

### **COUNCIL REPORT**

Report Date:March 14, 2023Contact:Alexander RalphContact No.:604.829.2092RTS No.:15448VanRIMS No.:08-2000-20Meeting Date:April 12, 2023Submit comments to Council

TO: Standing Committee on City Finance and Services

FROM: Chief Procurement Officer

SUBJECT: Annual Procurement Report 2022

#### Recommendations

THAT Council receive this report for information.

#### Purpose and Executive Summary

This annual procurement report documents the Supply Chain Management (SCM) department's activities and the procurement statistics of the City of Vancouver from January 1, 2022 to December 31, 2022.

In 2022 the City awarded 696 contracts worth \$244 million under the stewardship of the SCM department following public procurement best practices.

The City's sustainable procurement initiatives continue to progress towards its objectives. Through the Social Value Procurement Framework 43.8% of the contracts were awarded during the calendar year to indigenous, social or diverse businesses representing \$97 million which contributed to a more equitable and inclusive economy.

Throughout the year the SCM department has continued to resolve issues that have remained as an outcome of the supply chain disruptions caused by the global pandemic and the tight labour market. The department has been playing an important role negotiating and mitigating price increases as a result of unprecedented inflation rates and the volatile economic environment.

The City generated \$1,058,792 in revenue through the sale and disposition of surplus assets.

During 2022 SCM achieved an important milestone to successfully implement its e-Sourcing system which is helping the City achieve efficiencies in the public procurement process.

#### **Council Authority/Previous Decisions**

In April 2018, City Council approved Procurement Policy number ADMIN-008, which includes:

- Direction from City Council for the procurement of goods, services and construction as well as the disposition of surplus assets
- Contract approval authority limits, contract signing authority, authority of the Bid Committee
- Incorporation of sustainable and ethical procurement policies into the procurement process

### **City Manager's Comments**

The City Manager concurs with the foregoing.

### Context and Background

The City of Vancouver's Procurement Policy (ADMIN-008), (Section 10 Monitoring, Review and Reporting) requires that the Chief Procurement Officer annually report to City Council on the procurement activities of the previous year.

In order to support the City's many priorities and goals, SCM works to achieve best value while advancing economic, social and ethical and environmental sustainability practices in its procurement and warehousing and inventory management activities.

The Procurement department deploys procurement strategies, which include consolidation of citywide spend, competitive bidding, procurement programs such as pre-qualification of vendors and robust negotiation processes to support internal clients to add value as a trusted business partner to achieve the City's objectives.

During 2022, under the stewardship of the SCM department, the City solicited bids and proposals, and negotiated and awarded \$244 million worth of contracts for goods and services (including construction). These contracts resulted in procurement savings of approximately \$17.6 million (~7%). This procurement savings metrics represents the positive variance between budget for the goods or services prior to the competitive procurement process and the actual contract value.

#### Discussion

Strategic Analysis

### 1. Supply Chain Management Departmental Activities and Statistics :

SCM's key objective is to support the City's long-term strategic goals by contributing to ensure the City is financially healthy and administratively effective through the use of procurement and materials management best practices that represent best value for the City. SCM supports the City operations through a shared services centralized model providing subject matter expertise, strategic trusted advice, and operational support to internal client business units to enable responsible financial stewardship, effective risk management, and robust internal administrative structures and processes in procurement and warehousing and inventory management.

Application of the City's Procurement Policy is monitored and reviewed by the Chief Procurement Officer with the goal that procurements follow internal policies and inter-provincial, national and international trade agreements to ensure an open, transparent and fair competitive procurement process and provide best value for the City of Vancouver and its citizens. As part of this, the SCM department facilitates a purchases of goods and services that minimize the total cost of ownership and incorporate wherever possible, sustainable and ethical procurement considerations as integral evaluation considerations in the selection of suppliers.

The department continuously engages in internal process improvements and implements leading practices that enhance operations and services that not only ultimately deliver goods and services to the City's final customer, in this case the taxpayer, but also generates economic impacts and benefits across the entire supply chain.

In May of 2022, the SCM department successfully implemented the e-Sourcing and Vendor Management modules of Jaggaer One, a leading procurement software which allows the SCM department to automate manual processes and have more efficient internal procedures and better communicate with vendors during the opportunity posting, bidding, evaluation and contract award phases of the public procurement process. This helps to set the foundation for implementing future functionality that will assist the City to continue improving on its vendor performance and contract management practices.

