

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 1 OF 24

PURPOSE:

This policy guides employees with respect to the procurement of goods, services and construction or consulting services, to:

- Protect the interests of the TPA, the public and persons participating in the procurement process by providing a clear statement of how goods and services will be acquired;
- Maintain the integrity of the procurement process by ensuring that, whenever possible, competitive methods of procurement will be used to obtain the best value for the TPA;
- Clearly define circumstances in which non-competitive procurements may be awarded;
- Ensure that procurement is conducted in a manner that enables the TPA to operate efficiently and effectively;
- Clearly define the roles and responsibilities of those persons involved in the procurement process;
- Establish a Supplier Code of Conduct and TPA employee ethical procurement standards.

All goods and services required by the TPA and its divisions shall be acquired and disposed of in accordance with the provisions of this policy and any procurement procedures approved by TPA management.

This policy is to be read in conjunction with its Appendices and the Delegation of Authority policy.

This policy does not apply to:

- The acquisition or lease of land, existing buildings or other immovable property or other related real estate rights;
- Employment contracts;
- Procurement between the TPA and another public body, e.g. Utilities or property taxes where the supplier is a department, agency, or utility of the federal, provincial, regional, or municipal government;
- A regulatory authority has approved the price or rate;

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MINUTE NUMBER: 17-055
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TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 2 OF 24

- Procurement by the TPA on behalf of another person where the procurement would not be covered by this policy if it were conducted by the other person itself;
- ~~OBJ~~ Advertising to a specific audience. All advertising services (meaning both media buying/placement and copy; and creative design services) in all mediums including but not limited to print, radio, TV, etc. in order to reach a specific target audience i.e. seniors, adolescents, ethnic groups, industry or business groups, specific neighbourhoods or geographical areas, statutory or special public notices, etc.

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TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 3 OF 24

RESPONSIBILITIES: TPA Management Responsibilities:

Department heads or their delegate(s) shall be responsible for:

- Ensuring department staff involved in procurement receive appropriate training;
- Allowing sufficient time to complete the procurement process as may be stipulated in the procurement policies or procurement procedures;
- Participating in the development of template specifications, quality requirements, scope of work and other requirements including contract documentation for routine procurements conducted by their division;
- Ensuring that all procurements made by department staff are made in compliance with the requirements of this policy;
- Ensuring that goods and services are legitimately required for TPA purposes prior to the issuance of any solicitation;
- Ensuring that all technical specifications and requirements can be justified on the basis of a legitimate business objective and do not unfairly discriminate against any potential supplier;
- Directing and overseeing all procurements led by or coordinated by their department including ensuring that resulting contracts and contract amendments due to price or scope changes are approved only in accordance with the requirements the Delegation of Authority;
- Considering short and long-term requirements with respect to quantities and time lines or total project costs;
- Considering the cost of ongoing maintenance, support and licensing and other requirements;
- Consulting across the departments of the TPA where there are potential implications for TPA's other functional areas; and
- Selection of an appropriate department project lead.

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TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 4 OF 24

Department Project Lead Responsibilities:

Project leads shall be responsible for:

- Preparing technical specifications, quantity requirements and scope of work for solicitations;
- Identifying areas for continuous improvement in template documents in relation to non-routine procurements in order that appropriate terms and conditions can be developed in consultation with the appropriate departmental leads and delegates;
- Ensuring that goods and services, and their suppliers, conform with contract terms, conditions and technical specifications when the goods and services are first received and throughout the term of a contract; and
- Managing the contract up to completion of the performance of all contractual obligations of the supplier and the TPA, including payment and obtaining necessary approvals for such actions as early termination or contract amendments due to proposed increases to the contract value in accordance with the Delegation of Authority.

Employee Ethical Procurement Standards:

TPA employees must perform their duties and arrange their private interests so that the public confidence in their integrity, objectivity and impartiality are conserved and enhanced in compliance with the TPA's Conflict of Interest Policy.

