

Staff Report



To	General Committee
Subject	2024 Procurement Activity Report
Date	April 16, 2025
Ward	All
From	C. Smith, Interim Director of Finance
Executive Member Approval	J. Schmidt, General Manager of Community and Corporate Services
CAO Approval	M. Prowse, Chief Administrative Officer
Staff Report #	FIN005-25

Recommendation(s):

1. That the 2024 Annual Procurement Activity Report be received for information purposes.
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Executive Summary:

Procurement By-laws 2019-015 and 2024-075 require the Chief Procurement Officer to provide an annual report to Council on non-competitive purchases as follows:

- a) An annual information report with the circumstances and details of any emergency purchases, with a procurement value equal to or greater than \$10,000* (see Appendices A).
- b) An annual information report with the circumstances and details of any non-standard procurements, with a procurement value equal to or greater than \$10,000* (see Appendices B & C).

*threshold amended to \$25,000 in Procurement By-law 2024-075, effective July 1, 2024

Key Findings:

In 2024, the Purchasing Branch awarded 188 contracts amounting to \$196,823,886. Of this, Non-Standard Procurements (including Council directed procurements) and Emergency Purchases accounted for 9.65% of the total award value for a total of \$18,996,795.26.

The Procurement Activity Reports are provided in Appendices A, B, C as follows:

- a) Appendix A reports the circumstances and details of emergency purchases with a value equal to or greater than \$10,000 prior to July 1, 2024, and July 1, 2024 onwards, emergency purchases with a value equal to or greater than \$25,000.

- b) Appendix B reports the circumstances and details of non-standard procurements with a value equal to, or greater than \$10,000 prior to July 1, 2024, and July 1, 2024 onwards, non-standard procurements with a value equal to or greater than \$25,000.
- c) Appendix C reports on the circumstances and details of non-standard procurements directed by Council motion.

To align and move Barrie's mission, vision and strategic priorities forward, including significant growth in the near future, the Purchasing Branch continues undergoing the next stage in its transformation. This includes the following:

Procurement Service Modernization		
Activity Description	Status	Additional Comments
Tools: Implementation of automated, controlled purchase requisition, orders and payments using SAP and implementing e-Tendering to improve source to contract activities	In Progress	- Planning pilot project for electronic evaluation using the Bids &Tenders bidding system to increase efficiency of the procurement process.
Processes: Timely and compliant By-law and other new regulatory changes using centralized purchasing templates and processes.	In Progress	- Implemented updated Procurement By-law 2024-075
Resources & Planning: Proactive, strategic procurement planning; ensure Purchasing staff have the right skills by providing training and targeted recruitment.	In Progress	- Annual Purchasing Plan developed with in-year refreshes.
P-Card: Policy and procedure update to maximize effectiveness of the program and ensure effective controls.	In Progress	- Coding and approval compliance greatly improved. - Updating P-Card Policy & Procedures to reflect best practices.
Community Engagement: Working collaboratively with the vendor community to promote doing business with the City.	In Progress	- Participated in OPBA Reverse Vendor Tradeshow - Co-hosted Georgian Bay Area Public Purchasing Cooperation Vendor Tradeshow
Staff Training: Providing staff with information, tools and resources.	In Progress	- Planning redeployment via virtual learning of procurement training modules.

Financial Implications:

There are no financial implications for the Corporation resulting from the proposed recommendation.

Alternatives:

As this report is being received for information, there are no alternatives available for consideration by General Committee:

Strategic Plan Alignment:

Affordable Place to Live		
Community Safety		
Thriving Community		
Infrastructure Investments		
Responsible Governance	X	Ensure accountability and transparency.

Additional Background Information and Analysis:

There is no additional information or analysis requirements related to the recommendation.

Consultation and Engagement:

There was no public consultation required in relation to this report.

Environmental and Climate Change Impact Matters:

There are no environmental or climate change impact matters related to the recommendation.

Appendix:

Appendix A – 2024 Emergency Purchases
Appendix B – 2024 Non-Standard Procurements
Appendix C – 2024 Council Directed Procurements

Report Author:

S. Jones, Manager of Purchasing, Finance Department

File #:

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Pending #:

Not Applicable