval of the Director of Legal Services is required, in writing, before a lawyer is hired.

The following Services are trained and skilled in the theoretic or scientific parts of a trade or occupation as opposed to merely performing the mechanical functions, to which the AIT is applicable:

- accredited real estate appraisers
- agrologists
- dietitians
- home economists
- human resource recruitment
- interior designers
- landscape architects
- occupational therapists
- optometrists
- physiotherapists
- psychologists
- speech and hearing therapists
- trainers

The following Services are services approved by Council which provide advice only and the consultant will not be acting upon his or her own advice:

- Communications — for the purpose of providing advice (i.e., how to do; what needs to be done) on media relations activities and communications strategies.
- Information Technology — for the purpose of providing advice (i.e., how to do; what needs to be done) on the technical aspects of a City computer system or a component thereof (hardware or software) or on a system, hardware or software that the City may wish to investigate with a view to possible acquisition.
- Management — for the purpose of providing advice on organizational structure or governance.

- Training — for the purposes of providing advice (i.e., how to do; what needs to be done) on education, training and instruction.

No other service shall be deemed to be a Consultant Service without the approval of the Chief Financial Officer.

Note: A contract of employment is not a Consultant Service subject to the Materials Management Policy.

Solicitation for Consultant Services shall be in accordance with Solicitation of Competitive Offers below.

*The Agreement on Internal Trade (AIT) is an intergovernmental trade agreement signed by Canadian First Ministers that came into force in 1995.

SOLICITATION OF COMPETITIVE OFFERS

Request for Proposals for Services shall be solicited through the Materials Management Division where:

(a) the estimated value of the Service relating to capital projects included in the capital budget exceeds $100,000 in total, including all phases of any given project; or

(b) the estimated value of the Service, other than those relating to capital projects, exceeds $35,000 in total, including all phases of any given project.

unless otherwise authorized by Executive Policy Committee.

The estimated value of the Service stated above **must encompass the entire project**, not just one phase.

A Services (Consultant RFP) template for use by departments is available on the Materials Management template website:

www.winnipeg.ca/matmgt/templates

Note:
All requests for Single Source negotiations must fall within the single source provisions of Section B4 of the Materials Management Policy.

AWARD AUTHORITY

Award authority for these Services is in accordance with the authority delegated in B8 of the Materials Management Policy and B1 of Administrative Standard FM-002.

GENERAL REQUIREMENTS FOR CONSULTANT SERVICES:

1) Where services are required as part of a purchase, sale or other transaction, the services shall not be considered to be Services as defined in Appendix 1.

2) All departments hiring Services on a single source basis shall maintain a current roster showing the credentials of all Services who perform work for the department, and the credentials of others who have applied to be allowed to perform such work.

3) All Services requesting registration shall be eligible to be placed on the roster maintained by the department(s) whose project assignments relate to the Services' area of expertise.

4) For contracts exceeding $100,000, each department engaging Services should, not less frequently than annually, review the performance of each Service who has performed services for the department during the preceding year, should communicate the results of the review to each Service and, where a review was performed, shall maintain the performance review on file for use when formulating recommendations for assignments. Poor performance shall be documented.

   The annual review of performance reports shall be available, on request, to the Chief Administrative Officer.

5) A standard performance review form is available on the Materials Management template website at:

   www.winnipeg.ca/matmgt/templates

6) Before any assignment is made by a City department, whether resulting from a Solicitation of Competitive Offers or from single source negotiations, the cost basis for the payment for the Service shall be determined and shall be consistent with industry standards and with the Services received.

7) Where the estimated value of the Service exceeds two million dollars ($2,000,000), departments shall establish a review committee consisting of individuals with the expertise and experience required to evaluate proposals.

8) All invitations for Services to submit formal proposals shall include the intended criteria for evaluation of proposals.

9) In those circumstance where no Solicitation of Competitive Offers is required or made, the assignment for Service shall be recommended by departments, subject to submission by the designated Service firm of an acceptable proposal, and taking into account the following factors:

   a) the suitability of the qualifications, expertise and related experience of specific Service staff to be assigned to the project;

   b) the adequacy of past performance of the Service on projects in the City or related projects;

   c) the Service's understanding of the project scope and of City procedures and requirements; and

   d) the Service's capacity to accomplish the work within the required timeframe.

