



### Why we did this audit

The City of Ottawa spends approximately \$1 billion per year on a wide variety of goods, services, and construction. Responsibility for procurement and contracting activities is shared between Supply Services and City departments.

A key challenge for municipal governments is to establish procurement policies and practices that ensure fairness, openness and transparency while also providing flexibility to meet business needs.



### What we found

We found that the City's competitive procurement process generally adheres to the principles of openness, fairness and transparency and it is conducted in accordance with the City's Procurement Bylaw and related requirements.

Notwithstanding, the audit noted opportunities to improve certain procurement processes.



### We made four recommendations to ensure that:

- the rationale for how sustainability is considered and/or incorporated in a procurement is documented;
- an assessment process is incorporated to determine whether a procurement should be based on detailed technical specifications or output-based specifications;
- training and guidance materials are developed to support departments in understanding output-based specifications, when they should be used and how to develop them; and
- a procurement specific conflict-of-interest process is formalized.

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For more details on this report please visit our [website](#).

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