



19.

To: Toronto Public Library Board – September 20, 2004

From: City Librarian

Subject: **Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request**

Purpose:

To establish a policy for the Toronto Public Library that restricts an external party from competing for, or being otherwise awarded, a contract on which the party has advised the Library on a specific call/request or award content, format, or process.

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board adopt the *Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request*, appended as Attachment 1.

Background:

At its meeting held March 1, 2 and 3, 2004, the City Council of Toronto approved a *Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request* (see Attachment 2). It was further recommended that City Agencies, Boards and Commissions, Council Task Forces and City-controlled organizations, be requested to adopt the Policy. It is within this context that this policy is being presented to the Toronto Public Library Board for approval.

Comments:

In order to provide a level playing field for all bidders/proponents, a consultant/firm/supplier or other external party should not be eligible to compete in a call/request if they advised on, designed, prepared or otherwise participated in the preparation of the call/request.

In order to ensure a level playing field, to limit the perceptions of any unfair advantage and to

mitigate the Library's risk in terms of specifications compliance, it is recommended that Toronto Public Library approve as policy, Attachment 1, the *Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request*.

Conclusion:

The *Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request* will add clarity around contract competition eligibility.

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List of Attachments:

- Attachment 1: TPL Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a specific Call/Request
- Attachment 2: Report No. 2 of the Administration Committee, as adopted by the Council of the City of Toronto at its meeting held on March 1, 2 and 3, 2004.