Any potential conflict of interest or unfair advantage related to a divisional procurement, where known, shall be disclosed as early as possible in the purchasing process by the division head.

Any potential conflict of interest or unfair advantage shall be managed in a manner consistent with the highest standards of purchasing ethics, which is not limited to cancelling a solicitation or implementing reasonable safeguards to prevent an employee from having any access to confidential information or involvement in a particular procurement.

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TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 5 OF 24

BID AWARD:

Staff Responsibilities:

The Departmental Vice President or their designate shall oversee bid evaluation for their respective department, and is responsible for:

- Administering the bid process;
- Determining and establishing the bid or tender process in accordance with this policy.

Bid Award Criteria:

Bid evaluation criteria shall focus on best value, determined by assessing the relevant factors and risk. Any or all of the following may be taken into consideration prior to a significant or complex purchase:

- The price of the product or service
- Provisions for on-going maintenance (e.g. life cycle costing)
- Quality of the product or service, or its technical competency
- Reliability of delivery and implementation schedules
- Warranties, guarantees and return policy
- Supplier financial stability, financial performance or credit rating
- Industry and program experience
- Prior record of supplier performance and customer references
- Supplier expertise with engagements of similar scope and complexity
- Proven development methodologies and tools
- Innovative use of current technologies and quality results
- Tour of the vendor's facilities

When the ~~lowest-best value~~ bid is not accepted, the Vice President duly documents the reasons for the acceptance of the successful bid and obtains approval of the Board of Directors at the next regularly scheduled meeting.

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MINUTE NUMBER: 17-055
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TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 6 OF 24

STANDARD
PROCUREMENT
METHODS:

Information Gathering:

The bid process begins with the development of a set of specifications or objectives through research or solicitation to be able to define the requirements. The purchaser can consult colleagues, technical personnel, trade manuals, and vendors for assistance in developing specifications. Prior to issuing a competitive solicitation, the following solicitation documents may be issued for the purpose of gathering information:

- A request for information (RFI); or
- A request for expressions of interest (REOI).

The receipt of a submission in response to a request for information or request for expressions of interest does not create a legal contract.

Pre-Qualification for Selective Solicitations:

A request for supplier pre-qualification (RFSQ) may be used for selective solicitations to establish a list of pre-qualified suppliers that will later be eligible to respond to:

- A specific solicitation; or
- A multi-use list.

The selection of a supplier for a list of pre-qualified suppliers does not create a legal contract by the TPA with any listed supplier.

Competitive Solicitations:

A competitive solicitation method must be used for any procurement valued over ~~\$100,000~~ the Competitive Threshold, except as provided within the exceptions for using a non-competitive procurement described in this Policy. Competitive solicitation methods include, but are not limited to the following:

FIRST ADOPTED: 17-055
LAST AMENDED: April 24, 2017
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(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 7 OF 24

- Requests for tender (RFT);
- Requests for quotations (RFQ);
- Requests for proposals (RFP);
- Requests for supplier Pre-qualification (RFSQ); and
- Any multi-stage procurement involving a combination of these competitive solicitation methods.

Non-Competitive or Limited Solicitations:

A non-competitive procurement (or limited solicitation) may be undertaken where both the proposed non-competitive procurement and the particular supplier can be justified in good faith, based on one or more of the following:

- A statutory or market-based monopoly;
- An absence of competition in the market for technical reasons;
- ~~The existence of exclusive rights such as patent, copyright, license or warranty restrictions;~~
- Additional deliveries by an original supplier of goods and services that were not included in the original procurement, but a change of supplier cannot be made for economic or technical reasons without causing significant inconvenience or substantial duplication of costs for the TPA;
- An attempt to procure the required goods or services by soliciting competitive bids has been made in good faith, but has failed to identify a compliant bid or qualified supplier, or where the bids received have been collusive;
- The goods or services are required as a result of an emergency which would not reasonably permit the solicitation of competitive submissions;
- Construction, renovations, repairs and/or maintenance in respect of real estate leased or occupied by the TPA which may only be conducted by another person in accordance with a real estate agreement;

