



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	August 16, 2017
<b>SUBJECT/REPORT NO:</b>	Follow up to 2017 First Quarter Non-Compliance With the Procurement Policy Report (FCS17012(a)) (City Wide) – (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Maryanne Morris (905) 546-2424 Ext. 4346
<b>SUBMITTED BY:</b>	Tina Iacoe Acting Director Financial Services, Taxation and Corporate Controller Finance and Corporate Services Department
<b>SIGNATURE:</b>	

## Council Direction:

Audit, Finance and Administration Committee at its meeting of July 12, 2017 approved the following:

“Staff were directed to report back to the Audit, Finance and Administration Committee with regards to Report FCS17012, Appendix “A” Item in the amount of \$83,578.59 listed under ‘CivicPlan’, with details as to what time period the costs were incurred, what was involved, who was involved, and why this Item did not come to Committee for approval.

Staff were directed to report back to the Audit, Finance and Administration Committee with regards to Report FCS17012, Appendix “A” Item in the amount of \$5,544.00 listed under ‘The Designers Printing Inc.’, with details as to which budget this Item was charged to, as well as what was involved and who was involved.”

The purpose of this report is to update Council on the actions taken by staff to address this outstanding item. As a result of this report, the item representing follow up on 2017 First Quarter Non-Compliance with the Procurement Policy Report (FCS17012) will be considered complete and removed from the Audit, Finance and Administration Committee outstanding business list.

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*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

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**Information:**

Below are details of the two specific Procurement Policy 19 - Non-compliance with the Procurement Policy ("Policy 19") as outlined in Report FCS17012, Appendix "A" and referenced above.

Civicplan

Comments provided on the Policy 19 form and in PeopleSoft indicate that Civicplan was retained by Ward One for the process coordination of Ward One Participatory Budgeting Advisory Committee meetings. The Policy 19 form also indicated that the Ward One Participatory Budgeting Advisory Committee is made up of residents who required guidance with the process. The costs incurred were made up of 15 payments made to the vendor from February, 2016 to June, 2017.

At the time of Report FCS17012, Appendix "A" indicated that the total spend with the vendor for this period was \$83,578.59. This amount was based on invoices which had been paid, as well as four invoices which were estimated to be paid for services received in February, March, April and May 2017. However, Procurement staff can confirm that invoices that were received for these four months were slightly greater than the estimate and the actual total amount of the purchase with this vendor for the period February 2016 to May 2017 is \$88,328.69.

All invoices were paid from Project ID 3301609100 - Ward 1 Capital Reinvestment, under various account numbers: 58201 – Grants, 59214 – Contract, 55399 - Special Projects and 55801 - Consulting Services.

Staff from Capital Budgets has advised Procurement staff that since the Ward 1 Capital Reinvestment Project ID 3301609100 was previously approved through the capital budget process, no further approval is necessary from Committee and Council to utilize the funds.

The Designers Printing Inc.

The Designers Printing Inc. was retained by Ward Seven for design, print and mailing services of the 2016 Christmas Ward newsletter. The cost was a one-time payment made to the vendor in January, 2017. The costs incurred came from Dept ID 300050 - Councillor Ward 7, Account # 55610 – Printing and Reproduction.

MM/dw