



Routine Disclosure Plan

Date: November 23, 2020

Division: Purchasing and Materials Management Division

Introduction

Access to information held by the City of Toronto is regulated by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The public has a right to see most City information or records. Some information is available and publically posted on our website or released through open data. Other information is routinely disclosed upon request or available through a Freedom of Information Request.

- Routine disclosure is a process Divisions undertake to identify and make available information to the public. This supports Divisions' ability to respond to requests, either proactively by publishing information online, responding to telephone or email requests, or making it available in printed form (fees for photocopying may apply).
- Freedom of Information Requests may be submitted by the public to the City Clerk's Office, Corporate Information Management Services, when information is not available routinely.
- Open Data is a collection of raw, non-manipulated data usually presented in tabular form with associated metadata which is machine readable, and is accessible on the City of Toronto website.

Purchasing & Materials Management Division

The Purchasing & Material 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.

These are the main types of records routinely available from the Purchasing & Materials Management Division:

- Notice of Intended Procurements (NOIP)
- Solicitation (RFx) documents, drawings and specifications
- Supplier names and bid totals for RFQs and Tenders, supplier names for RFPs
- Competitive award results (supplier name and total award value) and non-competitive procurements issued (supplier name and total contract value)

- Reports to and decisions adopted by Bid Award Panel, Standing Committees and City Council relating to procurements
- Open data sets (raw data available for academic/research purposes)
- Bylaws, Policies and Procedures that govern the procurement process at the City of Toronto

Routine Disclosure

This document describes the types of records available routinely from the Purchasing and Materials Management Division. It identifies the type of information, a brief description, and how it is made available to the public (online, by written or verbal request, or by visiting a City office).

The table below displays the type of information, brief description and how to get the information.

Purchasing Services

Type of information	Description	How to get the information
Frequently Requested Information for Competitive Procurements	Information requested and disclosure guidelines for each, summarized by solicitation document type e.g. request for copy of solicitation document, name of supplier, total price, reason for rejection, etc.	Refer to Appendix A
Notice of Intended Procurement	<p>A Notice of Intended Procurement (NOIP) provides advance notice to potential suppliers of upcoming procurements.</p> <p>In accordance with the Canadian-European Union Comprehensive Economic and Trade Agreement (CETA), the City of Toronto posts NOIPs for all procurements over \$100,000 in value.</p>	<p>Online (for active NOIP postings): Goods & Services Professional Services Construction Services</p> <p>By email (for past NOIP postings): Please email citybids@toronto.ca to make a request and the request will be redirected to the appropriate Buyer.</p>
Solicitation (RFx) Documents (including	A solicitation is the process of seeking information, proposals and quotes from suppliers. The City issues	<p>Online (for active solicitations): Suppliers interested in viewing and bidding on City of Toronto opportunities must create an</p>

Type of information	Description	How to get the information
drawings, addenda and specifications)	solicitations when requesting bids for services, goods and/or construction.	<p>account (free of charge) on the Online Procurement System using the City of Toronto SAP Ariba Registration link.</p> <p>For more information on how to register and search for opportunities, visit Searching & Bidding on City Contracts.</p> <p>Solicitation documents will continue to be advertised on the City of Toronto website using the Online Call Document System. An SAP Ariba posting link within the advertisement will direct you to the SAP Ariba Discovery portal.</p> <p>By email: Past solicitation documents can be obtained by contacting citybids@toronto.ca.</p>
Pre-Bid Meetings and/or Site Visits	Pre-Bid Meetings and/or Site Visits are held to provide important information to suppliers relating to a solicitation. These meetings can be optional or mandatory. In the case of mandatory meetings, specific information is disclosed to the suppliers in attendance that otherwise is not explicitly outlined in the solicitation document. Failure to attend a mandatory meeting would result in a supplier to be declared non-compliant.	<p>Information regarding any Pre-Bid Meetings and/or Site Visits are outlined on the applicable solicitation document.</p> <p>Any questions and/or concerns regarding Pre-Bid Meetings and/or Site Visits must be directed to the Buyer listed on the solicitation document.</p>