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TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 8 OF 24

- The goods or services are purchased under circumstances which are exceptionally advantageous to the TPA, such as in the case of a bankruptcy or receivership;
- It is advantageous to the TPA to acquire the goods or services from another public body;
- Another organization is funding, or substantially funding, the procurement and the TPA has determined that the supplier and the terms and conditions of the proposed contract are beneficial to the TPA;
- The procurement of a particular brand of goods or services that are intended solely for resale to the public and no other brand meets the TPA's program objectives nor is the brand available from any other source;
- A contract to be awarded to the winner of a design contest, provided that:
 - The contest is organized in a manner that is consistent with the principle of fair competition contained in this policy, in particular relating to public advertising; and
 - The participants are judged by an independent jury with a view to a design contract being awarded to a winner;
- Procurement of a prototype or a first good or service that is developed in the course of a contract for research, experiment, study or original development;
- Goods purchased on a commodity market; or
- Such other non-competitive procurement exemptions authorized by the City.

Competitive quotations and tenders are not required for goods or services where:

- The supplier is a department, agency, or utility of the federal, provincial, regional, or municipal government;
- ~~A regulatory authority has approved the price or rate; or~~
- ~~The purchase is for media advertising time or space.~~

~~Where the acquisition of goods, services or equipment of a highly specialized nature is available from only one supplier, one quotation is acceptable provided the purchase is approved by the President.~~

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LAST AMENDED: April 24, 2017
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(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: 17-055

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 9 OF 24

Limited Solicitation Exceptions - additional:

In addition to the above, Aa limited solicitation may be undertaken in the following circumstances:

- Any procurement valued under ~~\$100,000~~ the Competitive Threshold; or
- The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive submissions.

~~Non-competitive or limited solicitation contract authority—general or emergency~~

~~A contract may be awarded in relation to a non-competitive or limited solicitation procurement process, if approved by the President, by:~~

~~The Vice President of the user division for a procurement of up to \$20,000;~~

~~The division Vice President and the President for a procurement of up to \$100,000; and~~

~~The TPA President for a procurement of up to \$250,000.~~

TPA Board Authority:

The Board is authorized to make an award or to take any other appropriate action for procurements over the authority limits set out for TPA Staff under the 'Delegation of Authorities' policy ~~\$250,000~~, including rescinding an award or cancelling a solicitation in the following situations:

- The President, after consulting with the division head who has initiated the solicitation document, has recommended an award to a supplier whose response may not materially meet the specifications and qualification requirements set out in the solicitation, there are material risks or whose response may not represent the best value to the TPA based on the evaluation criteria set out in the solicitation;
- The award exceeds the contract term limit of five (5) years, or exceeds the projected capital funding for a project previously approved by the Board; or
- The contract does not have funding approval.

FIRST ADOPTED: 17-055
LAST AMENDED: April 24, 2017
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(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: 17-055

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 10 OF 24

CANCELLATION OF SOLICITATIONS:

Cancellation of Solicitations:

The solicitation shall be authorized to cancel by either the President or TPA Board when:

- There is a request by the ~~division head~~ Vice-President who initiated the solicitation where the cost of the responses exceed the funding approval for the proposed contract.
- In the opinion of the ~~division head~~ Vice-President responsible for the solicitation:
 - A change in the scope of work or other solicitation requirements are necessary and therefore a new solicitation should be issued; or
 - The goods and services identified in the solicitation no longer meet the division's requirements.
- In the opinion of management, the integrity of the solicitation process has been compromised due to a material breach of the process as disclosed in the solicitation and that the Chair would also be notified.
- The solicitation has failed to elicit competition or any qualified supplier.

Bid Disputes:

Suppliers should seek a resolution of any pre-award dispute by communicating directly with the Purchasing Official as soon as possible from the time when the basis for the dispute became known to them. The Purchasing Official may delay an award, or any interim stage of a procurement, pending the acknowledgement and resolution of any pre-award dispute and that the President be advised.

Post-award bid disputes.