Throughout the year the SCM department has continued to work with vendors and business units to address issues that have remained as an outcome of the supply chain disruptions caused by the global pandemic and the tight labour market. Additionally, the department has been playing an important role negotiating and mitigating price increases as a result of unprecedented inflation rates that have not been seen in decades and manage risks derived from the recent highly volatile economic environment.

Following are key procurement statistics for the period from January 1, 2022 to December 31, 2022:

### a. Procurement Savings

As shown in previous annual procurement reports, the SCM department indicates savings derived from the result from single-year purchases or procurement programs over a period for multiple – year term contracts.

Total Value of Contracts Awarded in 2022		\$ 244,882,106	
Total Value of Procurement Savings* from Contracts Awarded in 2022	\$	17,613,374	

\* Procurement savings represent a positive variance between either the current cost, anticipated cost or budget for the goods or services prior to the competitive procurement process and the actual contract value at time of contract award, for each procurement.

### b. Bid Committee and Council Contract Approvals

Through the City's Procurement Policy, Council has delegated the authority to the Bid Committee to award procurement and/or revenue contracts between \$750,000 and \$2,000,000. Council has also delegated the authority to award contracts below \$750,000 to specific roles within Supply Chain Management and the City's business unit departments that manage the expenditures as part of their operating and capital budgets. City Council approval is required for contract awards with a value greater than \$2,000,000.

In 2022, Bid Committee approved recommendations to award 50 contracts at a total estimated value of \$238 million.

City Council approved staff recommendations to award 24 procurement contracts valued at an estimated combined value of \$183 million. A summary of the contracts that received final approval for award from Council in 2022 is listed in Appendix C of this report. Bid Committee concurs on all recommended contract awards over \$2,000,000 prior to final approval by Council.

Approval of contract award recommendations by Bid Committee and Council authorize SCM to finalize negotiations and execute the contracts on behalf of the City according to the delegated signing authority specified in the Procurement Policy. Of the \$238 million approved by Bid Committee in 2022, 25 contracts valued at \$79 million were executed in 2022. Of the \$183 million approved by council in 2022, 11 contracts valued at \$62 million were executed in 2023. The remainder of the approved contract awards from 2022 will be executed in 2023. These are typically contract awards approved towards the end of the calendar year, which take some time to finalize the negotiation and sign the agreement by the parties involved.

In order to look for opportunities for efficiency, procurement programs have been developed for specific ongoing activities of the City. These programs include pre-qualifying vendors and signing standing agreements which serve as an umbrella contract which can be used for multiple individual procurements following specific rules of engagement designed for each program. This increases the speed of project delivery as legal clauses and rates do not need to be negotiated for each project, improves safety and quality of the work as the vendors leverage on the familiarity gained in other projects with the City (reducing onboarding and training efforts), and ultimately reduce costs.

### c. Summary of Contracts Awarded

All procurement competitive processes valued at \$75,000 or greater can be accessed through links on BC Bid and the City's website. Since the implementation of the new procurement system, the City's bid documentation for business opportunities has been posted publicly on the following Supplier Portal:

#### https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=CityofVancouver

Similarly, all contract award decisions are posted publicly and reports showing award information are available on the links below on the City of Vancouver web site and Open Data Catalogue.

http://vancouver.ca/doing-business/bid-committee-documents.aspx\*

http://vancouver.ca/your-government/open-data-catalogue.aspx

\*This link will redirect you to the City of Vancouver public website - Awarded Bids section.

#### d. Sole Source Contract Awards

The Procurement Policy outlines circumstances whereby competitive bidding is not required and contracts may be sole sourced. The competitive award ratio demonstrates that the City is successful in achieving on its core procurement objectives of conducting a competitive and open process while maximizing the value for money in the acquisition of goods and services.

The SCM department awarded a total value of \$244,882,106 in contracts in 2022. Of that, \$231,341,733 (94.5%) was awarded using a competitive bid process and \$13,540,373 (5.5%) was awarded to bids on a sole source basis under the Procurement Policy provisions. Of the 5.5% sole source contract value, \$12,495,585 (5.1%) was awarded following the public posting of a Notice of Intent to Contract (NOITC) and the remaining (0.4%) were urgent and/or highly specialized and awarded prior to issuance of a public notice as per the provisions of the Procurement Policy. In all instances, a public posting of the sole source award was issued on the City's public web site.