10) A detailed definition of the scope (terms of reference) of the required services, and a full description of the proposed project, shall be provided to the designated Service when direct assignment is contemplated.

11) Departments shall document and retain on file, the reasons supporting single source assignments and the selection of firms or individuals using the limited distribution of the RFP in accordance with of the Solicitation of Competitive Offers in Appendix 1.

12) Unless otherwise approved by Legal Services, contracts for Services assigned as a single source, where allowed under this Standard, shall follow the City's standard consultant contracts template available on the Materials Management template website at:

www.winnipeg.ca/matmgt/templates

13) Consideration shall be given to ensuring an equitable on-going distribution of direct assignments for City Services work among the best-qualified firms, based on the size and specialization of the firms.

REPORTING

To Council

On June 27, 2012, Council adopted the recommendation of the Executive Policy Committee that the Chief Administrative Officer shall report **annually** to Council on Consultant Service contracts.

- The Annual Report on Consultant Assignments is required to be submitted to the office of the Chief Financial Officer within forty-five (45) calendar days of the end of each year.

Departments

- Departments should complete the excel template for Consultant assignments within thirty (30) days of the end of each quarter.
- Reporting should be submitted in the established Excel template.

What contracts do I include on my quarterly submission (excel) on Consultant Services?

- The excel spreadsheet must include all Consultant Services contracts that were **not** awarded under a public Solicitation of Competitive Offers.
- Quarterly reporting should be based on actual cash payments made during the period.

The standard excel form is available at:

http://www.winnipeg.ca/matmgt/templates/consultants/Consultant_Information_Page.stm

1. Where the **Total Payment to Date for Entire Consultant Contract** does not exceed $100,000, no explanation is required for over-expenditures.
2. Where the **Total Payment to Date for Entire Consultant Contract** exceeds $100,000, an explanation is required for over-expenditures greater than or equal to 10% or $1,000,000, whichever is less.

APPENDIX 2

CONSTRUCTION MANAGER

Approval must be received from the Chief Administrative Officer to use the Construction Manager process.

This process may be added at a later date. If the department wants to utilize a Construction Manager process, contact Materials Management Division by email at Purchasing@winnipeg.ca

APPENDIX 3

EXECUTION OF FORMAL CONTRACTS AND REQUIREMENT FOR BID AND PERFORMANCE SECURITIES

The Manager of Materials may waive the execution of formal contracts and issue purchase orders in lieu thereof for simple, low risk purchases of Goods and Services.

The Manager of Materials may waive the requirement for bid and performance securities for simple, low risk purchases of Goods and Services, as listed below under the conditions stipulated below.

The Manager of Materials may authorize that no performance security is required if:

a) the bid opportunity is issued by Materials Management as a corporate purchase as defined and authorized in the Policy;
b) the bid opportunity is not a corporate purchase, and the head(s) of the department(s) for whom the purchases are being made concur;
c) non-performance by a contractor would not jeopardize essential City operations; and
d) no payment is made in advance of the Supply of Goods or Services.

Where Performance Security is required, the suggested amounts are as follows:

a) Construction

All construction contracts in excess of twenty five thousand dollars ($25,000) shall have performance security in the minimum amount of 50% of the contract value. (Insurance Coverage is required on all construction contracts no matter what the dollar value.)

The Manager of Materials may waive the requirement for performance security for simple, low risk construction, where the estimated value for the contract does not exceed one hundred thousand dollars ($100,000).

