

3. 2020 PROCUREMENT YEAR IN REVIEW BILAN ANNUEL DE L'APPROVISIONNEMENT POUR 2020

COMMITTEE RECOMMENDATIONS

1. That Council receive this report for information.
2. That Council approve waiving section 39 of the Procurement By-law to permit the 2021 semi-annual reports of the details relevant to the exercise of delegated authority for all contracts equal to or exceeding \$25,000 be delivered as one consolidated report in Q2 2022, in keeping with Supply Services' regular reporting frequency, and as further outlined in this report.

RECOMMANDATIONS DU COMITÉ

1. Que le Conseil prenne connaissance du présent rapport.
2. Que le Conseil approuve la dérogation à l'article 39 du Règlement sur les approvisionnements pour faire en sorte que les rapports semestriels de 2021 sur les détails relatifs à l'exercice de la délégation de pouvoirs pour tous les contrats d'une valeur égale ou supérieure à 25 000 \$ soient remis en un seul rapport consolidé au deuxième trimestre de 2022, conformément à la fréquence habituelle de soumission des rapports des Services de l'approvisionnement et tel que décrit plus en détail dans le présent rapport.

DOCUMENTATION/DOCUMENTATION

1. Chief Procurement Officer's report, Supply Services, Innovative Client Services Department, dated August 26, 2021 (ACS2021-ICS-PRO-0004)

Rapport du Chef de l'approvisionnement, Service Approvisionnement, Services novateurs pour la clientèle, daté le 26 août 2021, (ACS2021-ICS-PRO-0004)

**Report to
Rapport au:**

**Finance and Economic Development Committee
Comité des finances et du développement économique
7 September 2021 / 7 septembre 2021**

**and Council
et au Conseil
22 September 2021 / 22 septembre 2021**

**Submitted on August 26, 2021
Soumis le 26 août 2021**

**Submitted by
Soumis par:**

**Will McDonald, Chief Procurement Officer, Supply Services, Innovative Client
Services Department/ Chef de l'approvisionnement, Service Approvisionnement,
Services novateurs pour la clientèle**

**Contact Person
Personne ressource:**

**Joanne Graham, Manager, Procurement, Supply Services, Innovative Client
Service Department/ Gestionnaire, Approvisionnement, Service
Approvisionnement, Services novateurs pour la clientèle
613-580-2424 ext. / poste 43679, JoanneH.Graham@ottawa.ca**

Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2021-ICS-PRO-0004

SUBJECT: 2020 PROCUREMENT YEAR IN REVIEW

OBJET: BILAN ANNUEL DE L'APPROVISIONNEMENT POUR 2020

REPORT RECOMMENDATIONS

- 1. That the Finance and Economic Development Committee and Council receive this report for information.**
- 2. That the Finance and Economic Development Committee recommend that Council approve waiving section 39 of the Procurement By-law to permit the 2021 semi-annual reports of the details relevant to the exercise of delegated authority for all contracts equal to or exceeding \$25,000 be delivered as one consolidated report in Q2 2022, in keeping with Supply Services' regular reporting frequency, and as further outlined in this report.**

RECOMMANDATIONS DU RAPPORT

- 1. Que le Comité des finances et du développement économique et le Conseil prennent connaissance du présent rapport.**
- 2. Que le Comité des finances et du développement économique recommande au Conseil d'approuver la dérogation à l'article 39 du Règlement sur les approvisionnements pour faire en sorte que les rapports semestriels de 2021 sur les détails relatifs à l'exercice de la délégation de pouvoirs pour tous les contrats d'une valeur égale ou supérieure à 25 000 \$ soient remis en un seul rapport consolidé au deuxième trimestre de 2022, conformément à la fréquence habituelle de soumission des rapports des Services de l'approvisionnement et tel que décrit plus en détail dans le présent rapport.**

EXECUTIVE SUMMARY

In 2020, Supply Services awarded \$983 million in contracts, this includes all purchases made under delegation of authority (\geq \$15,000) as well as purchases approved by Council, the Library Board and the Police Board. Of the total \$983 million in contracts awarded in 2020, the value of contracts awarded under delegation of authority represents \$952 million.

The guiding principle of the Procurement By-law is that purchases be made using a competitive process that is open, transparent and fair to all suppliers. Of the \$952 million awarded under delegation of authority, after adjusting for contracts where the City had 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), \$823 million (86 per cent) was awarded competitively. This figure is consistent with procurement activity in past years.