The complete list of sole source NOITCs for 2022 is posted on the City of Vancouver web site (link below).

### http://bids.vancouver.ca/bidopp/noi.htm

### e. Contract awards by vendor location

In 2022, 78% of goods and services contracts awarded (by \$ value) were to companies with a physical presence in Metro Vancouver, while 99% have a presence in Canada. A table with the details of contract awards by vendor location can be found in chart A5 in Appendix A.

### f. Surplus Asset Disposal

The SCM department manages the orderly disposal of any materials owned by the City which are declared surplus to present and future department operational requirements. In 2022, a total of \$1,058,792 in revenue was generated through the auctioning of surplus vehicles and sale of small equipment assets at the end of their lifecycle through the Central Stores warehousing operations.

### 2. Sustainable and Ethical Procurement (SEP)

The City's Sustainable Procurement program focuses on supporting key priorities of Council and City social and environmental operations and service strategies including Climate Emergency/Greenest City Action Plan, and the Healthy City Strategy. The objective of Sustainable Procurement is to advance supplier performance while playing a leadership role in who the City does business with as well as what goods and services we buy. Also enabling business units to achieve better outcomes by leveraging resources to support sector knowledge, growth and development and to expose emerging and innovative opportunities. The Sustainable Procurement function as one of the many ways the City generates environmental and social value.

### a. Social Value Procurement Framework

As part of the City's commitment to achieve best value through sustainable operations, which includes environmental and social procurement, in July 2015, Council approved a motion affirming the Healthy City Strategy and Action Plan (2015-2018) with its commitment to have the City of Vancouver develop a Social Value Framework (SVF) that would leverage City spending and resources to advance broader well-being community outcomes related to reconciliation, equity, inclusion and diversity.

With endorsement from Council and the City Leadership Team in early 2019, the Social Value Procurement Framework was formally launched June 1, 2019. The initial focus of the program implementation included signaling to the marketplace the City's objective to diversify our supply chain, while also getting to know our suppliers better and creating a repository of information, which allow us to identify vendors that are social and/or diverse businesses. By expanding supplier diversity to include equitable operations and sub-contractors, there will be increased opportunities, participation and benefit of social and/or diverse businesses (recognized certification and/or majority owned or controlled by equity-seeking populations represented by, but not limited to, Indigenous Peoples, Black and People of Color (IBPOC), Non-profit/Charity, People with Disabilities and 2SLGBTQ+).

The target set for the initiative by is that by 2023, 50% of the contracts in value and in number on identified service categories are awarded to Social/Diverse businesses

As outlined in Appendix B, the City moves closer to this target on an annual basis. Since the implementation of the SVF program in June 1, 2019 to December 31,2022, the City has awarded 1049 contracts to indigenous/social/diverse businesses (40.8% of all awarded contracts since the start of the program), representing a value of approximately \$227 million (35.7% of the total value of all awarded contracts). It is important to note the average length of a typical contract is 3.5yrs and that these statistics do not include indirect allocations from other vendors that sub-contract City of Vancouver work to indigenous/social/diverse businesses.

#### b. Equity

During 2022, the SCM department has been working with the Equity Office and other areas in the organization to advance the City's Justice, Equity, Diversity and Inclusion (JEDI) work and look for opportunities to educate the organization and simplify and reduce systemic barriers in our current procurement processes. Responsible Procurement is one of the 15 categories assessed in the Global Diversity, Equity and Inclusion Benchmark (GDEIB) tool developed by a panel of experts from Centre for Global Inclusion and adapted and customized for the City of Vancouver's use to establish a baseline and identify the level of equity maturity of the organization. This category had the highest score (3.5) for the entire organization with the target of achieving a score of 4 out of 5 by 2025.

SCM was actively involved as well in contributing to the development of the City of Vancouver's UNDRIP (United Nations Declaration on the Rights for Indigenous Peoples) strategy and will be working in 2023 on some of the early actions identified to build upon the City's social procurement framework and expand the procurement policy to prioritize Indigenous participation with a specific focus on the Musqueam, Squamish, and Tsleil-Waututh host First Nations.

Additional sustainable procurement efforts during 2022 have resulted in accomplishments as noted in Appendix B.

#### **Financial Implications**

There are no financial implications.

### Legal Implications

There are no legal implications.

### CONCLUSION

Throughout 2022, Supply Chain Management has continued to support City wide operational and capital programs through its procurement and warehousing and inventory management functions by helping the internal business units meet their objectives providing strategic value as a trusted partner.