b) Supply of Goods

Standard Electrical Equipment Such As Power Transformers, Switch Gear, Cable, Regulators	25%
Custom Designed Electrical or Electronic Equipment	100%
Transit Buses	20%
Fire Hydrants, Castings, Gate Valves, Pipe Fittings, Watermain Clamps, Sewer and Water Pipe, Cold Water Meters and Similar Material	5%
Mobile Equipment (Other Than Automobiles, Light and Heavy Trucks)	5%
Custom Design Mobile Equipment	5%

	except where prepayment is required; then performance security shall be 125% of prepayment	
	Construction Materials Such as Portland Cement, Joint Sealant, Aggregate, Re-Bar Structural Steel, Lumber and Timber	5%
	Rock Salt	5%
	All Other Goods	5%

c) Supply of Services

Tower and Pole Painting	50%
Security Services	25%
Testing and Analysis Services	5%
Crushing Contract	25%
Hauling Contract (Granular Material)	25%
Hired Hourly Equipment Establishing a Call Out List	0%
Hired Hourly Equipment (contract given to one bidder)	5% of first year contract value
Refuse Collection, Snow Clearing	50% of first year contract value
Cleaning	25%
All Other Services	5%

The performance security values may be increased at the discretion of the originating department.

Contracts for the purchase, lease, or rental of automobiles and light and heavy trucks shall have no bid and no performance security.

Contracts for petroleum products (motor and heating fuel, oil, asphalt cements, and other similar products) and water treatment chemicals shall have no bid and no performance security.

For Services, Performance security shall be released two months after total performance of the work is completed except where the originating department deems the risks involved necessitates retaining the performance security longer.

c) Supply and Installation Contracts

i) shall have no bid security and no performance security except where:

a) the originating department determines a bid security and a performance security are required, or

b) Legal Services or Materials Management recommends that a bid security and a performance security are required.

ii) when required, Performance security shall be released two months after the total performance of the works except where the originating department deems the risks involved necessitate retaining the performance security longer.

d) Revenue Generating Contracts

The need for bid security and performance security and the amount of the security for revenue generating contracts, such as parking lots rentals, food concessions, auctioneers Services and pro shops, shall be determined by the originating department.

APPENDIX 4

AWARD REPORTS

Award Reports (Report(s)) are required to obtain approval from the Award Authority to award a contract where the value of the contract exceeds one hundred thousand dollars ($100,000).

The Department shall prepare an Award Report in accordance with the current standard format found at: http://citynet/cao/administrative_directives

Reports must fully explain and justify the proposed course of action associated with the recommended award.

Delegation of authority to approve an award of contract:
B1. to B3. of this Standard detail the criteria to determine the Award Authority having jurisdiction.

Approval of Award Report:
An Award Report memo must be obtained from Legal Services and Materials Management prior to submission of the Report to the Award Authority.

Legal Services reviews the Report and issues a memo to either approve the Report (with or without comments) or not approve the Report, stating the legal concerns and/or ramifications associated with proceeding with the award.

Materials Management reviews the Report and issues a memo to either approve the Report (with or without comments) or not approve the Report, stating the reason(s) for withholding the approval based on the Policy.

An approval of the Report from Legal Services and Materials Management does not indicate that the Department has evaluated the Bids correctly, unless the Department has consulted with Legal Services or Materials Management during the evaluation process.

Once memos are received from Legal Services and Materials Management, the Report should be modified to reflect any comments received. The Report is then submitted to the Award Authority, with the approval memos.

All Award Reports recommending an award exceeding $5 million, including revenue generating contracts, must be accompanied by an evaluation matrix.

All Award Reports, where the evaluation contains multiple weighted evaluation criteria, must be accompanied by an evaluation matrix.

Check list for approving Reports:
Some of the criteria used by Legal Services and Materials Management in reviewing Reports:

- Is the award being made to the lowest, responsive, responsible bidder meeting the published specifications; or
- If the award is not being made to the low bidder, does the Report state the reasons why; or
- In the case of an RFP, where an award of contract is made by the City, the award shall be made to the responsible and qualified bidder submitting the most advantageous offer;