Any dispute to an award decision must be received in writing by the Purchasing Official no later than ten (10) days after the date of the award notification, or where a debriefing has been requested, no later than five (5) days after such debriefing is received. Any dispute that is not timely received or in writing will not receive further consideration.

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LAST AMENDED: April 24, 2017
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MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 11 OF 24

Any written dispute with a procurement value over ~~\$100,000~~ the Competitive Threshold that cannot be resolved by the Purchasing Official through consultations with the supplier, shall be referred to the President or their designate(s) for an impartial review. The President or their designate(s), in consultation with the TPA Solicitor, may:

- Dismiss the dispute;
- Refer to the Board, or
- Accept the dispute and direct the Purchasing Official to take appropriate remedial action, including, but not limited to, rescinding the award and any executed contract, and canceling the solicitation.

The President may adopt and publish such further procedures as are necessary to ensure an independent and timely review and resolution of post award bid disputes.

Contract Execution and Purchase Orders:

Where an award of a contract has been made:

- Any contract in excess of ~~\$100,000~~ the Competitive Threshold shall be in a form satisfactory to the ~~TPA legal counsel~~ City Solicitor;
- The form of contract shall be disclosed in the solicitation, including any process and scope for contract negotiations. All awards are subject to the execution of the contract documents or issuance of a purchase order by the TPA;
- TPA may enter into and execute all necessary contract documents in relation to any award;
- The President or delegate may enter into and execute the contract documents in relation to that division's award ~~of \$250,000 or less~~ within their authorized limits;
- The division head, in consultation with the Purchasing Official, may issue a Divisional Purchase Order for any procurement award ~~of \$100,000 or less~~ under the Competitive Threshold; and-

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LAST AMENDED: April 24, 2017
LAST REVIEWED: ~~April 24, 2017~~

(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 12 OF 24

- The Purchasing Official may issue a purchase order for any procurement award ~~and~~

Disposal of Surplus Goods:

Arrangements may be made for the disposal of the goods in any way that is believed will provide the highest return to the TPA, including, but not limited to:

- Public auction;
- Issuance of a request for tenders or request for quotations;
- Trade-in as part of the procurement of other similar goods being acquired by the TPA;
- Donating or selling the goods for a nominal fee, or generating revenues which would be donated, to a not-for-profit charitable organization that is registered as such with the Canada Revenue Agency; or
- Classifying as waste and recycling, scrapping, dismantling, destroying and/or disposing.

SUPPLIER CODE
OF CONDUCT:

Honesty and Good Faith:

Suppliers must respond to the TPA's solicitations in an honest, fair and comprehensive manner that accurately reflects their capacity to satisfy the requirements stipulated in the solicitation.

Suppliers shall submit a bid only if they know they can satisfactorily perform all obligations of the contract in good faith.

Suppliers shall alert the bid coordinator to any factual errors, omissions and ambiguities that they discover in the solicitation as early as possible in the process to avoid the solicitation being cancelled.

Confidentiality and Disclosure:

Suppliers must maintain confidentiality of any confidential TPA information disclosed to the supplier as part of the solicitation process.

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LAST AMENDED: April 24, 2017
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MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 13 OF 24

Suppliers must acknowledge in their bid that their bid information will be subject to the confidentiality and disclosure requirements of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

Conflicts of Interest or Unfair Advantage:

Suppliers must declare and fully disclose any actual or potential conflict of interest or unfair advantage related to the preparation of their bid or where the supplier foresees an actual or potential conflict of interest in the performance of the contract. Such potential conflicts of interest or unfair advantages include, but are not limited to:

- Engaging current or former TPA employees or public office holders to take any part in the preparation of the bid or the performance of the contract if awarded, any time within two (2) years of such persons having left the employ of TPA or public office;
- Engaging any family members, friends or private business associates of any public office holder which may have, or appear to have, any influence on the procurement process, or subsequent performance of the contract;
- Prior involvement by the supplier or affiliated persons in developing the technical specifications or other evaluation criteria for the solicitation;
- Prior access to confidential TPA information by the supplier, or affiliated persons, that is materially related to the solicitation and that was not readily accessible to other prospective suppliers; or
- The supplier or its affiliated persons are indebted to or engaged in ongoing or proposed litigation with the TPA in relation to a previous contract.

