



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	June 06, 2016
SUBJECT/REPORT NO:	2016 First Quarter Non-Compliance with the Procurement Policy Report (FCS16046) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rick Male (905) 546-2424 Ext. 4157
SUBMITTED BY:	Mike Zegarac General Manager Finance and 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 first quarter 2016.

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 first quarter of 2016, there were 14 instances relating to the use of Policy 19, totalling \$81,438. The instances are summarized in Appendix "A" to Report FCS16046.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report FCS16046 – 2016 First Quarter Non-Compliance with the Procurement Policy Report

RM/dw