- Ensure that taxes in the Recommendation are in accordance with the Bid Opportunity;
- Where required, has the Manager of Materials advised that each of the submissions was accompanied by bid securities, and have they been certified by the Manager of Materials;
- Has the Consultant/Department reviewed the work with the recommended bidder, and have the opinion that they have the necessary experience and resources to perform all of the work in accordance with the requirements of the specifications;
- where required, does the bidder comply with the City's current requirements under the Workplace Safety and Health Act (WSHA);
- Can the work be completed within the budget funds available; or
- Is the Report going to Committee or Council for approval of additional funds;
- Is the expiry date of the Bids stated; or
- If the lapse date will pass by the time the award is made, a letter is required from the three lowest bidders and their bonding companies granting extension;
- Is the correct Award Authority stated;
- Will/will not an Award of additional/separate price items change the order of Bids;
- Are informalities noted on comparison sheet addressed in Report for low, responsive bidder and has a correct determination been made as to the materiality of those informalities or irregularities;
- Is the corporation or contracting entity properly described and in good standing under the Corporations Act (Manitoba), or properly registered under the Business Names Registration Act (Legal Services);
- Is the Report in the current report format;
- Ensure that the title matches the title on the Bid Opportunity document;
- Where applicable, has an evaluation matrix been provided?

Non-responsive Bids:
Bids should formally be determined to be non-responsive if the price Bid is lower than the recommended Bid.

Bids that are not lower than the recommended Bid do not require to be formally determined non-responsive. However, the Report must detail the reasons that the Bid(s) may have been determined to be non-responsive, if it was low Bid.

example:

ABC Ltd.	$ 40,000	non-responsive
BCD Ltd.	38,000	responsive
CDE Ltd.	30,000	responsive
DEF Ltd.	25,000	non-responsive
EFG Ltd.	20,000	non-responsive

Recommendation:
1. That the Bids submitted by EFG and DEF be determined to be non-responsive.
2. That a contract be awarded to CDE…

Discussion:
The Bid submitted by EFG should be determined to be non-responsive because…
The Bid submitted by DEF should be determined to be non-responsive because…

The Bid submitted by CDE was the low, responsive, responsible bidder...

The Bid submitted by ABC Ltd., if low Bid, may have been determined to be non-responsive because…

In the case of a Request for Proposal, all non-responsive Bids need to be determined as such.

Materials Management's role in the review of the Award Report

Materials Management verifies that the award is being recommended to a responsive, qualified bidder, and makes comments for the Award Authority's consideration in an award report memo.
If the recommended bidder is not the low Bid, Materials Management will verify the reasons why and ensure that the Award Report contains the appropriate information for the Award Authority to make the decision.
Where Materials Management did not participate on the evaluation team of an evaluated Bid (multiple weighted evaluation criteria), scoring results will be checked and/or tested for accuracy, prior to issuance of the award report memo.

Where Materials Management did not participate on the evaluation team of an evaluated Bid (multiple weighted evaluation criteria), scoring results will be checked and/or tested for accuracy, and a review of the recommendation is undertaken by the Manager of Materials and/or the Chief Financial Officer to ensure that the City is maximizing the value for money, prior to issuance of the award report memo.

Legal Services' role in the review of the Award Report

When Legal Services indicates its approval of the recommendations in an Award Report by issuance of Legal Services' award report memo, that approval relates to legal issues regarding the recommended award. The Award Report is checked for compliance with the Materials Management Policy and Administrative Standard FM-002 and for consistency with the Bid Opportunity documents. Legal Services relies on the information provided in the Award Report and does not conduct an independent evaluation of the Bids. Legal Services, in its sole discretion as appears appropriate, may make inquiries to verify the information provided in the Award Report. Upon request or on its own initiative as appropriate, Legal Services provides legal advice about the recommended award to the Winnipeg Public Service and to the Award Authority.

APPENDIX 5

AWARD OF CONTRACT LETTERS

Letters of Intent

Letters of intent for contracts approved by City Council, a Standing Policy Committee, the Chief Administrative Officer, the Chief Financial Officer or the Department Head shall be issued by the Department Head responsible for administering or implementing the project or Service.

You must ensure that the letter of intent is consistent with the approval.

Letters of Regret

Letters of regret are no longer required for standard bid opportunities, such as construction related contracts.

Letters of regret **are** required to be issued as part of the Request for Proposals (RFP) process.

Note:

Ensure that the appropriate persons are copied in accordance with the templates which are available at:

http://www.winnipeg.ca/matmgt/templates/contract_administration/Contract_Administration_Letters.stm

Legal Services also requires a hard copy.