In 2020, Supply Services continued its focus to align procurement strategies with corporate business strategies leading to better operational and financial outcomes. A number of these initiatives are highlighted in this report and include updates on the vendor performance management program, electronic bidding project and contract administration enhancements.

The City continued to be a strong consumer of local products in 2020, spending approximately 86 per cent of its annual purchasing dollars on goods and services from the local community. This figure remains consistent with previous years and shows the City's strong commitment to supporting the local supplier community.

Supply Services continues to develop practices that encourage and support City departments to incorporate sustainability into their procurement decisions. In 2020, 94 per cent of the value of all procurement awarded under delegation of authority included sustainability criteria.

As part of the solicitation process, bidders are encouraged to offer the City a discount for prompt payment of invoices. In 2020, the City obtained \$994,309 in prompt payment discounts.

This report also includes an analysis of professional and consulting services procurement, information on purchases made by Purchasing Cards and Payment Without Reference, Public-Private Partnerships (P3) project updates, diesel fuel hedging and a consolidated summary of all purchasing activity \geq \$25,000 by vendor awarded under delegation of authority.

RÉSUMÉ

En 2020, les Services de l'approvisionnement ont octroyé des contrats d'une valeur de 983 millions de dollars. Cette somme comprend tous les achats effectués vertu d'une délégation de pouvoirs (15 000 \$ ou plus) et ceux approuvés par le Conseil municipal, le Conseil de la bibliothèque publique d'Ottawa et la Commission des services policiers d'Ottawa. Sur la somme de 983 millions de dollars que représentent les contrats

attribués en 2020, la valeur des contrats attribués en vertu d'une délégation de pouvoirs s'établit à 952 millions de dollars.

Le principe directeur du Règlement sur les approvisionnements veut que tous les achats soient réalisés au moyen d'un processus concurrentiel ouvert, transparent et équitable pour tous les fournisseurs. En excluant les cas où la Ville n'avait pas le choix du fournisseur (p. ex. lorsque le contrat touche aux services publics, aux brevets et aux droits d'auteur ou lorsque, pour des raisons techniques, aucun autre fournisseur n'est disponible), 86 % (823 millions de dollars) des 952 millions de dollars en contrats décernés en vertu d'une délégation de pouvoirs ont été octroyés à la suite d'un processus d'appel d'offres concurrentiel. Ce pourcentage cadre avec les données sur l'approvisionnement recueillies au cours des dernières années.

En 2020, les Services de l'approvisionnement ont poursuivi leur travail d'harmonisation des stratégies de la Ville en matière d'approvisionnements et d'opérations, ce qui a donné lieu à une amélioration des résultats opérationnels et financiers. Le présent rapport décrit certaines des initiatives mises en œuvre en ce sens, dont le programme de gestion du rendement des fournisseurs, le projet de présentation des soumissions par voie électronique et les améliorations apportées à l'administration des contrats.

La Ville a continué de consommer beaucoup de produits locaux en 2020, ayant consacré environ 86 % de son budget d'achat annuel à des biens et services offerts localement. Ce pourcentage est constant depuis quelques années et témoigne de l'engagement de la Ville à soutenir les fournisseurs de la communauté locale.

Les Services de l'approvisionnement continuent d'élaborer des pratiques qui incitent et soutiennent les services de la Ville à intégrer la durabilité dans leurs décisions d'achat. En 2020, 94 % de la valeur de tous les contrats attribués en vertu d'une délégation de pouvoir incluait des critères de durabilité.

Dans le cadre des appels d'offres, les soumissionnaires sont invités à offrir à la Ville un escompte pour paiement rapide des factures. En 2020, la Ville a ainsi obtenu 994 309 dollars en escomptes pour paiement rapide.

Le présent rapport contient également une analyse des achats de services professionnels et de consultation ainsi que des informations sur les achats effectués par cartes d'achat et par paiements sans référence, des mises à jour sur les projets de

partenariats public-privé et la stratégie de couverture contre les fluctuations des prix du carburant et, enfin, présente un résumé des achats de 25 000 dollars ou plus par fournisseur effectués vertu d'une délégation de pouvoirs.

BACKGROUND

This report summarizes the procurement activity for the 2020 year and provides updates on the objectives and future procurement goals for the City. This report analyzes purchases made by the City on a strategic, as well as a statistical basis, in order to provide a clear picture of the operations of the City for the year 2020.

