

Subject: 2025 Procurement: Mid-Year in Review

File Number: ACS2025-FCS-PRO-0003

Report to Finance and Corporate Services Committee on 3 November 2025

and Council 12 November 2025

**Submitted on October 23, 2025 by Joanne Graham, Chief Procurement Officer (A),
Supply Services, Finance and Corporate Services Department**

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Ward: Citywide

Objet : Bilan semestriel de l'approvisionnement de 2025

Numéro de dossier : ACS2025-FCS-PRO-0003

**Rapport au Comité des finances et des services organisationnels le 3 novembre
2025**

et au Conseil le 12 novembre 2025

**Soumis le 23 octobre 2025 par Joanne Graham, cheffe de l'approvisionnement (I),
Services de l'approvisionnement, Direction générale des finances et des services
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Quartier : À l'échelle de la ville

REPORT RECOMMENDATION

**That the Finance and Corporate Services Committee and Council receive this
report for information.**

RECOMMANDATION DU RAPPORT

Que le Comité des finances et des services organisationnels et le Conseil prennent connaissance du présent rapport.

BACKGROUND

The City of Ottawa's Procurement By-law, enacted pursuant to Section 270 of the *Municipal Act, 2001*, provides guidelines in the procurement of goods, construction and services with the guiding principle that all purchases be made using a competitive process that is open, transparent and fair to suppliers.

The Procurement By-law requires Supply Services to submit an information report to the Finance and Corporate Services Committee and Council on a semi-annual basis. This report contains details relevant to the exercise of delegated authority for all contracts awarded by directors exceeding \$25,000. Supply Services is required to certify that the awards are in compliance with the Procurement By-law. This report also includes an analysis of professional and consulting services procurement, competitive versus non-competitive purchasing strategies, and supplier performance. This mid-year report will be followed by a detailed year in review report in Q2 2026 which will summarize the procurement activity for the entire 2025 calendar year and will provide an update on other important procurement initiatives including vendor performance management, sustainable purchasing, and prompt payment discounts.

Document 1 provides a detailed listing of all contracts awarded under delegated authority equal to or exceeding \$25,000 for the period of January 1, 2025 to June 30, 2025 and identifies the contract category, the professional and consulting services outsourcing reason, and the non-competitive exception where appropriate.

In addition to the report to the Finance and Corporate Services Committee, Supply Services also prepares procurement reports for the Ottawa Board of Health, the Ottawa Police Services Board and the Ottawa Public Library Board.

DISCUSSION

Section 1: 2025 Mid-Year Procurement Summary

From Q1 to Q2 2025, Supply Services awarded \$1.06 billion in contracts. This includes all purchases made under delegated authority (equal to or greater than \$25,000) as well as purchases approved by Council, the Ottawa Public Library Board, and the Police Services Board. Of the total \$1.06 billion in contracts awarded, the value of contracts awarded under delegated authority in Q1-Q2 2025 totaled \$1.05 billion.

In Q1 and Q2 2025, contracts awarded under delegated authority valued at greater than or equal to \$100,000 represented 98 per cent of the total expenditure. Although the majority of purchasing value was derived from purchases valued at greater than \$100,000, a number of contracts (48 per cent) were issued in the \$25,000 to \$100,000 range.

Section 2: Professional and Consulting Services

In Q1 to Q2 2025, professional service contracts totaled \$198 million and an additional \$75 thousand of consulting service contracts were awarded under delegated authority.

The total value of professional and consulting service contracts is consistent with previous years.

The procurement of professional engineering services is a required mandate approved by Council as part of the business model used by the City. By value, professional engineering services represent 74 per cent of all professional services procured by the City last year.

Section 3: Procurement Strategies - Competitive Versus Non-Competitive Purchases

In accordance with the Procurement By-law, purchases are to be made using a competitive process that is open, transparent, and fair to all suppliers. Of the \$1.05 billion in contracts awarded under delegation of authority, \$793 million (76 per cent) were awarded using a competitive solicitation process.

When this figure is adjusted to consider contracts where there was no option but to award to a specific supplier, for example, contracts pertaining to utilities, patents, and copyrights, and where for technical reasons no alternative supplier exists, the percentage of competitive purchases increases to 99 per cent. This figure is consistent with previous years.

All non-competitive contracts awarded centrally by Supply Services under delegated authority were awarded in accordance with the rationales identified in section 22(1) of the Procurement By-law, and are identified in Document 1.

Section 4: Assessing Supplier Performance

The City's Procurement By-law provides discretion to the General Manager, Finance and Corporate Services, in consultation with the City Solicitor, to prohibit an unsatisfactory supplier from bidding on future contracts. There were no companies barred from doing business with the City in the first two quarters of 2025.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

LEGAL IMPLICATION

There are no legal impediments to the receipt of the report for information.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a citywide report.

CONSULTATION

There is no public consultation required for this report.

ACCESSIBILITY IMPACTS

The corporation continues to ensure that City purchases include accessible design, criteria and features as prescribed by section 5 of the Integrated Accessibility Standards Regulations of the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, and federal legislation, where applicable.

By including accessible design, features and criteria in all City purchases, the City ensures items, information and public facilities are accessible to clients with disabilities. The Accessibility Office continues to provide training and resources to staff to support them in making accessible purchases, and departments will consult with the Accessibility Advisory Committee on individual projects, as appropriate.

CLIMATE IMPLICATIONS

Supply Services continues to develop practices that encourage and support City departments to incorporate sustainability into their procurement decisions, which include consideration of environmental and climate impacts.

DELEGATION OF AUTHORITY IMPLICATIONS

This report includes information on all contracts awarded under delegated authority equal to or exceeding \$25,000 for January 1, 2025, to June 30, 2025, in accordance with the Procurement By-law.

INDIGENOUS, GENDER AND EQUITY IMPLICATIONS

Staff have identified a variety of opportunities to adapt procurement processes, to support and advise departmental staff on the integration of social impacts into their business operations and objectives and to empower and encourage potential vendors to participate in City procurement. The combination of the work being conducted will support participation of equity-denied communities in the City procurement process.

TERM OF COUNCIL PRIORITIES

This report supports the current 2023-2026 Term of Council Priorities as well as the City's commitment to financial sustainability and transparency.

SUPPORTING DOCUMENTATION

Document 1 - Contracts Equal to or Greater than \$25,000 Awarded Under Delegation of Authority: January 1, 2025 to June 30, 2025

Document 2 - Appendix A: Terminology

Attachments to this report are in English. The City of Ottawa may translate these attachments or parts thereof on request. Requests should be forwarded to joanneh.graham@ottawa.ca

Les pièces jointes du rapport sont en anglais. La Ville d'Ottawa pourra, sur demande, les traduire au complet ou en partie. Les demandes doivent être soumises à : joanneh.graham@ottawa.ca

DISPOSITION

Report forwarded for information pursuant to the Procurement By-law.