APPENDIX 6

PROCEDURES FOR PERFORMANCE SECURITIES FOR CONTRACTS

Release of Performance Securities

Performance Securities for contracts, which are in the form of Performance Bonds, are held by Legal Services. However, Performance Securities for contracts which are in the form of Letters of Credit or certified cheques are held or deposited by Financial Services Branch (Treasury).

Performance Bonds

Upon completion of the project, send the relevant Certificate of Acceptance directly to the Legal Services Department, 3rd Floor, 185 King Street. Upon receipt of these Certificates of Acceptance, Legal Services will automatically release the relevant Performance Bonds.

Letters of Credit & Certified Cheques

Where performance security is in the form of a Letter of Credit or certified cheque, it is the Contract Administrator's obligation to obtain the release or return thereof to the contractor. The time of release depends on the terms of the contract and must be monitored by the Contract Administrator. When the Contract Administrator determines that a Letter of Credit can be returned or the certified cheque amount refunded, send a memo to Legal Services to make the necessary arrangements for release. The memo should state the full name and mailing address of the contractor, a contract reference number and the amount of the security to be released or refunded.

APPENDIX 7

CONTRACT OVER-EXPENDITURES

1.0 The Chief Administrative Officer hereby delegates to the Chief Financial Officer, his/her authority to approve all contract over-expenditures, where:

a) the accumulated over-expenditure* for each contract does not exceed five million dollars ($5,000,000), providing monies are available within the applicable capital or operating budget as approved by Council.

*Note:
The accumulated over-expenditure authority of the Chief Financial Officer means the accumulated amount of the over-expenditure only, not the accumulated Amount of the contract, including over-expenditures.

2.0 The Chief Financial Officer hereby delegates to Department Heads his/her delegated authority under Appendix 7 of this Standard where:

a) the accumulated Amount of the contract, including over-expenditures, does not result in a revised total contract price exceeding five thousand dollars ($5,000); or

b) the accumulated Amount of the contract for Consultant Services awarded pursuant to B1.5, including the over-expenditures, does not result in a revised total contract price exceeding:
   (i) one hundred thousand dollars ($100,000) for capital projects included in a capital budget; or
   (ii) thirty-five thousand dollars ($35,000) for projects relating to other than capital budgets;

c) providing monies are available within the applicable capital or operating budget as approved by Council.

2.1 All over-expenditures exceeding the amounts stated in B1.1 of this Standard, or exceeding the amount approved by Executive Policy Committee in accordance with B1.1 of this Standard, must be approved by the Chief Financial Officer.

3.0 The Chief Financial Officer hereby delegates to the Department Heads of Planning, Property and Development, Public Works, and Transit, his/her delegated authority under Appendix 7 of this Standard where:

a) the accumulated Amount of the contract, including the over-expenditures, does not result in a revised total contract price exceeding one hundred thousand dollars ($100,000); or

b) the contract value is more than one hundred thousand dollars ($100,000), the accumulated Amount of the over-expenditures does not exceed 20% of the original contract value, to a maximum of two hundred and fifty thousand dollars ($250,000); and

c) providing monies are available within the applicable capital or operating budget as approved by Council.

3.1 The above delegation does not include Consultant Services awarded as a single source. All over-expenditures exceeding the amounts stated in B1.1 of this Standard, or exceeding the amount approved by Executive Policy Committee in accordance with B1.1 of this Standard, must be approved by the Chief Financial Officer.

4.0 The Chief Financial Officer hereby delegates to the Department Head of Water and Waste, his/her delegated authority under Appendix 7 of this Standard where:

a) the accumulated Amount of the contract, including the over-expenditures, does not result in a revised total contract price exceeding one hundred thousand dollars ($100,000); or

b) the contract value is more than one hundred thousand dollars ($100,000), the accumulated Amount of the over-expenditures does not exceed 20% of the original contract value, to a maximum of five hundred thousand dollars ($500,000); and

c) providing monies are available within the applicable capital or operating budget as approved by Council.

4.1 The above delegation does not include Consultant Services awarded as a single source. All over-expenditures exceeding the amounts stated in B1.1 of this Standard, or exceeding the amount approved by Executive Policy Committee in accordance with B1.1 of this Standard, must be approved by the Chief Financial Officer.

