



Hamilton

INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	December 8, 2015
SUBJECT/REPORT NO:	2015 Third Quarter Non-Compliance with the Procurement Policy Report (FCS15015(b)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rick Male (905) 546-2424, ext. 4157
SUBMITTED BY:	Mike Zegarac 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 third 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 third quarter of 2015, there were 13 instances relating to the use of Policy 19, totalling \$222,182.66. The instances are summarized in Appendix 'A' to Report FCS15015(b).