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## Procurement Actions to Assist the Parks, Forestry and Recreation Division Achieve 2006 Capital Projects

### 2006 BUDGET BRIEFING NOTE

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#### Issue/Background:

- During the 2006 Capital Budget process, one of the reasons identified for the Parks, Forestry and Recreation (PF&R) Division not achieving their desired capital budget spending rates was the City's procurement process. Specifically, the concern raised pertains to the length of time required to complete procurement as one of the barriers to completing all of the budgeted capital projects for the Program within the fiscal year.
- In response to these concerns, the Purchasing and Materials Management Division (PMMD) have put in place a number of resources and tools that will assist the PF&R Division with the procurements associated with their capital projects for the remainder of 2005 and for 2006. These resources and tools should have a positive impact on the ability of PF&R to deliver their capital program. This briefing note provides the details of these resources and tools and also identifies the next steps required for this to be successful.

#### Key Points:

- PMMD staff have been working with all City divisions to ensure improved service delivery for their procurements. To date, this includes:
  - training of City staff on the procurement process (February to April 2005);
  - convening meetings with heads of major divisions, including PF&R, to discuss concerns, issues, opportunities for collaboration and planning for procurement. At these meetings, the Treasurer and Acting Director, PMMD have requested that Divisions provide their lists of 2006 capital projects so that proper procurement planning can occur early in 2006;
  - implementation of a Low Bid Procedure for goods on October 1, 2005 which allows for fax, phone or email quotes to be issued, thereby reducing the length of the process. Training has also been provided to City staff on the Procedure (October 2005); and
  - development of an RFP template that is now available on the City's intranet site which guides staff through the process of preparing an RFP and contains standard language and terms and conditions. This should result in PMMD staff receiving improved draft RFP documents from Divisional staff thereby reducing the time spent on finalizing these documents.
- Further improvements will be made to the procurement process that will benefit all City divisions, including PF&R:
  - PMMD will be developing other tools such as an RFQ template, a staff report template for both Bid Committee and Standing Committees and a Low Bid procedure for hiring consultants;

- In addition to the improvements outlined above, additional resources and tools to specifically support PF&R are now in place:
  - a Service Level Agreement was signed in June 2005 that outlined roles, responsibilities and timing for procurements;
  - a buyer dedicated to PF&R was hired in September 2005;
  - a meeting with staff from both divisions was convened in October 2005 to discuss work plan and priorities;
  - a list has been established of priority projects for the remainder of 2005 and forwarded to PMMD; and
  - PMMD has received a list of 2006 capital projects from PF&R staff that will form the basis for future discussions on priorities and timing
  
- PMMD staff will continue to work with PF&R staff through the following next steps:
  - PF&R staff will provide PMMD with a list of priority projects prior to year end for the first quarter of 2006;
  - PMMD staff will meet with PF&R staff in January 2006 to identify priorities and timing for the remainder of the 2006 capital project procurements;
  - the dedicated buyer will be meeting regularly with PF&R staff to provide status updates on the capital projects and immediately identify challenges to be addressed; and
  - there will be ongoing communication between the Managers in both Divisions overseeing the work of the dedicated buyer.
  
- The Acting Director of PMMD will provide regular status updates to the General Manager of PF&R on the procurements related to Division's the capital projects.

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