Collusion or Unethical Bidding Practices:

No supplier may discuss or communicate, directly or indirectly, with any other supplier or their affiliated persons about the preparation of the supplier's submission including, but not limited to, any connection, comparison of figures or arrangements with, or knowledge of any other supplier making a submission for the same work. Suppliers shall disclose to the Purchasing Official any affiliations or other relationships with other suppliers that might be seen to compromise the principle of fair competition, including any proposed subcontracting relationships.

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(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: **17-056**

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 14 OF 24

Illegality:

A supplier shall disclose any previous convictions of itself or its affiliated persons for collusion, bid-rigging, price-fixing, bribery, fraud or other similar behaviours or practices prohibited under the Criminal Code, the Competition Act or other applicable law, for which they have not received a pardon.

A supplier shall be deemed ineligible for an award for a minimum period of five (5) years from the date of the conviction.

Interference Prohibited:

No supplier may threaten, intimidate, harass, or otherwise interfere with any TPA employee or public office holder in relation to their procurement duties. No supplier may likewise threaten, intimidate, harass, or otherwise interfere with an attempt by any other prospective supplier to bid for a TPA contract or to perform any contract awarded by the TPA.

Gifts or Favours Prohibited:

No supplier shall offer gifts, favours or inducements of any kind to TPA employees or public office holders, or otherwise attempt to influence or interfere with their duties in relation to the procurement process or management of a contract.

Misrepresentations Prohibited

Suppliers are prohibited from misrepresenting their relevant experience and qualifications in relation to any solicitation process and must acknowledge that the TPA's process of evaluation may include information provided by the supplier's references as well as records of past performance on previous contracts with the TPA or other public bodies.

FIRST ADOPTED: 17-055
LAST AMENDED: April 24, 2017
LAST REVIEWED: ~~April 24, 2017~~

(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 15 OF 24

Prohibited Communication During the Solicitation:

No supplier, or affiliated person, may discuss or communicate either verbally, or in writing, with any employee, public office holder, or the media in relation to any solicitation between the time of the issuance of the solicitation to the award and execution of final form of contract, unless such communication is expressly permitted in the solicitation and in compliance with The City of Toronto's Lobbying Policy. All supplier communications shall be with the Vice President or the employee specifically designated for that purpose in the solicitation.

Failure to Honour Bid:

Suppliers shall honour their bid, except where they are permitted to withdraw their bid in accordance with the process disclosed in the solicitation. Suppliers shall not refuse to enter into a contract or refuse to fully perform the contract once their bid has been accepted by the TPA.

Supplier performance.

Suppliers shall fully perform their contracts with the TPA and follow any reasonable direction from the TPA to cure any default.

Suppliers shall maintain a satisfactory performance rating on their previous contracts with the TPA and other public bodies to be qualified to be awarded similar contracts.

Disqualification of Suppliers for Non-compliance:

Suppliers shall be required to certify compliance with the Supplier Code of Conduct as set out in this policy with their bid and verify compliance prior to award. Any contravention of the Supplier Code of Conduct by a supplier, including any failure to disclose potential conflicts of interest or unfair advantages, may be grounds for the Purchasing Official to disqualify a supplier from being awarded a contract.

The Purchasing Official may also disqualify any supplier who may otherwise have an unfair advantage or conflict of interest that cannot be resolved in relation to any procurement.

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LAST AMENDED: April 24, 2017
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(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 16 OF 24

A contravention of the Supplier Code of Conduct may also be grounds for the division head to terminate any contract awarded to that supplier and require the return of any advance payments.

Suppliers in Debt or in Litigation with the TPA:

The President, in their absolute discretion, may disqualify suppliers, or their affiliated persons, who are indebted to the TPA or engaged in ongoing litigation for damages related to a contract awarded by the TPA.