Type of information	Description	How to get the information
Solicitation Results	<p>For RFQs, Tenders and Invitational LVQ's or Offers to Purchase: Supplier names and total bid prices are disclosed.</p> <p>For all other Solicitations (RFP, iRFP, RFSQ, RFI or etc.): Only supplier names are disclosed.</p> <p>These results are unofficial and provided prior to evaluation.</p>	<p>Online: Suppliers who have submitted a response will be notified of solicitation results by the Buyer through the Online Procurement System within two (2) hours of solicitation closing.</p> <p>By email: Please email citybids@toronto.ca to make a request and the request will be redirected to the appropriate Buyer.</p>
Roster Work Assignment Solicitation	<p>Roster work assignment solicitations may be released competitively to the pre-qualified suppliers established as a result of a previous Request For Supplier Qualification (RFSQ) issued by PMMD. The roster work assignment process itself is managed independently by the various City Divisions.</p> <p>For RFQs: Supplier names and total bid prices are disclosed.</p> <p>For RFPs or RFRs: Only supplier names are disclosed.</p>	<p>By email: Roster work assignment solicitation results can be obtained by emailing the divisional procurement contact listed on the solicitation document.</p>

Type of information	Description	How to get the information
Bid Award Panel Reports & Decisions	Bid Award Panel is an administrative committee that awards contracts under limits established by Council as set out in Municipal Code Chapter 195. Contract awards prior to January 4, 2017 were administered by the Bid Committee.	Online: Bid Award Panel (2018-2022) Bid Award Panel (2017-2018) Bid Committee (prior to 2017)
Standing Committees and Council Reports & Decisions relating to Procurements	Standing Committees and City Council award contracts under limits established by Council as set out in Municipal Code Chapter 195.	Online: Toronto City Council and Committees – Meetings, Agendas and Minutes Individuals may search for agendas and minutes for items starting from January 1, 2008 using the solicitation number or awarded supplier name.
Competitive Solicitation Awards	Award details of solicitations that have been awarded within the past two years are posted on the City's website in keeping with CFTA and CETA. Supplier name and total award value are disclosed.	Online: Award Results for contracts awarded within the past two years. By email: Please email citybids@toronto.ca to make a request for award results older than two years and the request will be redirected to the appropriate Buyer. Please indicate the solicitation number in your email.
Non-competitive Contracts Issued	Non-competitive procurements are processed in accordance with Municipal Code Chapter 195, Section	Online: Non-competitive Contracts

Type of information	Description	How to get the information
	<p>7.4 and the Procurement Processes Policy.</p> <p>The only details disclosed regarding non-competitive procurements are the supplier name, contract amount, description, contract date, division name and rationale (except where the procurement is confidential, in which case only the contract amount is disclosed).</p>	

Doing Business with the City

Type of information	Description	How to get the information
<p>How to do Business with the City of Toronto</p>	<p>The City of Toronto website provides information on How to do Business with the City of Toronto, including important definitions, Policies, Legislation & Rules regarding City Procurement.</p>	<p>Online: Understanding the Procurement Process</p> <p>In person: Supplier information sessions are scheduled every month.</p> <p>Please register for an information session by contacting citybids@toronto.ca or call 416-392-7353.</p>
<p>SAP Ariba Resources</p>	<p>As of September 1, 2019, all City of Toronto solicitations are hosted on the SAP Ariba Discovery Portal. Suppliers are required to submit their bids and proposals directly through SAP Ariba Sourcing.</p>	<p>Online: How to Register on the SAP Ariba Network</p> <p>SAP Ariba - FAQs</p> <p>SAP Ariba Help Center</p>

Type of information	Description	How to get the information
		<p>By telephone: 416-392-7353</p> <p>By email: pmmhelpdesk@toronto.ca</p>
Conflict of Interest	Suppliers must disclose to the City any potential conflict of interest that may compromise the Supplier's performance. Suppliers must also disclose whether they are aware of any City employee, Council member or member of a City agency, board or commission or employee thereof, having a financial interest in the supplier and the nature of that interest.	<p>Online: Please review Article 13.3 of the Toronto Municipal Code Chapter 195 – Purchasing</p> <p>For any questions related to potential conflict of interest regarding an active solicitation, please message the Buyer through the message board function on the City's Online Procurement System.</p>
Invoicing & Accounts Payables	<p>In order to assist in prompt payment, Suppliers are requested to include certain information on their invoice.</p> <p>The City no longer accepts paper invoices effective January 1, 2020.</p>	<p>Online: What Should Be On My Invoice?</p> <p>By email: Submit invoices electronically to apinvoice@toronto.ca.</p> <p>By telephone: For status updates on invoices dated greater than 30 days, please contact the divisional staff member who placed the order.</p> <p>For all other invoice inquiries, please contact the Corporate</p>