5.0 The Chief Financial Officer hereby delegates to the Manager of Materials his/her delegated authority under Appendix 7 of this Standard for all departments except Planning, Property and Development, Public Works, Transit, and Water and Waste where:

a) the accumulated Amount of the contract, including the over-expenditures, does not result in a revised total contract price exceeding one hundred thousand dollars ($100,000); and

b) providing monies are available within the applicable capital or operating budget as approved by Council.

6.0 The Department Heads of Public Works, Water and Waste and Planning, Property and Development may, in writing, further delegate their authority under Appendix 7 to their Managers.

Report on Contract Over-Expenditures:

7.0 Department Heads shall, on request of the Chief Financial Officer, submit a report detailing use of the authority exercised pursuant to Appendix 7.

8.0 Those who are delegated this authority by the Department Heads Public Works and Water and Waste shall submit a report to their Department Head, at least annually, detailing use of the authority exercised pursuant to Appendix 7.

APPENDIX 8

TERMINATION OF CONTRACT / SUSPENSION AND DEBARMENT

Procedures for Termination, Suspension and Debarment are available at:

http://citynet/matmgt/procedures.stm

Issuance of Termination, Debarment or Suspension Letter

Delegation of Authority for Termination

The Award Authority who approved the award of contract, as delegated by this Standard, may also approve the termination of a contract. Once the termination has been approved, the authority, or designate (often the Contract Administrator) shall provide written notification to the Person involved.

Delegation of Authority for Suspension and Debarment

The Chief Financial Officer has, by this Standard, the delegated authority to suspend or debar a Person outlined in B7.

However, the Manager of Materials is delegated the authority under B7.1 of the Policy to provide written notice to the Person involved, of a report recommending suspension or debarment, attaching said report, and notifying them of an opportunity to be heard prior to a decision being made.

This delegation is not to be further delegated.

APPENDIX 9

COUNCIL DELEGATIONS FOR SPENDING AUTHORITY PRIOR TO ADOPTION OF BUDGETS

1. On December 11, 2002, Council adopted a By-law no. 8164/2002 (By-law), regarding the expenditure of certain monies before adoption of the annual operating and/or capital estimates.

2. The By-law authorizes the Chief Administrative Officer (CAO) to approve expenditures for operating expenses of the City, before the adoption of the **operating budget** for any fiscal year, of amounts not exceeding in total 30% of the expenditures estimated in the City's operating budget for the previous fiscal year.

    - On January 6, 2003, the CAO delegated her authority, pursuant to 2. above, to the Chief Financial Officer (CFO).

        - On January 6, 2003, the CFO delegated his authority, pursuant to the above, to the Corporate Controller.

            - In December of each year, the Corporate Controller may delegate his authority, pursuant to the above, to the Department Heads.

3. The By-law also authorizes the CAO to approve expenditures relating to preliminary engineering, design, or tender preparation services for capital projects, before the adoption of the **capital budget** for any fiscal year, of amounts not exceeding in total 10% of the expenditures estimated in the City's capital budget for the previous fiscal year.

    - On January 6, 2003, the CAO delegated her authority, pursuant to 3. above to the CFO.

        - On January 6, 2003, the CFO delegated his authority, pursuant to the above, to the Directors of Public Works and Water & Waste.

APPENDIX 10

COUNCIL DELEGATIONS FOR MULTI-YEAR CONTRACTS

December 15, 2004 Bilingual Transit Tickets, Passes and Transfers

(Bid Opportunity No. 514-2004)

That the Chief Administrative Officer be delegated the authority to commit funds from future year's operating budgets by entering into annual contracts for the supply and delivery of bilingual Transit tickets, passes, and transfers, in an amount not to exceed $300,000 for each year.

On October 20, 2006, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

On January 5, 2007 the Chief Financial Officer delegated this authority to the Director of Transit.

February 23, 2005 Insurance and Related Risk Management Services

(Bid Opportunity No. 461-2004)

That the Chief Administrative Officer be delegated the authority to award future multi-year contracts, each contract not to exceed five (5) years in duration and within the Chief Administrative Officer's delegated limit, for the provision of insurance and related Risk Management Services.