In determining whether to disqualify a supplier or their affiliated persons under this Article, the President may consider the following non-exclusive factors:

- The supplier's history of making frivolous or vexatious claims, exaggerated damages claims, or other litigious conduct that has or may result in unnecessary additional administrative costs to the TPA or other public bodies;
- The outcome of any prior or interim litigation, including whether legal costs have been awarded against the supplier or the TPA;
- The prospect of setting off supplier debt against future contract payments;
- Where the supplier is the only qualified supplier or in cases of an emergency;
- The overall risk in relation to the total cost of the proposed contract;
- Subrogated insurance claims brought in the name of the supplier, but not initiated by the supplier; or,
- Claims by or against the TPA that in total value are less than \$100,000.

Suspension of Suppliers from Future Solicitations:

Without limiting or restricting any other right or privilege of the TPA, the TPA Board may suspend a supplier's eligibility to bid for a period between one (1) and five (5) years due to a contravention of this Policy.

FIRST ADOPTED: 17-055
LAST AMENDED: April 24, 2017
LAST REVIEWED: **April 24, 2017**

(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: **17-055**

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 17 OF 24

GENERAL:

Delegation of Authority:

No TPA employee shall make, or offer to make, any contract on behalf of the TPA except as may be provided for in this policy and in compliance with the Delegation of Authority.

No Split Contracts:

No requirement for the payment of goods or services received by the TPA shall be divided in order to avoid any of the requirements of this policy.

Contracts without Funding Approval:

Subject to the provisions of the Delegation of Authority, no contract shall be authorized unless the Board has provided funding approval for such purpose in a budget, or agreed to the provision of such funds, and no expenditure shall be authorized or incurred in excess of the funds provided.

Conflict with Policies and Procedures:

If there is a conflict or inconsistency between this policy and any of the procurement policies and procedures, this policy shall govern and take precedence.

DEFINITIONS:

The following terms shall have the meanings indicated:

AFFILIATED PERSON - Everyone related to the supplier including, but not limited to employees, agents, representatives, organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies, and subsidiaries, whether partly or wholly-owned, as well as individuals, and directors, if:

- Directly or indirectly either one controls or has the power to control the other, or
- A third party has the power to control both.

AWARD - The formal acceptance of a bid that results in a contract.

FIRST ADOPTED: 17-055
LAST AMENDED: April 24, 2017
LAST REVIEWED: ~~April 24, 2017~~

(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 18 OF 24

BEST VALUE - The optimal balance of performance and cost determined in accordance with pre-determined evaluation criteria disclosed in a solicitation for the purpose of making an award. For competitive procurements, best value is represented by the highest ranked bid, which may include, for request for tenders and request for quotations, the lowest cost bid meeting technical specifications and supplier qualifications.

BID - A submission in response to a solicitation, and includes a tender, a quotation or a proposal.

COMPETITIVE PROCUREMENT - A solicitation where suppliers are given an equal opportunity to bid, whether by invitation or by advertisement to the public, and which may include a process for conducting negotiations with one or more suppliers.

COMPETITIVE THRESHOLD – The dollar value of spend then-in-effect above which applicable public sector procurements are covered under the Canadian Free Trade Agreement, as defined in its Article 504 and updated from time to time to adjust for inflation, and currently being \$133,800 (as of September 2025).

CONFLICT OF INTEREST or UNFAIR ADVANTAGE:

In relation to a procurement process, a supplier that has, or is seen to have, an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

- Having, or having access to, confidential information of the TPA in the preparation of its bid that is not available to other suppliers, or
- Communicating with any person with a view to influencing preferred treatment in the procurement process (including but not limited to the lobbying of decision makers involved in the procurement process), or
- Engaging in conduct that compromises, or could be seen to compromise, the integrity of the procurement process; or
- In relation to the performance of the contract that is the subject of a procurement, that the supplier's other commitments, relationships or financial interests:
- Could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or

FIRST ADOPTED: 17-055
LAST AMENDED: April 24, 2017
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MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 19 OF 24

- Could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

CONSTRUCTION SERVICE - A service that has as its objective the realization of civil or building works.

