



AGENDA

For the Committee of the Whole Meeting of Council to be held Tuesday, June 26, 2018 at 5:00 p.m.
in Council Chambers at City Hall

CALL TO ORDER

A. ADOPTION OF AGENDA

B. PRESENTATIONS/DELEGATIONS

- 2** 1. Procurement Council Policy
2. Chestermere Cameroonian Community

C. INFORMATION ITEMS

D. IN CAMERA

E. ADJOURNMENT





Committee of the Whole Staff Report

From: Project Management Office

Date: June 26, 2018

RE: Council Procurement Policy

Background/History:

The City of Chestermere undertakes various types of procurements every year. Procurement policies protect the interests of the residents of the City of Chestermere by requiring best value for each dollar spent.

Procurement Policies and Protocols Framework provides the foundation for how the City shall purchase goods, services or construction. This policy should be read before any procurement process is undertaken.

Attachments:

- Draft - Procurement Policies and Protocols Framework (3 pages)

Submitted by:

Navi Kaur

Manager, PMO

Vision Chestermere is a sustainable lakeside recreational community that is safe and family oriented.

Mission Chestermere is creating an amazing place to call home through innovation and community collaboration.

Values Accountable · Connected · Transparent · Inclusive · Viable · Ethical

CITY OF CHESTERMERE

POLICY HANDBOOK

EFFECTIVE DATE: TBD		SECTION: 600 POLICY: 651
APPROVED BY: City Council	APPROVED DATE: TBD	TITLE OF POLICY: Procurement Policies and Protocols Framework
REVIEW DATE: July 2020	AMENDMENT DATE: N/A	PAGE NO.: 1 of 4
POLICIES AMENDED / RESCINDED: Policy 612- Purchasing		POLICY TYPE: General (Project Management)

PURPOSE

The City of Chestermere undertakes various types of procurements every year. Procurement policies protect the interests of the residents of the City of Chestermere by requiring best value for each dollar spent.

Procurement Policies and Protocols Framework provides the foundation for how the City shall purchase goods, services or construction. This policy should be read before any procurement process is undertaken.

DEFINITIONS

- The City- City of Chestermere
- Council- Elected Officials
- CAO- Chief Administrative Officer of the City
- CLT- Corporate Leadership Team
- SLT- Senior Leadership Team
- Employee- An individual employed by the City, including on contract, but not including elected officials.
- CETA- Comprehensive Economic and Trade Agreement between Canada and the European union
- CFTA- Canada Free Trade Agreement
- NWPTA- New West Partnership Trade Agreement
- Orbidder- Web based program to manage the City's procurement at one place
- PMO- Project Management Office, also acting as Interim Procurement Office

POLICY STATEMENT

This policy applies to Council and all employees involved directly or indirectly in the procurement of goods and services for use by the City.

- Council's Strategic Direction is that the City must conduct procurement activities in a manner that;
 - are consistent with the principles of fair, open and transparent public sector procurement.
 - provides best value to the City for each dollar spent
 - is in accordance with the most recent version of NWPTA, CFTA, CETA and all other trade treaties those are applicable to local governments/ Municipalities etc.
 - aligns with all other City policies
- The CAO shall direct the City employees to conduct the procurement process in a manner that is consistent with the City's administration policy and procurement protocols as listed below;
 - Procurement Administration Policy (Policy #652)
 - Procurement Planning Protocol
 - Format Selection Protocol
 - Document Drafting Protocol
 - Invitational Competition Protocol
 - Open Competition Protocol
 - Enhanced Consensus Scoring Protocol
 - Non- Standard Procurement Protocol
 - Low Value Procurement Protocol
 - Qualified Supplier Rosters Protocols
 - Negotiation Protocol
 - Bidder Debriefing Protocol
 - Procurement Protest Protocol
 - Supplier Suspension Protocol
 - Contract Management Protocol
 - Supplier Performance Evaluation Protocol
 - Use of Orbidder to complete the Procurement Processes
- City employees must keep all proprietary information, intellectual property and any sensitive information disclosed during the course of conducting the City's business, secure and confidential.
- All procurement must have clear specifications, list of deliverable and set evaluation criteria. Procurement thresholds and delegated approving authority must be followed as identified in Policy #652 (Refer to schedule B and D)

RESPONSIBILITIES

- This Policy applies to the City Council and City Employees
- The CAO is required to create, approve and implement Procurement Administration Policy and Protocols.

REFERENCES

- City of Chestermere Procurement Administration Policy
- Canadian Free Trade Agreement (CFTA)
- Canada- Europe Comprehensive Economic and Trade Agreement (CETA)
- New West Partnership Trade Agreement (NWPTA)
- City of Calgary Procurement Guiding Principles [Policy number- FA-033 (B)]

For Council Policies:

Adopted by Council:

Resolution Number:

MAYOR

CAO