



INFORMATION REPORT

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| TO: | Chair and Members Audit, Finance and Administration Committee |
| COMMITTEE DATE: | September 14, 2015 |
| SUBJECT/REPORT NO: | 2015 Second Quarter Non-compliance with the Procurement Policy Report (FCS15015(a)) (City Wide) |
| WARD(S) AFFECTED: | City Wide |
| PREPARED BY: | Rick Male (905) 546-2424, ext. 4157 |
| SUBMITTED BY: | Larry Friday <i>Acting</i> General Manager Finance & Corporate Services Department |
| SIGNATURE: | |

Council Direction:

Procurement Policy, Section 4.19, Item (3) requires a quarterly report be prepared and presented to Council to report the use of all Procurement Policy Non-compliance Forms.

Information:

This report is issued quarterly in accordance with the Procurement Policy. This report details the use of all Procurement Policy Non-compliance Forms for the second quarter 2015.

Procurements that are non-compliant with the Procurement Policy can be identified at any time during the procurement process. Procurements are deemed to be non-compliant with the Procurement Policy when the applicable Policy (Policies) and published procedure(s) are not followed. Under Policy 19, the General Manager is responsible for reviewing each incident and determines the appropriate level of disciplinary action to be taken.

During the second quarter of 2015, there were twelve instances relating to the use of Policy 19, totalling \$31,019. The instances are summarized in Appendix 'A' to Report FCS15015(a).