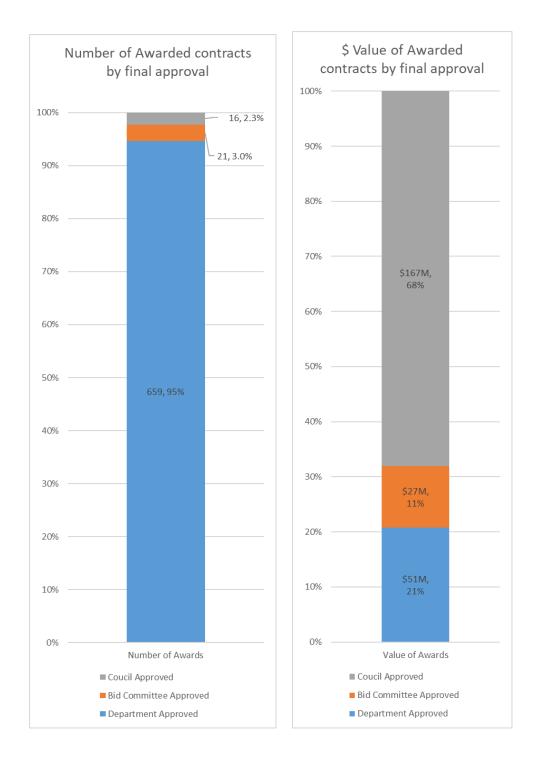
The department continuously engages in internal process improvements and during 2022 SCM achieved an important milestone to implement successfully its e-Sourcing system which will achieve efficiencies eliminating manual processes and improve collaboration with vendors and internal business units through the public procurement process, ultimately resulting in savings in time and money for the organization.

City programs under the stewardship of SCM such as Sustainable Procurement continue to lead new ways and progress as planned towards achieving the intended objectives and are well positioned to support Council economic, equity and reconciliation, social and climate change priorities.

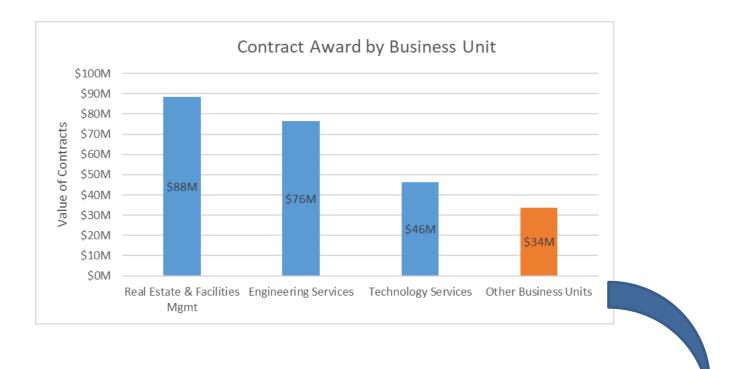
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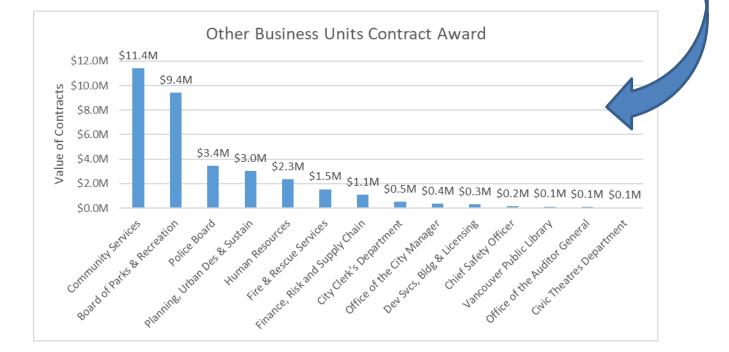
### APPENDIX A

## Chart A1: Awarded Contracts by Final Contract Approval Level









Value Range	Number of Awards	Percentage by Number	Contract Value in Range	Percentage by Value
Less than \$75,000	544	78.2%	\$14,035,434	5.7%
\$75,001 to \$750,000	112	16.1%	\$28,644,794	11.7%
\$750,001 to \$2,000,000	24	3.4%	\$28,779,142	11.8%
\$2,000,001 or greater	16	2.3%	\$173,422,737	70.8%
Total	696	100.0%	\$244,882,106	100.0%