Type of information	Description	How to get the information
		Accounts Payable customer service line at 416-397-5235.
Unsolicited Quotations or Proposals	<p>The City accepts unsolicited quotations or proposals from suppliers wishing to do business with the City outside of the conventional procurement system.</p> <p>This process is managed by the Toronto Office of Partnerships.</p>	<p>Online: Unsolicited Quotations or Proposals Policy</p> <p>Process for Receiving and Reviewing Unsolicited Quotations and Proposals</p>
Lobbyist Registrar	Suppliers must not contact any City of Toronto staff, officials or members of Council regarding a procurement who is not identified as a point of contact in the solicitation document. In order to communicate with a public office holder on any matters relating to the procurement of goods, services or construction and awarding a contract, suppliers must first register as a lobbyist.	<p>Online: Lobbying and Procurements</p> <p>Register as a Lobbyist</p>
Supplier Performance Evaluation	The City utilizes the Contractor Performance Evaluation (CPE) Form, a standardized internal tool, to provide an evaluative record, both positive and negative, of a general contractor's performance on any given construction project that has been awarded to a general contractor by the City of Toronto.	<p>Online: Contractor Performance Evaluation (CPE)</p> <p>By email: Suppliers can obtain their own performance evaluation information by contacting the Buyer. Performance evaluation information regarding other suppliers cannot be disclosed.</p>
Social Procurement	The City of Toronto's Social Procurement Program aims to	<p>By email: socialprocurement@toronto.ca</p>

Type of information	Description	How to get the information
	<p>alleviate poverty by providing Indigenous Persons or those from equity-seeking communities with equal access to City of Toronto contracts, as well as meaningful employment and skills development opportunities. The Program is comprised of two components:</p> <p>Supply Chain Diversity is a business strategy that promotes the adoption of diverse suppliers within an organization’s supply chain.</p> <p>Workforce Development is an interconnected set of solutions that prepares workers with the requisite skills, emphasizing the value of workplace learning, while addressing the hiring needs of employers from the outset. Workforce Development requirements will apply to RFPs and Tenders over \$5 million in value and more than two years in duration.</p>	<p>Online: Social Procurement Program</p> <p>The City requires certification of diverse suppliers through established non-profit supplier certification organizations. These organizations certify businesses that are 51% or more owned, managed, and controlled by Indigenous Persons or those belonging to an equity-seeking group; or social enterprises in which 51% or more of workforce hours are given to people who face multiple barriers to employment.</p> <p>Please contact the certification organizations directly for more information:</p> <p>Canadian Aboriginal and Minority Supplier Council</p> <p>WBE Canada, Certified Women Business Enterprises</p> <p>Canadian Gay and Lesbian Chamber of Commerce</p> <p>Canadian Council for Aboriginal Business</p> <p>Inclusive Workplace Supply Council of Canada</p>

Bylaws, Policies and Procedures

Type of information	Description	How to get the information
Purchasing Policies & Legislation	<p>The procurement process at the City of Toronto is governed by By-laws, Policies and Procedures, including the Toronto Municipal Codes Chapter 195 – Purchasing and Chapter 71 – Financial Control, Procurement Processes Policy, and the Toronto Public Service By-law.</p> <p>A complete list is available on the City of Toronto website.</p>	<p>Online: Purchasing Policies & Legislation</p>
Fair Wage	<p>The City of Toronto requires that wages paid to workers on City contracts meet the requirements of the Fair Wage Policy, as applied by City contracts and labour trade contractual obligations in the construction industry as legislated by the province of Ontario.</p> <p>The Fair Wage Office routinely publishes current and previous Fair Wage Schedules as well as list of suspended & disqualified suppliers.</p>	<p>Online: Fair Wage Office & Policy Fair Wage Schedules Suspended & Disqualified Suppliers</p> <p>By email: fairwage@toronto.ca</p>

