

## **Supplementary Report - Review of the Bid Award Panel**

**Date:** April 14, 2025  
**To:** City Council  
**From:** Chief Procurement Officer  
**Wards:** All

### **SUMMARY**

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At its meeting on April 7, 2024, the General Government Committee considered 2025.GG20.10, a report from the Chief Procurement Officer (CPO) outlining the findings and recommendations from the review of the Bid Award Panel and its role in the City's procurement process. In that report, General Government Committee requested the CPO to develop measures that will ensure continued transparency in the procurement process in the absence of the Bid Award Panel (BAP), and to report on such measures at the July 14, 2025 General Government Committee meeting.

This supplementary report provides an update on ongoing work by the Purchasing and Materials Management Division (PMMD), in collaboration with Technology Services Division (TSD) and Strategic Public and Employee Communications (SPEC) to enhance transparency through improvements to the Toronto Bids Portal (TO Bids). These changes align with broader efforts to modernize procurement processes, reduce administrative burdens, and improve supplier access and user experience.

If adopted, the updated procurement award process - replacing BAP approval with delegated authority to the CPO for open competitive awards between \$500,000 and \$30 million - is expected to streamline decision-making and reduce delays by 10 to 20 business days. Online publication of contract awards will continue through TO Bids and Open Data, and user experience enhancements will support inclusive access to procurement opportunities.

A report will be submitted to the General Government Committee at its July 14, 2025 meeting, providing an update on the transparency measures that are being implemented, including more detail on functionality, potential financial impacts and implementation timelines. The recommendations in 2025.GG20.10 are targeted for implementation on October 1, 2025.

## FINANCIAL IMPACT

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There is no financial impact resulting from this supplementary report. There may be a financial impact resulting from the implementation of transparency measures, which would be brought forward for consideration at the July 14, 2025 meeting of General Government Committee.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information presented in the Financial Impact Section.

## DECISION HISTORY

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At its meeting on April 7, 2025, General Government Committee considered [2025.GG20.10](#) and amended the recommendations in the report to request the Chief Procurement Officer to develop measures that will ensure continued transparency in the procurement process, in the absence of the Bid Award Panel, and to report on such measures at the July 14, 2025 meeting of General Government Committee.

## COMMENTS

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### Enhancements to TO Bids

Transparency is a central principle of the procurement process and will remain a priority if the recommendations in 2025.GG20.10 are approved by City Council.

In response to the amended recommendations in 2025.GG20.10 requesting the Chief Procurement Officer to develop measures that will ensure continued transparency in the procurement process in the absence of the Bid Award Panel, Purchasing and Materials Management Division, in collaboration with Technology Services Division and Strategic Public and Employee Communications, is working to enhance the City's [Toronto Bids Portal](#). TO Bids is a web-based application that is connected to the City's SAP Ariba system, where all Notices of Intended Procurement, open solicitations, open competitive awards over \$133,800 and non-competitive awards over \$133,800 are posted.

To support the shift away from posting of awards on Toronto Meeting Management Information System (TMMIS), PMMD is enhancing the TO Bids portal to provide a searchable, filterable platform for timely procurement reporting. While not real-time, updates will follow a weekly cadence, mirroring the former BAP decision document schedule. TO Bids will act as a single source for data, drawing from SAP Ariba to reduce duplication and manual entry.

Planned enhancements, subject to feasibility and system capacity, include:

- Additional award-related information including the ward name, suppliers who submitted a bid and the bid prices (subject to feasibility);
- Expanded search and filtering options;

- Extended availability of historical award data in line with the Records Retention Schedule of Toronto Municipal Code Chapter 217, Records, Corporate (City); and
- Improved navigation.

In addition, PMMD, TSD and SPEC will explore subscription and automatic notification systems that would enable subscribed Councillors, suppliers and the public to be notified once awards have been updated online.

The final scope and timing of these features may be adjusted based on system feasibility, capacity, and cost.

### **Enhancing User Experience**

PMMD conducted user experience testing for the City's Doing Business with the City website in Spring 2024 with local Indigenous, Black, and Equity-deserving suppliers. Feedback from this engagement is informing planned TO Bids enhancements to ensure a positive user, including:

- Greater visibility of procurement information on the “Doing Business with the City” webpage;
- Streamlined navigation with fewer clicks to access content;
- Plain and consistent language throughout the portal; and
- Development of user guides to help suppliers navigate TO Bids and access relevant procurement data.

These improvements are intended to support a more accessible, intuitive, and inclusive procurement experience.

### **Next Steps**

A report will be submitted to the General Government Committee at its July 14, 2025 meeting, providing an update on the transparency measures that are being implemented, including more detail on functionality, potential financial impacts and implementation timelines.

Full implementation of the transparency measures is scheduled for October 1, 2025. PMMD, in collaboration with TSD and SPEC, will continue to explore and test enhancements to ensure they are functional, user-friendly, and aligned with the City's transparency objectives.

In addition to an enhanced TO Bids, award data will continue to be available on Open Data Portal. Following the October 1, 2025 implementation date, the Chief Procurement Officer will also submit a Report for Information to every regular General Government Committee meeting, following the elimination of the Bid Award Panel, on all open competitive awards made by the Chief Procurement Officer during the previous cycle valued between \$500,000 and \$30,000,000.

## **CONTACT**

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## **SIGNATURE**

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Chief Procurement Officer