The majority of the information contained in this report is drawn from semi-annual reports prepared for Committee and Council throughout the year. These reports are a requirement of the Procurement By-law and require all contracts \geq \$25,000, which are awarded under delegated authority, to be reported.

Two Semi-Annual Reports were provided to Council for the year 2020:

1. January 1 to June 30, 2020, 2020 Mid-Year Procurement Report ([ACS2020-ICS-PRO-0005](#))
2. July 1 to December 31, 2020, (Document 5 of this report).

Document 1 of this report provides a detailed listing of all contracts awarded under Delegated Authority exceeding \$25,000 from the period July 1, 2020 to December 31, 2020 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 Economic Development Committee, Supply Services also prepares procurement reports for the Transit Commission, the Ottawa Board of Health, the Ottawa Police Services Board and the Ottawa Public Library Board.

DISCUSSION

Section 1: 2020 Procurement summary

In 2020, Supply Services awarded \$983 million in contracts, this includes all purchases made under delegation of authority (\geq \$15,000) as well as purchases approved by Council, the Library Board and the Police Board. Of the total \$983 million in contracts

awarded, the value of contracts awarded under delegation of authority in 2020 represents \$952 million.

In 2020, contracts awarded under delegation of authority valued at greater than or equal to \$100,000 represented 95 per cent of the total expenditure. Although the majority of purchasing value was derived from purchases valued at greater than \$100,000, a significant number of contracts (56 per cent) were issued in the \$15,000 to \$100,000 range.

Section 2: Procurement trends, market information and legislative updates

The ever evolving legislative and legal framework within which public procurement in Canada operates continues to be the most significant risk impacting Supply Services. To mitigate this risk, Supply Services actively monitors changes to trade agreements, legislation, and legal interpretations thereof, and proactively updates procurement policies and practices as necessary to remain compliant.

Supply Services continues to assess its processes in the evolving context of domestic and international trade. The international trade landscape stabilized somewhat in 2020 with the introduction of two new trade agreements, although how the courts will interpret these agreements represent an ongoing watch item.

The *Canada United States Mexico Agreement* (CUSMA), which replaces the *North American Free Trade Agreement*, came into force July 1, 2020, but does not impact municipalities as its procurement chapters are only applicable between the United States and Mexico. Government Procurement with the United States is regulated by the *World Trade Organization's Government Procurement Agreement* which also does not apply to municipalities.

In the aftermath of the United Kingdom's departure from the European Union, trade relations between Canada and the United Kingdom were no longer governed by the *Comprehensive Economic and Trade Agreement* (CETA), which does apply to Canadian municipalities. To compensate for this gap and normalize trade relations with the United Kingdom, in December 2020 Canada entered into the *Agreement for Trade Continuity between Canada and the United Kingdom of Great Britain and Northern Ireland* (Canada-UK TCA), which applies to municipalities and came into force April 1, 2021. Supply Services has reviewed the agreement and determined that its

procurement requirements are equivalent to those in CETA, and Supply Services' processes remain compliant.

The obligations imposed on the City by these new agreements are fairly general, and specific procedural elements have yet to be refined by judicial and quasi-judicial interpretations by courts and the Canadian International Trade Tribunal, which Supply Services will continue to monitor.

Provincially, the 2019 coming into force of Ontario's *Construction Act* required significant business process changes which have been implemented and continue to be monitored by the Construction Act Working Group, led by Supply Services. In the year since the amended legislation came into force, Supply Services coordinated with Legal Services, Infrastructure Services and Financial Services to manage the implementation of the changes and mitigate any adverse impacts.

Canada's public procurement landscape remains a high-risk environment for municipalities given its highly interventionist court system and the threat of lost profit claims. In Ontario courts, both commercial and administrative law remedies are available to vendor litigants, which places a high standard on purchasing entities. Supply continues to evaluate and update its terms, conditions and risk mitigation strategies as necessary.

Section 3: Procurement initiatives in 2020

In 2020, Supply Services continued its focus to align procurement strategies with corporate business strategies leading to better operational and financial outcomes. Below are updates to a sampling of initiatives undertaken in 2020, which demonstrate elements of innovative thinking, strategic sourcing methodologies, best value, improved contract administration, total cost of ownership purchasing strategies and enhancements in the delivery of the procurement function to client departments and residents of the City.

eProcurement

In 2020, 100 per cent of bid solicitations were transitioned to fully electronic through the implementation of a more efficient software solution that allows for the receipt of electronic bid submissions.

