

2019 Annual Report on Non-Competitive Procurement Activities

Date: October 19, 2020

To: General Government and Licensing Committee

From: Controller

Wards: All

SUMMARY

This report informs the General Government and Licensing Committee of the non-competitive purchasing activity valued at \$3,000 and above for City Divisions in 2019. Non-competitive purchasing activity for the Offices of the Auditor General, Integrity Commissioner, Lobbyist Registrar and Ombudsman are not included as part of this report. These offices are audited separately by external auditors and reported on separately.

In 2019, the value of all non-competitive purchases for the City totalled \$119.7 million, which represents 4% (compared with 4.3% in 2018) of the City's total purchases of approximately \$2.9 billion. The number of non-competitive purchases in 2019 is 4.5% of the total purchases (compared with 4.2% in 2018). Non-competitive purchases for compatibility, emergency and exclusive rights accounted for 73% of the total non-competitive procurement, compared to emergency and exclusive rights scenarios which accounted for 73.5% in 2018.

RECOMMENDATIONS

The Controller recommends that:

1. The General Government and Licensing Committee receive this report for information.

FINANCIAL IMPACT

There are no financial implications to the City of Toronto as a result of this report.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

At its meeting held on June 26 - 28, 2001, Council in adopting Audit Committee Report 6, Clause 1 "Review of Department Purchase Orders" directed, among other things, that the City's purchasing procedures be amended such that a purchase limit of \$3,000 is established, whereby a minimum of three quotes must be obtained:

http://www.toronto.ca/audit/2001/audit_dpo_review_final050801.pdf

At its meeting held on April 14 - 16, 2003, Council in adopting Audit Committee Report 1, Clause 8 "Procurement Processes Review - City of Toronto" requested the Chief Financial Officer and Treasurer to report annually to the Administration Committee outlining, by division:

- all single source purchases exceeding the Department Purchase Order limit and the reasons thereof;
- percentage of purchase orders processed through the Purchasing Division using single source as justification;
- all instances where purchase orders have been issued after the fact.

The following is the link to the April 2003 decision document:

<http://www.toronto.ca/legdocs/2003/agendas/council/cc030414/au1rpt/cl008.pdf>

At its meeting on July 20 - 22, 2004, Council adopted the Procurement Processes Policy. Section 3.0 of the policy refers to the conditions for which the non-competitive procurement process can be applied. The following are the links to the July 2004 decision document and the Procurement Processes Policy:

<http://www.toronto.ca/legdocs/2004/agendas/council/cc040720/adm5rpt/cl007.pdf>

http://www.toronto.ca/citybusiness/pdf/policy_procurement_process.pdf

At its meeting held on October 26 and 27, 2009 Council, in adopting Audit Committee Report AU11.5 "Process for Non-Competitive Procurement (Sole Sourcing) Needs Improvement", requested the Treasurer to report annually to Government Management Committee a summary of all non-competitive purchases including divisional purchase orders, as well as non-competitive purchases reported to the Standing Committees and Council. The following is the link to the October 2009 decision document:

<http://www.toronto.ca/legdocs/mmis/2009/au/reports/2009-10-20-au11-cr.htm#AU11.5>

ISSUE BACKGROUND

This report provides the non-competitive purchasing activity for 2019 for all City Divisions, excluding purchases done through Schedule A of Chapter 71, Financial Control. This report does not include the non-competitive purchasing activity for the Accountability Offices (i.e. Auditor General's Office, Integrity Commissioner, Lobbyist Registrar, and Ombudsman) as these offices are audited and reported separately on their activities.

The City's purchasing policies require that purchases valued at \$3,000 and above be acquired through a competitive procurement process, wherever possible. Purchases up

to \$50,000 are administered by Divisions with a minimum of three quotes required for purchases \$3,000 and above. Purchases over \$50,000 up to \$100,000 can be acquired through an Invitational Call Process conducted by PMMD. For all calls over \$100,000, a formal bid process will be administered by PMMD to the open market. When a Division cannot obtain a particular good or service via a competitive process, the Division must follow the Non-Competitive Procurement Procedures as discussed below.

Non-Competitive Purchases between \$3,000 to \$50,000

Non-competitive purchases in this range are approved by City Divisions as Divisional Purchase Orders (DPOs) in keeping with the Non-Competitive Procurement and Divisional Purchase Order Procedures. If the non-competitive request is complex, or the Division has other concerns, PMMD can process and approve the request. City Division staff must complete a Non-Competitive Request Form each time they wish to purchase using the non-competitive DPO process. The form must provide a clear and detailed explanation as to why the purchase must be made through this procurement process. The Non-competitive Request Form must be signed off and approved by the Division Head prior to processing the non-competitive purchase. City Division staff do not create a formal DPO until the Non-competitive Request Form is approved and the Division has received confirmation that a legal agreement has been executed, where required.

