

# EP8.3 Appendix D

## APPENDIX D

### Summary of Sole Source Commitment Activity by Reason - Jul. 1 - Sept. 30, 2019

**Part A** of the report below informs the Board of the sole source activity for Exhibition Place including sole source purchases approved through the Board. The format used to provide the information below is the same used by the City of Toronto Purchasing and Materials Management Division (PMMD) so as to maintain consistency and uniformity in reporting.

Procedures for the processing of sole source purchase are outlined below and include due diligence measures to ensure that:

- (1) Detailed explanation is provided for the sole source purchase.
- (2) Sole sourcing is an appropriate method to obtain the needed goods and/or services
- (3) Proper approvals as outlined in the Board Financial By Laws are obtained before processing a sole source purchase; and
- (4) Where possible, the process is in accordance with current market conditions and prices offered to other customers.

Total sole source activity from Jul. 1 to Sept. 30, 2019 is \$24,600.36. The percentage of dollar value of sole source purchasing activity for goods and services compared to the total purchasing expenditures of \$1,930,109.21 is 1.3% for this period. The total value of sole source purchasing expenditures for the period January 1 through September 30 is \$370,006.26 against purchases of \$5,038,461.21 or 7.3% to date.

#### EP Program

| Reason for Sole Source           | Number of Commitments | Number of Suppliers | Total Value  |
|----------------------------------|-----------------------|---------------------|--------------|
| Match Existing Equipment/Service | -                     | -                   | -            |
| Specialized Services             | -                     | -                   | -            |
| Ensure Warranty Maintenance      | -                     | -                   | -            |
| Emergency                        | -                     | 1                   | \$ 12,075.18 |
| Time Constraints                 | -                     | 1                   | \$ 935.64    |
| Bridging Contract                | -                     | 1                   | \$ 5,224.00  |
| Proprietary/Trademark/Patent     | -                     | 1                   | \$ 6,365.54  |
| Health & Safety Issues           | -                     | -                   | -            |
| Other Reasons -                  | -                     | -                   | -            |
| <b>Total</b>                     | -                     |                     | \$ 24,600.36 |