Transitioning from physical to electronic bid submissions involved process and system changes that were designed in consultation with client departments and the vendor community to ensure a successful rollout.

The implementation of eProcurement has provided the City with administrative efficiencies through automation, a simple and compliant means for vendors to submit bids, elimination of physical files and higher quality data to identify trends and insights for decision making. Moreover, the move to electronic procurement was essential in enabling Supply Services to seamlessly continue providing services during the COVID-19 pandemic.

SAP Ariba implementation – Procurement transformation

In October 2020, Supply Services, in partnership with Information Technology Services and Finance Services, implemented Phase 1 of the SAP Ariba project as part of the SAP Modernization program. SAP Ariba is a suite of integrated applications that manage procurement processes from strategic sourcing and spend analysis, to procurement and payment, in order to standardize, integrate, streamline and automate operations.

Phase 1 of the project included online requisitioning, automated purchase order creation and distribution, as well as electronic invoicing. The City is taking a design-build-operationalize cycle approach to each phase of the project and once the first phase has been successfully operationalized, future phases will be implemented.

The goals of the project include:

- Creating synergy / integration between requisitioning, purchase orders and invoicing processes
- Creating a positive return on investment to the City through:
 - Improved contract administration and purchasing against contract
 - Increased contract compliance of invoice rates
 - Increased achievement of prompt payment discounts
- Further automation of tasks and increased efficiency to focus on more strategic activities
- Improving reporting and spend visibility
- Improving user experience and interface

Supply Services is continuing to advance key functionality within SAP Ariba to ensure the successful delivery of the project goals. In addition, Supply is working closely with

the vendor community to on-board suppliers onto the new solution in multiple waves to ensure successful system adoption and change management.

Contract administration

Contract administration is an integral part of successful project delivery. The City ensures “best value” for taxpayers’ dollars when suppliers deliver goods and services on time, and at the agreed price, quantity, and quality, in accordance with the contract requirements.

Supply Services has continued to develop its strategic role in assisting City departments to ensure that they have the framework in place to effectively oversee their contracts. In addition to the Contract Administration Policy and associated procedures that were developed in 2018 to provide guidance to departments on the best practices in contract administration, in 2020 Supply Services developed and delivered targeted contract administration training to service areas, and project teams overseeing contracts with increased risk for contract administration issues, including contracts with a large volume of deliverables being managed by multiple departments.

SAP Ariba also includes a variety of features that are designed to enforce contract administration best practices and reduce manual processes where possible.

Prompt payment discounts

As part of the bid solicitation process bidders are encouraged to offer the City a discount for prompt payment of invoices. This prompt payment discount is taken into consideration in the submission evaluation and contract award, provided that the minimum period for payment is 15 days. In 2020 the City was offered prompt payment discounts ranging from 0.05 per cent to 20 per cent on \$99.1 million worth of invoices.

Invoices with discounts are monitored and prioritized daily and discount reviews are conducted weekly to recover lost discounts caused by vendor submission errors. As a result of these efforts, the City achieved a total of \$994,309 in prompt payment discounts in 2020. In terms of a corporate discount achievement rate, the City obtained 74 per cent of the available value.

Section 4: Vendor Performance Management system

Vendor Performance Management (VPM) is a program for evaluating the performance of vendors who contract with the City. Formal performance evaluations are conducted for construction projects valued over \$100,000 and professional engineering services contracts valued at over \$15,000. In 2020, the weighting of VPM scores in construction contract awards increased from 10 per cent to 20 per cent.

The key objectives of the program are to improve communication between the City and the vendor, provide feedback with the goal of performance excellence and build a history of performance over time.

At the end of Q4 2020 the program has resulted in:

- 3,005 projects having been opened for evaluation
- An average vendor score of 81.53 per cent with 2,299 final evaluations completed
- Over 95 per cent of projects having received a score that is satisfactory or greater
- Less than 1 per cent (0.86 per cent) of project scores having been appealed
- An average of five projects evaluated per vendor
- Consistent positive feedback from industry on the resulting improvements in communication and consistency
- Improved contract administration and project management practices

The difference in the number of projects opened for evaluation and the number of completed projects with final evaluations is because many projects opened for evaluation span multiple years. Moreover, the final evaluation is only completed after an internal review process to ensure accuracy and consistency in evaluations and a vendor appeal period.