Quality Assurance Reviews are to be conducted by PMMD staff on a risk based approach to assess whether divisional purchases (including non-competitive DPOs) were in compliance with the City's purchasing policies and procedures, and to recommend improvements where necessary.

Non-competitive Purchases Greater than \$50,000 up to \$500,000

Non-competitive purchases in this range are processed by PMMD in accordance with the Non-Competitive Procurement Procedure. Divisions requiring a non-competitive purchase must complete and forward to PMMD for processing and approval, a Non-Competitive Request Form clearly outlining the rationale for using a non-competitive procurement process and justification as to why the goods and/or services cannot be procured through a competitive bid process. Once the Non-Competitive Request Form has been reviewed and concurrence has been received from PMMD, the Non-Competitive Request Form is then approved by the Division Head. PMMD will not create a formal purchasing document (i.e. Purchase Order or Blanket Contract) until the signed original Non-Competitive Request Form is received together with a signed and authorized Purchase Requisition Form and confirmation that a legal agreement has been executed, where required. Adherence to the procedures ensures that non-competitive purchases have had PMMD's review and concurrence, and the Division Head's approval, before processing the purchase.

Non-Competitive Purchases over \$500,000

Non-competitive purchases greater than \$500,000 in value are reported to and approved by Standing Committee and Council. City division staff prepare a staff report

jointly with PMMD to the appropriate Standing Committee and Council recommending the approval of the non-competitive purchase. The staff report must provide a clear and detailed business case explanation as to why the purchase must be made through a non-competitive process. PMMD will not create a formal purchasing document until Council approval is received, along with a signed and authorized Purchase Requisition Form, and confirmation that a legal agreement has been executed, where required.

Monitoring and Training

PMMD monitors, tracks and logs purchases which are non-compliant with either the Divisional Purchase Order process or the Non-Competitive Procurement Procedure (i.e. requests that are processed after goods were received and/or work was already completed prior to receiving PMMD concurrence and Division Head approval and therefore must be processed as a work already completed non-competitive). These instances occur for different reasons but primarily relate to not completing the tasks required in the process or not completing the tasks in advance of when the work was required to be completed by. In these instances of work already completed, PMMD follows up with senior management of the Division with a communication describing what happened, reminding the Division about the Non-Competitive Procurement Procedure and explaining the proper actions that must be taken in the future.

There were 35 purchases coded as work already completed out of 566 non-competitive procurements processed, which is an increase of 9 compared to 26 purchases in 2018. The majority of non-compliant purchases are categorized as follows:

- Value of purchase less than \$50K and three quotes obtained, but the Division(s) failed to complete the DPO process and create a DPO prior to commencing work/goods being ordered;
- A Divisional Non-Competitive process should have been completed prior to commencing work/goods being ordered; or
- A Non-Competitive Procurement Form to initiate a bridging contract through PMMD should have been completed prior to commencing work/goods being ordered.

PMMD provides training courses in the Corporate Human Resources Calendar, as well as ad-hoc customized training sessions for Divisional staff on Non-Competitive Procurement, in order to ensure that all City staff are trained to follow proper purchasing policies and procedures. Training is also provided for the DPO Procedures and is a mandatory requirement prior to City staff receiving access to procure goods/services by DPOs. The number of staff trained on PMMD DPO Procedures over the last three years are as follows: 2017 - 90, 2018 - 48 and 2019 - 68 staff.

Further, divisions are provided with statistical reports by PMMD on their non-competitive purchasing activity for their review to ensure the information in the annual report accurately reflects divisional activities and to assist them in keeping their non-competitive purchases to a minimum. PMMD is also in the process of revising its Quality Assurance Review Procedure and to further analyze Divisions use of non-competitive DPOs to ensure compliance. These processes will ensure all requirements are met and that adequate justification for each non-competitive purchase is documented and on file.

COMMENTS

Table 1, below, provides a breakdown of the total non-competitive purchasing activity for 2019 by exception reason. PMMD uses the date the purchase order or blanket contract is issued as the date the non-competitive purchasing activity occurred. As a result, it is possible that Council approved a non-competitive in 2018, and the actual purchase order or blanket contract is issued in 2019. That means the non-competitive activity would appear on the 2019 report versus the 2018 report.

