



## STAFF REPORT ACTION REQUIRED

12.

### Procurement Processes Policy

<b>Date:</b>	November 22, 2010
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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The purpose of this report is to recommend changes to the Procurement Processes Policy. The policy is reviewed on a periodic basis to ensure that it meets organizational needs and remains consistent with the City's policies.

Minor changes are being recommended to ensure consistency with recent revisions to the City's Procurement Processes Policy, which includes the elimination of two forms of alternative procurement processes.

### **RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. approves the revised Procurement Processes Policy (Attachment 1).

### **FINANCIAL IMPACT**

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This report will have no financial impact beyond what has already been approved in the current year's budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

### **DECISION HISTORY**

The Procurement Processes Policy was approved by the Board in 2004. This policy is based on the City's Procurement Processes Policy also adopted in 2004. The City subsequently revised their policy in September 2006.

## **ISSUE BACKGROUND**

The purpose of the policy is to reinforce the principles of fairness, transparency and integrity by establishing standard approaches for: selecting the appropriate type of procurement process to be used; communicating with vendors; dealing with common irregularities in bids; evaluating proposals; dealing with vendor complaints; providing unsuccessful vendors with feedback; and maintaining records on vendor performance under contracts.

This policy supplements the Financial Control Policy. The Financial Control Policy governs in the event of any conflict.

## **COMMENTS**

Minor amendments to the Procurement Processes Policy are being recommended which include:

1. Rescinding “Cost Effectiveness”

This section allowed staff to forego the competitive procurement process when extending an existing Commitment if it is deemed cost-effective. It is being recommended for removal to remain consistent with the City’s policy. The Library’s Financial Control Policy now addresses the extension of contracts.

2. Rescinding “Fluctuating Market”

This section allowed the Purchasing Agent to forego competitive procurement when competitive procurement would adversely affect the organization’s interests in the face of rising market prices. This section was never employed by Library staff. It is being recommended for removal to remain consistent with the City’s policy.

3. Revising Heading: “Alternative Procurement Processes” (section 3.0)

This section is being renamed “Alternative Procurement Processes from “Non-Competitive” to describe the forms of procurement listed under this heading in a more appropriate manner.

## **CONTACT**

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## **SIGNATURE**

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Jane Pyper  
City Librarian

## **ATTACHMENTS**

Attachment 1: Procurement Processes Policy