



Hamilton

# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	September 10, 2018
<b>SUBJECT/REPORT NO:</b>	Second Quarter Non-compliance with the Procurement Policy Report (FCS18039(a)) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Cheryl Velenosi (905) 546-2424, Ext. 3988
<b>SUBMITTED BY:</b>	Rick Male Director, Financial Services, Taxation and Corporate Controller Finance and Corporate Services Department
<b>SIGNATURE:</b>	

## 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 of 2018.

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 2018, there were 18 instances relating to the use of Policy 19, totalling \$156,544.89. The instances are summarized in Appendix "A" to Report FCS18039(a).

*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.*

**SUBJECT: 2018 Second Quarter Non-compliance with the Procurement Policy  
Report (FCS18039(a)) (City Wide) - Page 2 of 2**

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**Appendices and Schedules Attached**

Appendix "A" to Report FCS18039(a) – 2018 Second Quarter Non-compliance with the Procurement Policy Report.

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