In 2019, the value of all non-competitive purchases for the City totalled \$119.7 million (2018: \$115.3 million), which represents 4% (2018: 4.3%) of the City's total purchases of approximately \$2.9 billion. The number of non-competitive purchases increased by 3.7% of total purchases over 2018 and increased by 3.8% in total dollar value. Non-competitive purchases for compatibility, emergency and exclusive rights accounted for 73% of the total non-competitive procurement, compared to emergency and exclusive rights scenarios which accounted for 73.5% in 2018.

Of the \$119.7 million of non-competitive purchases, \$7.1 million (6%) was approved by City Divisions, \$35.8 million (29.9%) was approved by PMMD, and \$76.7 million (64.1%) was approved by Council.

Table 1: Summary of Non-Competitive Purchase Activity by Exception

Exception for Non-Competitive	Number issued by Divisions and Value (\$3,000 & up to \$50,000)		Number issued by PMMD and value (\$3,000 & up to \$500,000)		Number Approved by Council and Value (greater than \$500,000)		TOTAL	
Emergency	24	\$408,833	17	\$4,658,221	5	\$24,637,372	46	\$29,704,425
Exclusive Rights	125	\$2,395,325	25	\$3,023,326	19	\$19,655,718	169	\$25,074,369
Compatibility	51	\$1,151,332	18	\$3,660,974	4	\$27,743,398	73	\$32,555,704
Health & Safety Issues	10	\$306,926	6	\$2,364,178	4	\$603,102	20	\$3,274,206
Time Constraint	28	\$729,025	27	\$6,219,665	0	\$0	55	\$6,948,690
Bridging Contracts	27	\$941,515	59	8,814,173	0	\$0	86	\$9,755,688
Work Already Completed	0	\$0	35	\$968,456	0	\$0	35	\$968,456
Absence of Competition	23	\$353,511	4	\$305,090	1	\$136,820	28	\$795,422

Exception for Non-Competitive	Number issued by Divisions and Value (\$3,000 & up to \$50,000)		Number issued by PMMD and value (\$3,000 & up to \$500,000)		Number Approved by Council and Value (greater than \$500,000)		TOTAL	
Public Interest(Confidential/Security)	7	\$217,488	11	\$3,469,999	0	\$0	18	\$3,687,487
Cost Sharing	4	\$93,029	1	\$10,000	0	\$0	5	\$103,029
Warranty Maintenance	2	\$56,999	0	\$0	0	\$0	2	\$56,999
Other Reason	0	\$0	0	\$0	2	\$780,000	2	\$780,000
Competitive Call Unsuccessful	1	\$14,704	5	\$863,761	0	\$0	6	\$878,464
Monopoly	1	\$46,793	0	\$0	0	\$0	1	\$46,793
Scarcity of Market Supply	5	\$198,400	2	\$500,00	1	\$1,204,616	8	\$1,903,016
Work of Art	3	\$76,580	0	\$0	0	\$0	3	\$76,580
Real Estate Agreement	1	\$40,000	1	\$530,000	0	\$0	2	\$570,000
Public Body Purchase	1	\$25,809	0	\$0	3	\$1,989,334	4	\$2,015,143
Prototype	2	\$69,769	1	\$450,000	0	\$0	3	\$519,769
Grand Total 2019	315	\$7,126,037	212	\$35,837,842	39	\$76,750,360	566	\$119,714,239
2018 Total	337	\$6,861,186	170	\$33,823,553	39	\$74,659,778	546	\$115,344,518
2019 vs 2018	(22)	\$264,851	42	\$2,014,289	0	\$2,090,582	20	\$4,369,722

Non-Competitive Purchases under \$50,000 (Divisional Purchase Orders (DPOs))

Table 2, below, summarizes the non-competitive DPOs issued by City divisions in 2019 as compared to 2018. The number of non-competitive DPO purchases in 2019 decreased by approximately (6.5 %) when compared to 2018 (from 337 in 2018 to 315 in 2019). The value of non-competitive DPOs increased in 2019 by 3.9% or \$264,851 when compared to 2018. In Finance and Treasury Services the value for 2019 is \$672,795 compared to \$262,201 in 2018, which is an increase of \$410,593 or 156.6%. This increase was primarily driven in Revenue Services by the need to have expert consultants in valuation/appraisal to support various assessment appeals at the

Assessment Review Board that were scheduled in 2019 which totaled 34 of the 47 non-competitive DPOs.

