

## **Priorities Committee Meeting\_Mar24\_2020**

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### **STRATEGIC INITIATIVE AND UPDATE**

#### **Procurement Services- Department Business Plan Update**

##### **Report Purpose**

To provide the Priorities Committee with an update on the progress of the 2019 – 2022 Business Plan for the Procurement Services Branch.

##### **Our Prioritized Strategic Goals**

Goal 7 - Provide opportunities for public engagement and communication  
Continuously improving the way we work, as one organization, in an agile and sustainable manner

##### **Report**

Procurement Services, a branch of eight employees, is responsible for supporting the following core functions in our organization ensuring our procurement processes are conducted in a fair and transparent manner in accordance with County policies and procedures, legislation and trade agreements, as well as ever changing case law guidelines:

- Notice of Awarded Contracts - this program mandated by Council, is intended to deliver on our policy commitment of transparency. We publish awarded contracts and purchase orders on the Strathcona County website, without supporting contracts that are over \$50K. Procurement Services administers this program and completes the verification stage prior to publication of information on the County's Open Data Portal.
- Procurement Consulting – the Procurement Services Branch offers a variety of consulting services to internal and external stakeholders, clients and the general business community by providing stakeholder engagement sessions and providing presentations and workshops with various organizations. This encourages and fosters supplier development and increases supplier awareness of our business opportunities.
- Procurement Training - Procurement Services offers training sessions on the various procurement related modules and functions to internal staff and stakeholders.
- Public Procurement Process Facilitation - This is the largest program Procurement Services facilitates annually. With the recent changes to the trade agreements and an increasing amount of case law around public procurement emerging, Procurement Services is continually monitoring the current public procurement landscape to ensure appropriate regulation of our governance frameworks is reducing organizational risk and also, providing the best strategic advice possible to our clients.

Procurement Services provides different levels of support within the four core functions on an ongoing basis to all departments within Strathcona County. Our focus for the 2019-2022 business plan was to strengthen our strategic partnerships with internal stakeholders, to build capacity for the future and to collaborate with the Business Transformation team on the recommended changes to our policies and procedures moving closer to implementing best practices. The Procurement Services branch achieved significant progress in 2019 towards these goals starting with the hiring and training of three new positions approved by Council in the 2019 budget. Procurement Services also procured and implemented a new E-Procurement Tool (Bonfire) which assisted greatly in streamlining our procurement and evaluation process to realize incredible efficiencies and further increase the team's capacity.

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The combination of these two initiatives has helped Procurement Services position the branch to be readily available when departments contact us for support reducing response time for initial procurement contact and support from three to six months, to three to five business days.

The increased capacity has allowed Procurement Services the ability to create a portfolio alignment structure and we have assigned each department a portfolio lead as their single point of contact within the team. This allows each portfolio lead the opportunity to strengthen strategic partnerships with internal stakeholders, by learning their unique business requirements and working with them to create enhancements to our procurement protocols creating further efficiencies and standardization within their operations.

Procurement Services has continued to collaborate with the Business Transformation team through each phase of the project's progression. As one of the core functions involved in Business Transformation, we have been fully immersed in each phase and look forward to continuing that progress over the coming months and years.

Procurement Services and Legislative and Legal Services are working with The Procurement Law Office to offer the Canadian Law Certificate program which will be hosted by Strathcona County. The course very closely resembles the globally recognized Osgoode Certificate in Public Procurement and will be proctored by Paul Emanuelli who also teaches the Osgoode Certificate course. Offering this course to other municipalities will increase professional networks with procurement professionals in the region and neighbouring provinces.

### **Other Impacts**

**Policy:** Procurement Policy (SER-014-001), Code of Ethics and Responsibilities (HUM-001-001), Occupational Health & Safety (HUM-001-015), Freedom of Information and Protection of Privacy Act

**Legislative/Legal:** n/a

**Interdepartmental:** Procurement Services' core functions support and impact the roles and responsibilities of all our organization's departments and branches.

**Master Plan/Framework:** n/a

### **Enclosure**

1 Department Business Plan Update – Procurement Services