CONTRACT - An agreement between the TPA and a supplier for the procurement of goods and services.

ELECTRONIC TENDERING SYSTEM - A computer-based system that provides suppliers with access to information related to open competitive procurements.

EMERGENCY - Any situation of extreme urgency brought about by unforeseeable events that makes the procurement of goods and services necessary to address an immediate risk to health, safety, security, property, the environment or other public interests of the TPA.

EVALUATION CRITERIA - The rated criteria set out in a notice of intended procurement or solicitation which may include but is not limited to supplier qualifications, price and other cost or value factors, quality, technical merit, environmental characteristics, and negotiable commercial terms such as terms of delivery.

FORM OF CONTRACT - A formal written document or documents, including a purchase order, that outlines all the terms and conditions of a contract.

FUNDING APPROVAL – In relation to a capital project, inclusion of the capital project in a capital budget approved by the Board and by Council. In relation to other than a capital project, funding approval of the relevant operating program by the Board, and by Council adoption of interim or final operating budgets.

GOODS - Moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) and includes raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.

LIMITED SOLICITATION - A competitive or non-competitive solicitation method where one or more suppliers of the TPA's choice are invited and given an equal opportunity to bid to the solicitation.

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MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 20 OF 24

MAJOR IRREGULARITY - A deviation from the requirements in a solicitation which:

- Affects the substance, as opposed to the form, of a bid in terms of the price, quality, quantity or delivery and is material to the award; or
- Could provide a supplier who has submitted a request with an unfair advantage over competitors; and
- May include, but is not limited to, a late submission, unclear or materially unbalanced pricing information, inadequate amount or terms of bid security, and any other matter identified as materially warranting rejection in the solicitation issued by the TPA.

MINOR IRREGULARITY - A deviation from the requirements in a solicitation which:

- Affects the form as opposed to the substance of a bid response in terms of the price, quality, quantity or delivery and is not material to the award; and
- Could not provide a supplier who has submitted a bid with an unfair advantage over competitors; and
- Any other matter identified as being subject to clarification or rectification in the solicitation issued by the TPA.

NON-COMPETITIVE PROCUREMENT - A procurement negotiated directly from one or more suppliers, but does not include negotiations provided for under the terms of a competitive solicitation.

NOTICE OF INTENDED PROCUREMENT - A written notice published by the TPA, inviting interested suppliers to submit a bid in response to a solicitation.

OPEN COMPETITIVE PROCUREMENT - A competitive solicitation method, where a notice of intended procurement is advertised to the public, giving all suppliers an equal opportunity to bid to the solicitation and prove their qualifications.

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MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 21 OF 24

PRE-QUALIFIED SUPPLIER - A supplier who has submitted a response to an advertised request for pre-qualifications and has been determined to have met the minimum disclosed standards for technical qualifications and professional competence, and has the necessary equipment, facilities and experience for specific future solicitations.

PROCUREMENT - The acquisition of goods and/or services by any contractual means, including purchase, rental, lease or conditional sale.

PURCHASE ORDER - A document issued to a supplier under the authority of the Purchasing Official that sets out the terms and conditions applicable to the supply of goods and services by a supplier, including reference to any other contract documents and the contract value.

PROCUREMENT OFFICER – An individual with delegated authority to act for the TPA.

REQUEST FOR EXPRESSION OF INTEREST (REOI) - A solicitation method used to gather information on future supplier interest in an opportunity; or, information on supplier capabilities / qualifications for the purpose of better planning the supplier qualification requirements of a future solicitation that may result in an award.

REQUEST FOR INFORMATION (RFI) - A solicitation issued to potential future suppliers to gather general supplier, service or product information. It is a procurement procedure where suppliers are provided with a general or preliminary description of a problem or need and are requested to provide information or advice about how to better define the problem or need, or alternative solutions and costs, for the purpose of better planning the technical specification requirements of a future solicitation that may result in an award.