Table 2 - Comparison of Non-Competitive Divisional Purchase Orders (DPOs) \$3,000 and above

Service Area	2019 DPO Number and Value		2018 DPO Number and Value		Change: 2019 vs 2018 Number, Percentage and Value			
City Manager	15	\$367,638	9	\$201,768	6	66.7%	\$165,870	82.2%
Community and Social Services	86	\$2,125,029	132	\$2,681,930	(46)	(34.8%)	(\$556,900)	(20.8%)
Infrastructure and Development Services	93	\$2,210,563	101	\$2,296,613	(8)	(7.9%)	(\$86,050)	(3.7%)
Finance and Treasury Services	47	\$672,795	17	\$262,201	30	176.5%	\$410,593	156.6%
Corporate Services	65	\$1,547,735	62	\$1,265,728	3	4.8%	\$282,007	22.3%
Other Programs*1	9	\$202,277	16	\$152,946	(7)	(43.8%)	\$49,390	32.3%
Total	315	\$7,126,037	337	\$6,861,186	(22)	(6.5%)	\$264,851	3.9%

*1 Includes City Clerk's Office, Legal Services, Councillor Offices, and Mayor's Office

Attachment 1 provides further details on 2019 non-competitive DPOs by division, with a comparison to 2018.

Non-Competitive Contracts Processed by PMMD

Table 3 compares non-competitive requests processed by PMMD in 2019 to those processed in 2018. The number of non-competitive purchases increased in 2019 by approximately 24.7% compared to 2018 (from 170 in 2018 to 212 in 2019). The value of the non-competitive purchases, increased by approximately 6% and approximately \$2 million when compared to 2018. The reason for the increase in dollar value of non-competitive procurements processed by PMMD is the setting up of contingency contracts for labour disruption.

Table 3 - Comparison of Non-Competitive Purchase Orders and Blanket Contracts Processed by PMMD \$3,000 and above

Service Area	2019 Number and Value		2018 Number and Value		Change: 2019 vs 2018 Number, Percentage and Value			
City Manager	20	\$922,800	7	\$570,128	13	185.7%	\$352,672	61.9%
Community and Social Services	44	\$6,125,000	48	\$13,426,000	(4)	(8.3%)	(\$7,301,000)	(54.4%)
Infrastructure and Development Services	70	\$12,047,309	48	\$7,395,431	22	45.8%	\$4,651,878	62.9%
Finance and Treasury Services	11	\$3,166,483	5	\$504,059	6	120%	\$2,662,424	528.2%
Corporate Services	61	\$12,670,486	54	\$10,654,178	7	13%	\$2,016,309	18.9%
Other Programs *1	6	\$905,764	8	\$1,273,758	(2)	(25%)	(367,994)	(28.9%)
Total	212	\$35,837,842	170	\$33,823,553	42	24.7%	\$2,014,288	6%

*1 Includes City Clerk's Office, Legal Services, Councillor Offices, and Mayor's Office

Attachment 2 provides further details on non-competitive purchases processed by PMMD in 2019, with a comparison to 2018.

Non-Competitive Purchases Approved by Committee and Council

Table 4 compares the non-competitive contracts approved by Committee and Council in 2019 to 2018. The number of non-competitive contracts approved by Council in 2019 is 39 and 2018 was also 39, however the dollar value of these non-competitive contracts increased by approximately 2.8% (from \$74.7 million in 2018 to \$76.8 in 2019).

The dollar value increase is primarily attributed to a blanket contract issued to Aptum Technologies (Canada) Inc for the provision of High Speed Wide Area Network Lit Fibre and Dark Fibre Data Communication Services which was approved by Council in 2008, with the final blanket contract being cut in December 2009. However due to vendor name change from Cogeco Data Services Inc, the outstanding balance amount of \$23,490,110.05 from Contract number 47014745 was issued to Aptum Technologies (Canada) Inc under new contract number 47022313 which was issued in September 2019.

Attachment 3 provides further details on non-competitive purchases approved by Committee and Council in 2019 with a comparison to 2018.

Table 4 - Comparison of Council Approved Non-competitive Purchase Orders and Blanket Contracts

Service Area	2019 Number and Value		2018 Number and Value		Change: 2019 vs 2018 Number, Percentage and Value			
City Manager	0	\$0	0	\$0	0	0%	\$0	0%
Community and Social Services	10	\$23,613,201	11	12,303,225	(1)	(9.1%)	\$11,309,976	91.9%
Infrastructure and Development Services	15	\$22,653,542	12	48,034,955	3	25%	(\$25,381,413)	(52.8%)
Finance and Treasury Services	0	\$0	3	968,836	(3)	(100%)	\$(968.836)	0%
Corporate Services	14	\$30,483,617	10	10,501,737	4	40%	\$19,981,880	190.3%
Other Programs*1	0	\$0	3	2,851,025	(3)	(100%)	\$(2,851,025)	0%
Total	39	\$76,750,360	39	74,659,778	0	0%	\$2,090,582	2.8%

*1 Includes City Clerk's Office, Legal Services, Councillor Offices, and Mayor's Office

Non-Competitive Activity - Summary

Table 5 compares the non-competitive activity in 2019 to the City's overall purchasing activity for the year.