Other Resources

Type of information	Description	How to get the information
Open Data	Open Data is digital data that is made available with the technical and legal characteristics necessary for it to be freely used, reused, and redistributed by anyone, anytime and anywhere.	<p>Online: Solicitation Documents for the Purchase of Goods and Services, Professional Services and Construction Services</p> <p>Competitive Solicitation Award Results</p> <p>Non-Competitive Contracts</p>
Municipal Benchmarking Network Canada (MBNCanada)	<p>The City of Toronto partners with Canadian municipalities through the Municipal Benchmarking Network Canada. MBNCanada collects and reports results across a range of municipal service areas on an annual basis.</p> <p>The purchasing section of the MBNCanada Performance Measurement Report includes data on the percentage of goods & services purchased through a procurement process, the operating costs for centralized purchasing, and the average number of bids per solicitation.</p>	<p>Online: Review the latest information and current version of the MBNCanada Performance Measurement Report here.</p>

For more information, please visit [Access City Information or Records](#)

Appendix A: Frequently Requested Information and Disclosure Guideline for Competitive Procurements							
	RFQ	LVQ	Tender	RFP	RFSQ	RFI	OTP
Solicitation Document, Addenda and Specifications	Available for review within Online Procurement System, past documents can be obtained via email						
Drawings	Available for review within Online Procurement System or FTP site (for larger files) where applicable. Sensitive or confidential drawings may require suppliers to sign a Non-Disclosure Agreement (NDA). Past drawings (for which no NDA was required) can be obtained by request, via email to PMMD Buyer						
Current Supplier	By request, verbally or via email to PMMD Buyer					Not applicable	By request, verbally or via email to PMMD Buyer
Buyer's Name and Contact	Available within solicitation document						
Supplier Names prior to Solicitation closing	Not disclosed						
Supplier Names upon closing	Suppliers who have submitted a response will be notified within 2 hours of solicitation closing. Also by request, verbally or via email to PMMD Buyer						
Total Price upon closing (unofficial, prior to evaluation)	Suppliers who have submitted a response will be notified within 2 hours of solicitation closing. Also by request, verbally or via email to PMMD Buyer			Not disclosed		Not applicable	Suppliers who have submitted a response will be notified within 2 hours of solicitation closing. By request, verbally or via

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	RFQ	LVQ	Tender	RFP	RFSQ	RFI	OTP
							email to PMMD Buyer
Unit Prices	Not disclosed				Not applicable		Not disclosed
Make/Model/Brand of Awarded Bid	By request, verbally or via email to PMMD Buyer		Not applicable	By request, verbally or via email to PMMD Buyer, if applicable	Not applicable		
Reason for Rejection (Supplier's own bid only)	By letter from the PMMD Buyer					Not applicable	By letter from the PMMD Buyer
Short-listed Proponents (Suppliers who were successful in meeting or exceeding the initial technical evaluation thresholds and moved onto cost evaluation)	Not applicable			Not disclosed during evaluation; by request verbally or via email to PMMD Buyer after recommendation ; and in Staff Reports to Committee and Council	Not disclosed during evaluation; by request verbally or via email to PMMD Buyer after recommendation if applicable (for solicitations with pricing component)	Not applicable	
Fairness Monitor	If applicable, firm name and fairness attestation reports are disclosed in Staff Reports to Standing Committee and Council						

Appendix A: Frequently Requested Information and Disclosure Guideline for Competitive Procurements							
	RFQ	LVQ	Tender	RFP	RFSQ	RFI	OTP
Supplier Ranking	By request, verbally or via email to PMMD Buyer; in Staff Reports to Committee and Council	By request, verbally or via email to PMMD Buyer	By request, verbally or via email to PMMD Buyer; in Staff Reports to Committee and Council	Not disclosed	Not applicable		By request, verbally or via email to PMMD Buyer
Name of Awarded Supplier	By request, verbally or via email to PMMD Buyer, in Staff Reports to Committee and Council (if applicable), and posted online via City of Toronto site				By request, verbally or via email to PMMD Buyer	Not applicable	By request, verbally or via email to PMMD Buyer; and posted online via City of Toronto site
Award Price	By request, verbally or via email to PMMD Buyer, in Staff Reports to Committee and Council (if applicable), and posted online via City of Toronto site				Not applicable		By request, verbally or via email to PMMD Buyer; posted online via City of Toronto site
Historical Data on Contract Awards	By request, verbally or via email to PMMD Buyer						