

**ACCESS TO INFORMATION TO MEMBERS OF COUNCIL
AT VARIOUS STAGES OF THE PROCUREMENT
PROCESS – COUNCILLOR REQUESTS**

Date:	May 23, 2007
To:	Government Management Committee
From:	Treasurer
Wards:	All Wards
Reference Number:	P:\2007\Internal Services\pmmd\gm07021pmmd (AFS #5186)

SUMMARY

This report advises of individual Councillor requests for procurement information, as required by the Policy for Access to Information to Members of Council at Various Stages of the Procurement Process.

Financial Impact

There are no financial implications included in this report.

DECISION HISTORY

At the July 19, 20, 21 and 26, 2006 meeting of Council, [Administration Committee, Report 6, Clause 9](#) , the Policy for Access to Information to Members of Council at Various Stages of the Procurement Process was approved. This policy allows for increased oversight by Council of staff procurement decisions while retaining the integrity and transparency of the procurement process.

ISSUE BACKGROUND

In July 2005, Council approved the policy on the Access to Information to Members of Council at Various Stages of the Procurement Process that expanded Council's access to procurement information at various stages of the procurement process. This included providing an opportunity for individual Councillors to access confidential procurement information upon request to the Chief Purchasing Official.

The additional opportunities for increased oversight afforded by the policy are:

- when an RFP requires Standing Committee approval, members of Council may request that staff provide the proponent's scores by criteria, price comparisons (if part of the evaluation) and a staff analysis of the evaluation results in an in-camera presentation to Committee;
- when a particular procurement is considered to be strategic (determined using screening criteria in the policy) staff will report to Council with respect to objectives, scope and deliverables before the call is issued to obtain direction;
- when an industry consultation is conducted prior to a formal procurement process, the terms of reference for the particular consultation will be approved by Council; and
- when an individual Councillor is interested in obtaining access to the confidential details of a particular procurement, they may do so provided that a formal request to the Chief Purchasing Official has been made through the submission of a written request using a standard form provided upon request. This form includes a declaration of non-disclosure to be signed by the Councillor. The confidential procurement information is available on a 'view only' basis in the offices of the Purchasing and Materials Management Division. To ensure that the transparency of the procurement process is maintained, staff are to provide Council with regular reports on the extent of individual Councillor requests that are made.

To ensure transparency in this process, staff are required to report regularly to council with specific information about these requests. This information report satisfies that requirement.

COMMENTS

As required by the policy, the Councillor Procurement Information Request Form must be completed by a Councillor and submitted to the Chief Purchasing Official in instances where the Councillor is seeking access to a procurement call document before it is released publicly or where the Councillor is seeking access to a vendor's response to City procurement.

Since the last report on Councillor requests for confidential procurement information dated April 2006, two requests have been submitted to the Chief Purchasing Official for access to confidential procurement information, of which both were made in March 2007. As outlined in the policy, staff are advising Council of these requests and as shown in the table below, are providing the name of the procurement, the name of the Councillors who requested the information and the reason for the request.

Table 1

Procurement Name	Councillor	Reason for Request
311 Technology Solution Request for Proposal #3412-06-3061	Denzil Minnan-Wong	Review proposals from proponents
311 Technology Solution Request for Proposal #3412-06-3061	Peter Milczyn	Information on Vendor's Responses

CONTACT

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SIGNATURE

Cam Weldon
Treasurer