Table 5 - Comparison of 2019 Non-competitive Purchases to Total Overall Purchases in the City for 2019

	# of Purchase Orders, Blanket Contracts, Divisional Purchase Orders	\$ Value of Purchase Orders, Blanket Contracts, Divisional Purchase Orders
Total Purchasing Activity in 2019 (includes all competitive and non-competitive processes)	12,479	\$2,974,615,213
Non-competitive Activity in 2019 \$3,000 and above		
Processed by Divisions	315 (2.5% of Total POs/BCs/DPO issued)	\$7,126,037 (0.2% of Total Purchases)
Processed by PMMD	212 (1.7% of Total POs/BCs/DPO issued)	\$35,837,842 (1.2% of Total Purchases)
Approved by Council	39 (0.3% of Total POs/BCs/DPO issued)	\$76,750,360 (2.6% of Total Purchases)
Total Non-competitive Activity	566 (4.5% of Total POs/BCs/DPOs issued)	\$119,714,239 (4.0% of Total Purchases)

In 2019, the City purchased approximately \$2.97 billion in goods and services, and only a small portion of that related to non-competitive purchases (4% of the total dollar value of purchases was non-competitive, and 4.5% of total number of purchases).

PMMD continues to work with division staff and provide training where necessary to keep non-competitive purchases to a minimum and where possible use a competitive process to avoid purchasing through non-competitive. PMMD will continue to work with representatives of the Purchasing Working Group to address non-compliance in the processing of DPOs and non-competitive purchases as issues arise for discussion at meetings. In addition, PMMD will continue to conduct quality assurance reviews on DPO Quality Assurance Reviews.

CONTACT

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SIGNATURE

Andrew Flynn
Controller

ATTACHMENTS

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|---------------|--|
| Attachment 1: | Comparison of 2018/19 Non-Competitive Purchases Processed by Divisional Purchase Orders (DPO) \$3,000 up to \$50,000 |
| Attachment 2: | Comparison of 2018/19 Non Competitive Purchases Processed by PMMD \$3,000 up to \$500,000 |
| Attachment 3: | Comparison of 2018/19 Non-Competitive Purchases Awarded by Committee and Council Greater than \$500,000 |

ATTACHMENT 1

Comparison of 2018/19 Non-Competitive Purchases processed by Divisional Purchase Orders (DPO) \$3,000 up to \$50,000

Service Area	Total No. of DPO's	Total No. of DPO's	Change (#)	Total Value of DPO's	Total Value of DPO's	Change (\$)
	2018	2019		2018	2019	
City Manager:						
City Manager's Office	0	2	2	\$0	\$71,578	\$71,578
Executive Management	1	2	1	\$10,000	\$65,000	\$55,000
People & Equity (Formerly - People, Equity & Human Rights in 2018)	4	11	7	\$93,358	\$231,061	\$137,703
Transformation Office	4	0	(4)	\$98,410	\$0	(\$98,410)
Community and Social Services:						
Children's Services	4	2	(2)	\$20,458	\$93,584	\$73,126
Court Services	5	2	(3)	\$42,302	\$25,541	(\$16,761)
Economic Development & Culture	23	16	(7)	\$387,311	\$419,542	\$32,232
Employment & Social Services	1	0	(1)	\$50,000	\$0	(\$50,000)
Housing Secretariat (Formerly Affordable Housing in 2018)	1	1	0	\$28,000	\$12,735	(\$15,265)
Parks, Forestry & Recreation	40	22	(18)	\$739,379	\$388,542	(\$350,837)
Seniors Services and Long-Term Care (Formerly -Long-Term Care Homes & Services in 2018)	4	5	1	\$82,390	\$118,584	\$36,195
Shelter, Support & Housing Administration	18	17	(1)	\$486,606	\$408,752	(\$77,854)
Social Development, Finance & Admin	1	0	(1)	\$17,700	\$0	(\$17,700)
Toronto Paramedic Services	5	4	(1)	\$123,306	\$128,420	\$5,114
Toronto Public Health	30	17	(13)	\$704,479	\$529,329	(\$175,149)

