

PURCHASING & MATERIALS MANAGEMENT DIVISION

Information Routinely Disclosed

Section	Information	Comments
Purchasing Services Section	REQUEST FOR QUOTATION INFORMATION – REGULAR:	
	Call document (final)	PDF or hardcopy (cost), upon request
	Drawings	PDF or hardcopy (cost), upon request
	Addendum	PDF or hardcopy
	Existing product samples	Visual, verbal
	Current supplier	Verbal
	Buyer's name and phone number	In call document
	Client contact name and phone number	In call document
	Total price (bid)	Verbal and in reports to Committees and Council
	Unit prices	If call document asks for unit prices only, otherwise total price is given.
	Make/model/brand – bid	Upon request, after award
	Names of bidders	Verbal and at public opening
Bid evaluation results (own bid)	Verbal or written	

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	Reason for rejection (own bid)	By letter
	Bidder ranking (competitors bid)	For RFQ's and Tenders only; in reports to Committee and Council
	Award price (total)	Verbal and in reports to Committee and Council
	Historical data on contract awards	Verbal, if available
	RFQ – LOW VALUE PURCHASES (L.V.P) PROCESS:	
	Call document (final)	PDF or hardcopy, upon request
	Addendum	PDF or hardcopy
	Existing product/samples	Visual, verbal
	Current supplier	Verbal
	Buyer's name and phone number	In call document
	Client contact name and phone number	In call document
	Bidders list names, phone numbers and addresses	Verbal or faxed upon request
	Total price	Verbal

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	Unit prices	If call document asks for unit prices only, otherwise total price is given
	Names of bidders	Verbal
	Reason for rejection (own bid)	By letter
	Bidder ranking	Verbal
	Successful bidder	Verbal
	Historical data on contract awards	Verbal, if available
	TENDER INFORMATION:	
	Call document (final)	PDF or hardcopy (cost)
	Drawings	Hardcopy (cost)
	Addendum	PDF or hardcopy
	Current supplier	Verbal
	Buyer's name and phone number	In call document
	Client contact name and phone number	In call document

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	Bidders list names, phone numbers and addresses (plan takers)	Verbal or faxed upon request
	Total price (bid)	Verbal, internet and in reports to Committee and Council
	Unit prices	If call document asks for unit prices only, otherwise total price is given
	Names of bidders (document takers)	By fax and/or verbal
	Reason for rejection (own bid)	By letter
	Bidder ranking	Verbal and in reports to Committee and Council
	Successful bidder	Verbal, internet and in reports to Committee and Council
	Award price (total)	Verbal, internet and in reports to Committee and Council
	Historical data on contract awards	Verbal, if available
	REQUEST FOR PROPOSAL INFORMATION:	
	Call document (final)	PDF or hardcopy (cost)
	Drawings	PDF or hardcopy (cost)
	Addendum	PDF or hardcopy

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	Current supplier	Verbal, if available
	Buyer's name and phone number	In call document
	Client contact name and phone number	In call document
	Proponent's names	Verbal
	Short-listed proponents	Not disclosed during evaluation; verbal after recommendation; and in reports to Committee and Council
	Reason for rejection (own proposal)	By letter
	Fairness Monitor's name	Verbal upon request
	Successful proponent	Verbal upon request and in reports to Committee and Council
	Award value (total)	Verbal upon request and in reports to Committee and Council
	Proponent ranking (own ranking)	Verbal upon request
	Overall score by criteria (proponent's score only, not competitors)	Verbal upon request
	Historical data on contract awards	Verbal, if available
	PREQUALIFICATION/REQUEST FOR INFORMATION (RFOI) INFORMATION:	

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	Drawings	PDF or hardcopy, upon request
	Addendum	PDF or hardcopy
	Current supplier	Verbal, if available
	Buyer's name and phone number	In call document
	Client contact name and phone number	In call document
	Proponent's name	Verbal
	Reason for rejection (own proposal)	By letter
	Fairness Monitor's name	Verbal
	<u>STANDARDS AND SPECIFICATION INFORMATION:</u>	
	Specifications	PDF upon request

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Section	Information	Comments
Materials Management & Stores Section	No routine disclosure requirements presently or expected in the future	

Section	Information	Comments
Corporate Purchasing Policy & Quality Assurance Section	Information on "How To Do Business with the City"	Provide information to prospective bidder verbally, on a one-on-one meeting or during an outreach session (with handout package provided to vendors) conducted by the Purchasing Services Coordinators of the Policy, Training & Technology Unit.