The City continues to conduct annual VPM meetings with each major construction related industry association. Overall, the industry associations are satisfied with the VPM program. The City uses these meetings to continuously improve the program.

Section 5: Payment without reference

A payment without reference to a contract is a legitimate payment method permitted within corporate procedures and is recognized in the Procurement By-law. These types of payments provide a cost-effective process for low dollar value goods where a traditional purchase order does not exist and where purchasing card is not an acceptable method of payment. As payments without reference are not processed centrally through Supply Services, an assessment of their compliance with the Procurement By-law can only be made after the fact.

The Procurement By-Law requires Supply Services to report on all supplier-based activity, with cumulative purchases greater than \$25,000, paid without reference to a contract. In 2020, purchases paid without reference to a contract totaled \$39 million. In 2020, six payment without reference transactions with six vendors were identified as having been contracted for in a manner not in compliance with the Procurement By-law. The total value of these transactions was \$249,391.

In each case, Supply Services reviewed the payments with the client departments and has established appropriate procurement methods going forward.

Section 6: Professional & consulting services

In 2020, professional service contracts totalled \$138 million and a further \$18 thousand of consulting service contracts were awarded under delegation of 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 outsourcing model strategy used by the City. By value, professional engineering services represent 61 per cent of all professional services procured by the City last year.

Section 7: Procurement strategies - competitive vs. non-competitive purchases

As per the Procurement By-law, purchases are to be made using a competitive process that is open, transparent and fair to all suppliers. Of the \$952 million in contracts awarded under delegation of authority, \$823 million (86 per cent) were awarded using a competitive solicitation process.

Additionally, when this figure is adjusted to take into account 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 94 per cent. This figure is consistent with previous years.

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

Section 8: Local purchasing

The City of Ottawa continued to be a strong consumer of local products and services in 2020, spending approximately 86 per cent of the annual purchasing dollars in Ottawa, for goods and services, which are available in the local community. This figure has been calculated after adjusting overall purchasing to remove those goods and services consumed annually by the City, which are not available locally (e.g., transit buses are not manufactured in Ottawa, nor is winter rock salt mined locally).

Section 9: Sustainable and social procurement

Supply Services continues to develop practices that encourage and support City departments to incorporate sustainability into their procurement decisions. In 2020, 94 percent of the value of all procurement awarded under delegation of authority included sustainability criteria.

Supply Services continues to leverage its relationships with procurement experts across the country to proactively research innovative changes to procurement processes and achieve sustainable procurement objectives including employment opportunities for disadvantaged groups, environmental impacts, subcontracting opportunities for small or medium sized businesses and social enterprises, community benefits, workforce development, and improving diversity within the City's supply chains.

In 2020, Supply Services partnered with Information Technology Services to participate in a pilot program on Sustainable IT Procurement run by Green Economy Canada. The action plan developed during the pilot will lead to the drafting of template evaluation criteria for IT procurements that are designed to improve IT sustainability as well as a

vendor survey questions that will assist IT staff in having conversations with vendors about sustainable solutions.

The City also continues to actively participate in the Canadian Collaboration for Sustainable Purchasing (CCSP), which is made up of 36 public purchasing entities from across Canada and provides leadership and leverages collective experience, knowledge and resources to advance sustainable procurement initiatives.

The work of Supply Services' Corporate Energy Management Office in 2020 contributed to the City's overall energy strategy and was the subject of a separate report to City Council ([ACS2021-ICS-PRO-0001](#)).

In addition, in response to the direction outlined in the February 10, 2021 report titled Economic Recovery Efforts ([ACS2020-OCC-FED-0001](#)), Supply will bring forward a report in the fall of 2021 that will update Council on the actions taken to enhance social sustainability in City Procurement, and recommendations to incorporate social enterprises in future City procurement.

Section 10: Assessing supplier performance

The City's Procurement By-law provides discretion to the Chief Procurement Officer, in consultation with the City Clerk and 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 2020.

Section 11: Comprehensive complaints

In 2020, there were nine formal complaints received under the comprehensive complaints process of the Procurement By-law. In all cases, the Chief Procurement Officer determined that the complaints did not disclose credible information to indicate that a breach of the terms of the procurement process or City policies had occurred.