Service Area	Total No. of DPO's	Total No. of DPO's	Change (#)	Total Value of DPO's	Total Value of DPO's	Change (\$)
	2018	2019		2018	2019	
Infrastructure and Development Services:						
City Planning	5	4	(1)	\$147,835	\$76,419	(\$71,416)
Engineering & Construction Services	1	1	0	\$5,000	\$42,000	\$37,000
Fire Services	11	7	(4)	\$220,475	\$153,477	(\$66,998)
Major Capital Infrastructure Coordination Office	0	0	0	\$0	\$0	\$0
Municipal Licensing & Standards	10	11	1	\$215,533	\$177,920	(\$37,614)
Office of Emergency Management	0	1	1	\$0	\$9,446	\$9,446
Policy, Planning, Finance & Administration	0	0	0	\$0	\$0	\$0
Solid Waste Management Services	8	8	0	\$268,082	\$162,000	(\$106,082)
Toronto Building	2	0	(2)	\$23,795	\$0	(\$23,795)
Toronto Water	39	51	12	\$1,037,980	\$1,329,948	\$291,968
Transportation Services	25	10	(15)	\$377,914	\$259,354	(\$118,560)
Waterfront Secretariat	0	0	0	\$0	\$0	\$0
Finance and Treasury Services:						
Office of the Chief Financial Officer & Treasurer	0	0	0	\$0	\$0	\$0
Corporate Finance	1	1	0	\$29,960	\$4,432	(\$25,528)
Finance & Administration	0	0	0	\$0	\$0	\$0
Financial Planning	1	0	(1)	\$4,400	\$0	(\$4,400)
Internal Audit	1	0	(1)	\$12,544	\$0	(\$12,544)
Office of the Controller	1	0	(1)	\$20,000	\$0	(\$20,000)

Service Area	Total No. of DPO's	Total No. of DPO's	Change (#)	Total Value of DPO's	Total Value of DPO's	Change (\$)
	2018	2019		2018	2019	
Accounting Services	2	1	(1)	\$11,800	\$18,000	\$6,200
Pension, Payroll & Employee Benefits	4	7	3	\$48,953	\$120,245	\$71,292
Purchasing & Materials Management	1	0	(1)	\$5,000	\$0	(\$5,000)
Revenue Services	6	38	32	\$129,544	\$530,117	\$400,574
Corporate Services :						
311 Toronto	2	2	0	\$64,480	\$35,151	(\$29,328)
*Corporate Real Estate Management (CREM)	0	44	44	\$0	\$1,011,875	\$1,011,875
Environment & Energy Office	9	7	(2)	\$141,231	\$196,745	\$55,515
Facilities Management	39	0	(39)	\$771,255	\$0	(\$771,255)
Fleet Services	3	4	1	\$81,435	\$111,272	\$29,837
Technology Services (Information & Technology prior to 2020)	6	8	2	\$138,295	\$192,692	\$54,397
Real Estate Services (Prior to 2019)	3	0	(3)	\$69,032	\$0	(\$69,032)
Other Programs:						
Council	1	0	(1)	\$8,000	\$0	(\$8,000)
City Clerk's Office	13	5	(8)	\$115,466	\$59,777	(\$55,690)
Legal Services	2	4	2	\$29,480	\$142,500	\$113,020
Mayor's Office	0	0	0	\$0	\$0	\$0
Grand Total	337	315	(22)	\$6,861,186	\$7,126,037	\$264,851.01

*Reported separately as Facilities Management and Real Estate Services in 2018

ATTACHMENT 2

Comparison of 2018/19 Non-Competitive Purchases processed by PMMD \$3,000 up to \$500,000

Service Area	Total No. of PO's & BC's	Total No. of PO's & BC's	Change (#)	Total Value of PO's & BC's	Total Value of PO's & BC's	Change (\$)
	2018	2019		2018	2019	
City Manager:						
City Manager's Office	0	2	2	\$0	\$90,000	\$90,000
Executive Management	2	0	(2)	\$171,950	\$0	(\$171,950)
People, Equity & Human Rights (2017 Human Resources Purchasing activity)	4	18	14	\$328,178	\$832,800	\$504,622
Transformation Office	1	0	(1)	\$70,000	\$0	(\$70,000)
Community and Social Services:						
Children's Services	3	2	(1)	\$814,193	\$167,882	(\$646,311)
Court Services	8	2	(6)	\$844,164	\$64,271	(\$779,893)
Economic Development & Culture	4	1	(3)	\$84,836	\$60,000	(\$24,836)
Employment & Social Services	1	2	1	\$15,322	\$500,000	\$484,678
Housing Secretariat (Formerly - Affordable Housing in 2018)	0	1	1	\$0	\$60,000	\$60,000
Parks, Forestry & Recreation	15	13	(2)	\$3,185,079	\$1,182,531	(\$2,002,547)
Seniors Services and Long-Term Care (Formerly -Long-Term Care Homes & Services in 2018)	3	10	7	\$480,641	\$848,614	\$367,973
Shelter, Support & Housing Administration	10	7	(3)	\$7,563,460	\$2,460,635	(\$5,102,825)
Social Development, Finance & Admin	1	1	0	\$72,100	\$8,300	(\$63,800)
Toronto Paramedic Services	1	2	1	\$98,170	\$300,000	\$201,830
Toronto Public Health	2	3	1	\$268,035	\$472,767	\$204,732