On August 18, 2006, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

February 23, 2005 Primary Rate Interface ISDN line

(Bid Opportunity No. 113)

That the Chief Administrative Officer be delegated the authority to award future multi-year contracts for the provision and supply of a primary rate interface ISDN communications line, each contract not to exceed five (5) years in duration and $10 Million in value.

On October 20, 2006, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

May 18, 2005 Transporting Sewage Sludge

(Bid Opportunity No. 131-2005)

That the Chief Administrative Officer be delegated the authority to award future multi-year contracts for work that is substantially the same, each contract not to exceed five (5) years in duration and the Chief Administrative Officer's monetary award limit.

On October 20, 2006, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

On January 5, 2007 the Chief Financial Officer delegated this authority to the Director of Water and Waste.

June 29, 2005 Operation of St. Vital Centennial Arena to St. Vital Minor Hockey Association

(RFP No. 577-2004)

That the Chief Administrative Officer be delegated the authority to extend the contract for an additional five years if it is determined to be in the best interests of the City.

On July 19, 2005, the Chief Administrative Officer delegated this authority to the Director of Planning, Property and Development.

January 25, 2006 Provision of Handi-Transit Services

(RFP No. 488-2005)

That the Chief Administrative Officer be delegated the authority to award future multi-year contracts for the provision of Handi-Transit services, each contract not to exceed five (5) years in duration and the Chief Administrative Officer's monetary award limit.

On October 20, 2006, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

On January 5, 2007 the Chief Financial Officer delegated this authority to the Director of Transit.

March 22, 2006 Elevator Maintenance

(Bid Opportunity No. 733-2005)

That the Chief Administrative Officer be delegated the authority to approve future multi-year contracts for the maintenance of elevators not to exceed five years and the Chief Administrative Officer's monetary award limit.

On October 20, 2006, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

On January 5, 2007 the Chief Financial Officer delegated this authority to the Director of Planning, Property and Development.

June 28, 2006 Cellular Telephone Network Services

(RFP No. 177)

That the Chief Administrative Officer be delegated the authority to award future multi-year contracts for work that is substantially the same, each contract not to exceed five (5) years in duration and the Chief Administrative Officer's monetary award limit.

On August 18, 2006, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

September 27, 2006 Snow Clearing on Regional and Local Streets

(Bid Opportunity No. 477-2006)

That the Chief Administrative Officer be delegated the authority to award future multi-year contracts for work that is substantially the same, each contract not to exceed five (5) years in duration and the Chief Administrative Officer's monetary award limit.

On October 20, 2006, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

On January 5, 2007 the Chief Financial Officer delegated this authority to the Director of Public Works.

June 18, 2008 Telephone System Infrastructure

(RFP 238)

That the Chief Administrative Officer be delegated the authority to award future multiyear contracts for land lines, voice mail and long distance services that are substantially the same as RFP 238, each contract not to exceed five (5) years in duration and the Chief Administrative Officer's monetary award limit.

On September 12, 2008, the Chief Administrative Officer delegated this authority to the Chief Financial Officer.

Note:

Delegations are made under the condition that each contract shall not exceed five (5) years in duration and the Award Authority's monetary award limit.

This Appendix last updated March 2012.

APPENDIX 11

PROCEDURES FOR SOFTWARE / MAINTENANCE PROCUREMENT

1.0 One-time* approval from the Director of Corporate Services is required:

(a) Prior to issuance of an RFP/Bid Opportunity:

i. where the total estimated value of the proposed software, implementation effort and any interface costs, including 5 years' of maintenance, could exceed $25,000.

(b) For existing installations:

ii. where the total estimated value of 5 years' (or years remaining, if less than 5) of maintenance, or other related costs, could exceed $25,000.

1.1 *Approval is good for 5 years unless:

(a) the software is upgraded and the cost to upgrade exceeds $25,000.

2.0 Annual approval is required from Materials Management Division:

(a) For existing installations:

i. where the total value of the annual single source contract renewal exceeds $5,000.

Contract renewals must be considered annually unless approved by Council.

Note:

Maintenance contracts are considered "Service" contracts, not "Consultant" contracts.

Procurement for software and/or maintenance must follow the procedures prescribed in the Materials Management Policy.

Link to Forms is under construction