REQUEST FOR PROPOSALS (RFP) - A solicitation issued to obtain bids or proposals for services such as consulting, advertising, maintenance or information technology where a procurement need is identified, but how it will be achieved is unknown at the outset, which allows suppliers to propose solutions or delivery methods to arrive at the desired result. The evaluation criteria to determine best value will include more than price factors and the solicitation may

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LAST AMENDED: April 24, 2017
LAST REVIEWED: **April 24, 2017**

(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: **17-055**

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 22 OF 24

allow for consecutive or concurrent negotiations to be conducted with suppliers on any of the contract terms including, but not limited to, the technical specifications, commercial terms and/or prices following the process outlined in the solicitation. The RFP should:

- Clearly define an acceptable level of performance for the vendor and a definite time frame for achieving this goal
- Ask the vendor to describe the qualifications of those individuals who may be involved in implementing the goals and objectives of the RFP
- Ask for all of the information contained in an RFQ (see above) but also can ask for input from the vendors.

REQUEST FOR QUOTATIONS (RFQ) - A solicitation issued to obtain competitive bids for familiar, standard goods and/or services where the TPA has pre-determined the required quantity and/or quality of the goods or services and the evaluation criteria to determine the best value is generally the lowest cost bid, delivery and inventory meeting technical specifications without any material contract negotiations. An RFP should contain all the information necessary for the vendor to submit a valid quote:

- The product(s) should be described in detail
- Specifications should be clear, concise and complete
- Quantity, quality requirements, packaging, F.O.B. point, payment terms, and warranty, delivery, and
- Inventory requirements should all be included in the RFQ

REQUEST FOR SUPPLIER QUALIFICATIONS (RFSQ) - A solicitation that is issued to gather submission information on supplier capabilities and qualifications with the intention of creating a list of pre-qualified suppliers for future selective solicitations, including:

- A one-time future solicitation; or
- A multi-use list for solicitations of a predefined scope and duration.

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(Previous Policy Version Adopted: 87-218)
MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 23 OF 24

REQUEST FOR TENDERS (RFT) - A solicitation that is generally issued in order to obtain irrevocable competitive bids for standard construction services where the TPA has pre- determined the required scope of work including quantity and/or quality requirements, and the evaluation criteria to determine the best value is generally the lowest cost bid meeting technical specifications without any material contract negotiations.

SELECTIVE SOLICITATION - An open competitive solicitation method where suppliers are first prequalified through a request for supplier prequalification and then only pre-qualified suppliers are invited to bid.

SERVICES - All services, including consulting or construction services, unless otherwise specified.

SOLICITATION - A written notice to suppliers, whether or not it is publicly advertised or intended to result in a contract, and includes a:

- Request for expressions of interest (REOI);
- Request for information (RFI);
- Request for supplier prequalification (RFSQ);
- Request for proposals (RFP);
- Request for quotations (RFQ); and
- Request for tenders (RFT).

SUPPLIER - A person or group of persons that provides or could provide goods or services.

SUPPLIER DEBRIEFING - A practice of informing a supplier why their bid was not selected upon completion of the contract award process.

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MINUTE NUMBER: 17-055
MINUTE NUMBER: ~~17-055~~

TORONTO PARKING AUTHORITY

POLICY RESOLUTION

5-7

ITEM: **Procurement Policy**

PAGE 24 OF 24

TECHNICAL SPECIFICATION - A solicitation requirement that:

- Lays down the characteristics of a good or a service to be procured, including quality, performance, safety and dimensions, or the processes and methods for their production or provision; or
- Addresses terminology, symbols, packaging, marking or labelling requirements, as they apply to a good or a service.

VALUE or PROCUREMENT VALUE - The estimated maximum total value of the procurement over its entire duration, taking into account all forms of remuneration, including premiums, fees, commissions and interest; and where the solicitation provides for the possibility of options, the total value of such options.

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