Service Area	Total No. of PO's & BC's	Total No. of PO's & BC's	Change (#)	Total Value of PO's & BC's	Total Value of PO's & BC's	Change (\$)
	2018	2019		2018	2019	
Infrastructure and Development Services:						
City Planning	6	8	2	\$536,181	\$291,114	(\$245,067)
Engineering & Construction Services	0	0	0	\$0	\$0	\$0
Fire Services	3	3	0	\$644,651	\$389,706	(\$254,945)
Major Capital Infrastructure Coordination Office	0	0	0	\$0	\$0	\$0
Municipal Licensing & Standards	6	8	2	\$300,370	\$602,154	\$301,784
Office of Emergency Management	2	1	(1)	\$487,207	\$354,356	(\$132,850)
Policy, Planning, Finance & Administration	0	0	0	\$0	\$0	\$0
Solid Waste Management Services	7	22	15	\$349,464	\$5,237,504	\$4,888,040
Toronto Building	0	2	2	\$0	\$31,560	\$31,560
Toronto Water	13	13	0	\$2,816,276	\$2,751,700	(\$64,575)
Transportation Services	11	12	1	\$2,261,283	\$2,189,235	(\$72,048)
Waterfront Secretariat	0	1	1	\$0	\$199,980	\$199,980
Finance and Treasury Services:						
Office of the Chief Financial Officer & Treasurer	0	3	3	\$0	\$1,430,000	\$1,430,000
Corporate Finance	0	3	3	\$0	\$576,118	\$576,118
Finance & Administration	0	0	0	\$0	\$0	\$0
Financial Planning	0	0	0	\$0	\$0	\$0
Internal Audit	0	0	0	\$0	\$0	\$0
Office of the Controller	0	0	0	\$0	\$0	\$0

Service Area	Total No. of PO's & BC's	Total No. of PO's & BC's	Change (#)	Total Value of PO's & BC's	Total Value of PO's & BC's	Change (\$)
	2018	2019		2018	2019	
Accounting Services	1	0	(1)	\$14,500	\$0	(\$14,500)
Pension, Payroll & Employee Benefits	1	0	(1)	\$72,150	\$0	(\$72,150)
Purchasing & Materials Management	2	4	2	\$337,800	\$704,975	\$367,175
Revenue Services	1	1	0	\$79,609	\$455,390	\$375,781
Corporate Services:						
311 Toronto	0	1	1	\$0	\$100,000	\$100,000
*Corporate Real Estate Management (CREM)	0	35	35	\$0	\$9,261,546	\$9,261,546
Environment & Energy Office	2	2	0	\$134,155	\$129,125	(\$5,030)
Facilities Management	27	0	(27)	\$5,577,701	\$0	(\$5,577,701)
Fleet Services	9	9	0	\$2,350,166	\$1,105,362	(\$1,244,805)
Technology Service (Information & Technology Prior 2019)	14	14	0	\$2,484,755	\$2,074,454	(\$410,301)
Real Estate Services	2	0	(2)	\$107,400	\$0	(\$107,400)
Other Programs:						
Council	2	0	(2)	\$565,029	\$0	(\$565,029)
City Clerk's Office	4	5	1	\$563,729	\$555,764	(\$7,965)
Legal Services	2	1	(1)	\$145,000	\$350,000	\$205,000
Mayor's Office	0	0	0	\$0	\$0	\$0
Grand Total	170	212	42	\$33,823,553	\$35,837,842	2,014,289

***Reported separately as Facilities Management and Real Estate Services in 2018**

ATTACHMENT 3

Comparison of 2018/19 Non-Competitive Purchases awarded by Committee and Council Greater than \$500,000

