



To: Toronto Public Library Board – October 29, 2001

From: City Librarian

Subject: **Lobbying Disclosure Policy: Certain Requests for Proposals and Tender/Quotation Calls**

Purpose:

To provide the Toronto Public Library Board with a policy to regulate the lobbying disclosure process for certain competitive Requests for Proposals and Tender and Quotation Calls by the Toronto Public Library Board.

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board approve the *Lobbying Disclosure Policy: Certain Requests for Proposals and Tender/Quotation Calls*.

Background:

At its meeting held on March 6, 7 and 8, 2001, the City of Toronto Council approved the Lobbying Disclosure Policy: Certain Requests for Proposals and Tender/Quotation Calls. Section 2.0 dealing with Application states, “Lobbying disclosure ... will be encouraged for adoption and application by City agencies, boards and commissions, Council established Task Forces and other City-affiliated organisations.” The proposed Lobbying Disclosure Policy: Certain Requests for Proposals and Tender/Quotation Calls mirrors that of the City.

The purpose of this policy is to require the Proponent/Bidder for a “high value” or a “high profile” contract with the Library to disclose any contact (verbal, written, meeting) with any person who has the possibility of influencing the outcome of the award of the contract.

Failure to disclose this information can disqualify the Bidder for a period of one (1) year.

Comments:

Board members and staff who are approached by a Proponent/Bidder for a “high value” or “high profile” contract with the Library should refer the Proponent/Bidder to the Lobbying Section of

the Request for Proposal/Request for Quote. The Proponent/Bidder must disclose any contact (verbal, written, meetings) and failure to report these activities will result in disqualification.

Conclusion:

This approval is requested to enhance transparency in the competitive procurement awards at the Toronto Public Library Board and to mirror the practice at the City of Toronto.

Contact:

Larry Hughsam, Acting Director, Administration; Tel: 416-397-5946; Fax: 416-393-7115;  
E-mail: [lhughsam@tpl.toronto.on.ca](mailto:lhughsam@tpl.toronto.on.ca)

David Clark, Manager, Purchasing and Administration; Tel: 416-393-7033; Fax: 416-393-7115;  
E-mail: [dclark@tpl.toronto.on.ca](mailto:dclark@tpl.toronto.on.ca)

---

City Librarian

List of Attachments:

Lobbying Disclosure Policy: Certain Requests for Proposals and Tender/Quotation Calls