Section 12: Public-Private Partnership reporting

Annual Public-Private Partnership (P3) reports that provide status updates on P3 projects undertaken by the City of Ottawa, are attached as Document 4 to this report and include the following projects:

1. Superdome East – Indoor Artificial Turf Playing Field

2. Ben Franklin Park Superdome
3. Shenkman Arts Centre
4. Bell Sensplex (West)
5. Richcraft Sensplex (East)
6. West Carleton Community Complex
7. Ottawa Paramedic Service Headquarters
8. Garry J. Armstrong Long Term Care Centre and Allen House Seniors Residence
9. Springhill Landfill

Consistent with previous years, the Ottawa Light Rail Project P3 and Lansdowne Park Redevelopment P3 reports will be provided under separate reports to Council.

Section 13: Diesel fuel hedging strategy and Financial Agreements

To lock in price and secure the budget target, the City entered into 'Float to Fixed Bank Swap Agreements' with the Royal Bank of Canada, Canadian Imperial Bank of Commerce, Scotiabank and National Bank of Canada to floating rate prices averaged at \$0.80. The details of the transactions are attached in Document 3.

Financial Agreements

Document 3 also provides a detailed report on all subsisting Financial Agreements from operating departments engaged in commodity purchase agreements. Currently, the City enters into these agreements with respect to diesel fuel only. The report contains the following information and documents:

- A statement about the status of the agreements during the period of the report, including a comparison of the expected and actual results of using the agreements in comparison to the budget
- A statement indicating whether all of the agreements entered into during the period of the report are consistent with the City's statement of policies and goals relating to the use of Financial Agreements to address commodity pricing and costs

- A statement of transactions with financial institutions

Section 14: 2021 report timing

Article 39 of the Procurement By-law requires the Chief Procurement Officer to submit to Council an information report semi-annually containing the details relevant to the exercise of delegated authority for all contracts awarded exceeding \$25 thousand dollars.

These reports have traditionally been provided annually in Q4 (for contracts awarded between January 1 to June 30), and in Q2 of the subsequent year (for contracts awarded between July 1 and December 31).

As a result of delays pertaining to the City's response to the COVID-19 pandemic and the implementation of SAP Ariba, staff are recommending that the Finance and Economic Development Committee recommend that Council approve waiving section 39 of the Procurement By-law to permit the 2021 semi-annual delegation of authority reports be delivered as one consolidated report in Q2 2022.

Approving one consolidated annual report for 2021 will permit the traditional reporting frequency to resume for purchases made in 2022.

In addition, receiving one consolidated annual report would be consistent with the approach taken in 2018 where, as a result of the election, semi-annual reports could not be provided due to Committee and Council not sitting in Q4 2018.

Should Council not approve receiving a consolidated annual report for 2021, Supply's traditional reporting frequency will be delayed by a minimum of one quarter going forward as follows:

- Contracts awarded between January 1 to June 30 will be reported in Q1/Q2 of the subsequent year; and
- Contracts awarded between July 1 and December 31 will be reported in Q3/Q4 of the subsequent year.

RURAL IMPLICATIONS

There are no rural implications associated with this report.

CONSULTATION

There is no public consultation required with this report.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a city-wide report.

ADVISORY COMMITTEE(S) COMMENTS

There are no comments or recommendations required by an Advisory Committee for this report.

LEGAL IMPLICATIONS

On Recommendation #1 of the Report, there are no legal impediments to the receipt of the report for information.

On Recommendation #2 of the Report, Council may, if it chooses to, waive the requirement of section 39 of the Procurement By-Law and permit the 2021 semi-annual report of the details relevant to the exercise of delegated authority for all contracts equal to or exceeding \$25,000, to be delivered as one consolidated report in Q2 2022.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications associated with this information report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information 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*.

TERM OF COUNCIL PRIORITIES

This report supports the Term of Council Priorities of Economic Growth & Diversification, Service Excellence through Innovation and Environmental Stewardship.

SUPPORTING DOCUMENTATION

Document 1 – 2020 Consolidated Delegation of Authority Report Summary (\geq \$25,000)

Document 2 – 2020 Payments without Reference Report (Vendor Purchasing Activity \geq \$25,000)

Document 3 – 2020 Annual Commodity Price Hedging Report as per By-Law No. 2008 – 426

Document 4 – 2020 Public – Private Partnership (P3) Report Update

Document 5 – Contracts awarded \geq \$25,000 under delegation of authority for the period July 1, 2020 to December 31, 2020

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 pursuant to the Procurement By-law. Subject to Council approval, staff will implement recommendation #2 as outlined in the report.