Service Area	Total No. of PO's & BC's	Total No. of PO's & BC's	Change (#)	Total Value of PO's & BC's	Total Value of PO's & BC's	Change (\$)
	2018	2019		2018	2019	
City Manager:						
City Manager's Office	0	0	0	\$0	\$0	\$0
Executive Management	0	0	0	\$0	\$0	\$0
People & Equity (Formerly- People, Equity & Human Rights in 2018)	0	0	0	\$0	\$0	\$0
Transformation Office	0	0	0	\$0	\$0	\$0
Community and Social Services:						
Children's Services	0	0	0	\$0	\$0	\$0
Court Services	0	0	0	\$0	\$0	\$0
Economic Development & Culture	1	0	(1)	\$7,500	\$0	(\$7,500)
Employment & Social Services	0	2	2	\$0	\$3,451,783	\$3,451,783
Housing Secretariat (Formerly - Affordable Housing in 2018)	0	0	0	\$0	\$0	\$0
Parks, Forestry & Recreation	3	3	0	\$338,779	\$1,524,992	\$1,186,213
Seniors Services and Long-Term Care (Formerly -Long-Term Care Homes & Services in 2018)	0	0	0	\$0	\$0	\$0
Shelter, Support & Housing Administration	3	3	0	\$9,899,936	\$17,754,019	\$7,854,083
Social Development, Finance & Admin	0	1	1	\$0	\$60,345	\$60,345
Toronto Paramedic Services	0	1	1	\$0	\$822,062	\$822,062
Toronto Public Health	4	0	(4)	\$2,057,010	\$0	(\$2,057,010)

Service Area	Total No. of PO's & BC's	Total No. of PO's & BC's	Change (#)	Total Value of PO's & BC's	Total Value of PO's & BC's	Change (\$)
	2018	2019		2018	2019	
Infrastructure and Development Services:						
City Planning	0	0	0	\$0	\$0	\$0
Engineering & Construction Services	1	4	3	\$5,860	\$58,743	\$52,883
Fire Services	0	2	2	\$0	\$857,626	\$857,626
Major Capital Infrastructure Coordination Office	0	0	0	\$0	\$0	\$0
Municipal Licensing & Standards	0	0	0	\$0	\$0	\$0
Office of Emergency Management	0	1	1	\$0	\$3,155,410	\$3,155,410
Policy, Planning, Finance & Administration	0	0	0	\$0	\$0	\$0
Solid Waste Management	1	3	2	\$47,149,413	\$416,752	(\$46,732,661)
Toronto Building	0	0	0	\$0	\$0	\$0
Toronto Water	9	5	(4)	\$861,093	\$18,165,011	\$17,303,918
Transportation Services	1	0	(1)	\$18,589	\$0	(\$18,589)
Waterfront Secretariat	0	0	0	\$0	\$0	\$0
Finance and Treasury Services:						
Office of the Chief Financial Officer & Treasurer	0	0	0	\$0	\$0	\$0
Corporate Finance	2	0	(2)	\$177,920	\$0	(\$177,920)
Finance & Administration	0	0	0	\$0	\$0	\$0
Financial Planning	0	0	0	\$0	\$0	\$0
Internal Audit	0	0	0	\$0	\$0	\$0

Service Area	Total No. of PO's & BC's	Total No. of PO's & BC's	Change (#)	Total Value of PO's & BC's	Total Value of PO's & BC's	Change (\$)
	2018	2019		2018	2019	
Office of the Controller	0	0	0	\$0	\$0	\$0
Accounting Services	0	0	0	\$0	\$0	\$0
Pension, Payroll & Employee Benefits	0	0	0	\$0	\$0	\$0
Purchasing & Materials Management	1	0	(1)	\$790,916	\$0	(\$790,916)
Revenue Services	0	0	0	\$0	\$0	\$0
Corporate Services:						
311 Toronto	0	0	0	\$0	\$0	\$0
*Corporate Real Estate Management (CREM)		6		\$0	\$1,383,102	\$1,383,102
Environment & Energy Office	0	0	0	\$0	\$0	\$0
Facilities Management	5	0	0	\$1,882,895	0	(\$1,882,895)
Fleet Services	0	2	2	\$0	\$2,112,297	\$2,112,297
Technology Services (Information & Technology prior to 2020)	5	6	1	\$8,618,842	\$26,988,218	\$18,369,376
Real Estate Services	0	0	0	\$0	\$0	\$0
Other Programs:						
City Clerk's Office	3	0	0	\$2,851,025	0	(\$2,851,025)
Legal Services	0	0	0	\$0	0	\$0
Grand Total	39	39	0	\$74,659,778	\$76,750,360	\$2,090,582

***Reported separately as Facilities Management and Real Estate Services in 2018**