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	Additional Information	Comments
	Posting of Call Documents	<p>PMMD posts all Call Documents on the City's internet website for vendors to review the current business opportunities available. This information can be found at the following internet site link:</p> <p>http://www.toronto.ca/tenders/tenders_to.htm</p>
	Bidders' List Information	<p>PMMD is responsible for ensuring that the City gets the best value for the tax dollars spent. Securing the best services and products at the most competitive prices means that we are constantly looking for new sources of supply, both large and small.</p> <p>The City encourages vendors to look for business opportunities with the City of Toronto and provides information on how to get on the Bidders' List on the City's internet site at the following link:</p> <p>http://www.toronto.ca/tenders/bidders_list.htm</p> <p>Subject to the Municipal Freedom of Information and Protection of Privacy Act, information relating to Bidders' Lists may be disclosed to anyone who requests it.</p> <p>Upon request, PMMD will disclose the names of vendors who have been sent a copy of a Call Document or, alternatively, the names of vendors who have picked the Call Document up. Vendors are often interested in acquiring this information particularly as it relates to sub-contracting out work for Tenders or complex projects, etc.</p>

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	Pre-Bid Meetings	Information relevant to the competitive procurement process and specific Call Documents is provided to vendors at pre-bid meetings. Often these meeting are mandatory, i.e. in the case of most Tender Documents. However, in many case these pre-bid meetings are optional and are an opportunity for vendors to learn more information about the Call Document of interest before the closing date.
	Public Openings	<p>Public openings are held daily on the 18th Floor, West Tower, City Hall for all Quotations, Proposals and Tenders issued by PMMD.</p> <p>At the public openings, specific information is announced publicly by the Senior Corporate Buyer including the vendor's name and total price, as indicated on the price page of the bid document received for Request for Quotations and Tenders, and the vendor's name only, for Request for Proposals.</p> <p>This procedure is outlined on PMMD's intranet site at the following link:</p> <p>http://insideto.toronto.ca/purchasing/pdf/pmmd_publicopeningapril_2006.pdf</p>
	Tender Awards Hotline	<p>PMMD provides information to vendors on the Tender Bid Results Hotline within 24 hours of a Public Opening for Tenders.</p> <p>Results are recorded on the Bid Results Hotline (Telephone Number 416-397-0849), and are limited to the 3 lowest bidders as announced at the Public Opening.</p> <p>This procedure is outlined on PMMD's intranet site at the following link:</p>

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		<p>http://insideto.toronto.ca/purchasing/pdf/pmmdprocedure_hotline.pdf</p>
	Tender Awards	<p>Tenders that have been awarded by the City of Toronto are posted on the City's website at the following link:</p> <p>http://www.toronto.ca/tenders/contract_awards.htm</p> <p>All Tenders are publicly advertised and contracts are awarded to the lowest bidder meeting specifications.</p>
	Call Debriefings	<p>A proponent/bidder may request a debriefing at the end of the call process after an award has been made, or if the call has been cancelled.</p> <p>This may take place in the form of a formal discussion (meeting) or an informal discussion (via the telephone) for call documents including Requests for Quotation (RFQ), Requests for Proposal (RFP), Requests for Expression of Interest (REOI) and Offers to Purchase.</p> <p>The purpose of the debriefing is to provide a means to explain to an unsuccessful proponent/bidder why their proposal/bid was not selected. The debriefing provides an opportunity to recognize the time, effort and cost expended by both the proponent/bidder and the City.</p> <p>It explains the evaluation process and provides feedback on a proponent's/bidder's proposal/bid, identifying strengths and areas for improvement for future proposals/bids.</p> <p>The debriefing should be conducted by a representative from</p>

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		<p>PMMD and the client.</p> <p>This procedure is outlined on PMMD's intranet site at the following link:</p> <p>http://insideto.toronto.ca/purchasing/pdf/call_debriefing.pdf</p>
	By-laws, Policies & Procedures	<p>The Purchasing & Materials Management Division (PMMD), having responsibility for the commitment of public funds for the acquisition of goods and services, provides leadership, quality customer service and best value to the taxpayers of the City of Toronto through the application of open, fair, equitable and accessible business processes and practices.</p> <p>The By-laws, policies and procedures, which govern the way PMMD conducts procurement activities on behalf of the City of Toronto are outlined and provided at the following link:</p> <p>http://insideto.toronto.ca/purchasing/policies&procedures.htm</p> <p>The by-laws, policies and procedures have been prepared to assist PMMD staff and the Client Divisions and designated Agencies, Boards & Commissions (ABC's) with the purchasing processes and requirements that have been legislated and approved by City Council. These policies and procedures are public information and are available to staff of other municipalities and/or vendors upon request.</p> <p>Further, policies and legislation is also provided on the City's</p>

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		internet site at the following link: http://www.toronto.ca/tenders/index.htm#policy
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