### **Chart A3: Contract Transactions by Value Range**

# Chart A4: Sole Source – Emergency, Urgent or Highly Specialized Contract Awards

Type of Sole Source	Number of Awards	Percentage by Number	Contract Value in Type	Percentage by Value
Notice of Intent to Contract	43	58.11%	\$12,495,585	92.28%
Urgent or Highly Specialized	31	41.89%	\$1,044,787	7.72%
Total	74	100%	\$13,540,372.57	100%

# Chart A5: Contract Awards by Vendor Location

Location	Number of Vendors	Percentage by Number	Contract Value		Percentage by Value
Vancouver	223	32%	\$	122,485,389	50%
Metro Vancouver	266	38%	\$	69,040,695	28%
British Columbia	53	8%	\$	6,514,426	3%
Canada	131	19%	\$	44,649,575	18%
North America	22	3%	\$	1,924,555	1%
Global	1	0%	\$	267,466	0%
Total	696		\$	244,882,106	

### Cumulative

Location	Number of Vendors	Percentage by Number	Co	ontract Value	Percentage by Value
Vancouver	223	32%	\$	122,485,389	50%
Metro Vancouver	489	70%	\$	191,526,084	78%
British Columbia	542	78%	\$	198,040,511	81%
Canada	673	97%	\$	242,690,085	99%
North America	695	99.9%	\$	244,614,640	99.9%
Global	696	100%	\$	244,882,106	100%

### **APPENDIX B**

# Summary of Sustainable Procurement 2022 Accomplishments

Social	2022 ACTION / ACCOMPLISHMENTS
Supplier Diversity Contract Awards 2022 Target: by 2023, award 50% of contracts in	<ul> <li>In 2022, the majority of public procurements call documents included questions regarding Indigenous participation and/or social/environmental sustainability, which allow the City to identify the supplier diversity for the contracts awarded in 2022.</li> <li>305 (43.8%) contracts were awarded to Indigenous/social/diverse businesses (based on</li> </ul>
value (\$) and in number (#) on identified service categories to	<ul> <li>ownership/control/certification or equitable operations).</li> <li>The awarded value of these contracts is approximately \$97</li> </ul>
categories to Social/Diverse businesses	million (40%), up in value from \$51million in comparison to 2021, however lower in overall percentage.
	90%
	50%
	30% 44% 40% 20% 305 40% 10%
	*The social procurement opportunities are focused on identified service categories based on a materiality assessment, industry/best practices and a thorough assessment of the vendor availability and capabilities in the current market. The program targets are based on the following service categories:
	<ul> <li>Consultants</li> <li>Media/Advertising</li> <li>Management / Finance</li> <li>Education/ Facilitation/Workshops</li> <li>Facilities Management</li> </ul>
	<ul> <li>Catering (Services)</li> <li>Janitorial (Services)</li> <li>Operational Services</li> <li>Graffiti Removal</li> <li>Landscaping</li> <li>Maintenance / Repair Services</li> </ul>

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Social	2022 ACTION / ACCOMPLISHMENTS
Supplier Diversity Breakdown 2022	<ul> <li>Of the above noted 305 contracts, the supplier diversity appeared as: <ul> <li>Indigenous Peoples: 23 contracts valued at \$1.1million</li> <li>Black/diaspora &amp; People of Color: 37 contracts valued at \$8.7 million</li> <li>Gender Diverse: 65 contracts valued at \$3.3 million</li> <li>Social Enterprise (Non-Profit, Coop): 44 contracts valued at \$2.68 million</li> <li>Social Biz (for profit, BCorp, Employee-owned): 26 contracts valued at \$1.2 million</li> <li>Equitable Operations (diverse workforce and/or leadership): 110 contracts valued at \$80.3 million</li> </ul> </li> <li>Beyond the above contracts and vendors, an additional 40+ vendors have programs or policies to support Indigenous Participation, supplier diversity / social procurement within their operations. An additional 20 contracts (6.6%) included over 60 small/social/diverse sub-contracts, valuing over \$6 million (+6.2%).</li> <li>With vendors identified/known as Indigenous/social/diverse based on ownership/control/certification, it is estimated that in 2022 more than \$98 million was awarded to over 45 Indigenous Peoples, Businesses and serving organizations</li> <li>\$16.3 million was awarded to 112 Black/diaspora &amp; People of Color businesses</li> <li>\$12.4 million was awarded to 133 Gender Diverse businesses</li> <li>\$2.9 million was awarded to 197 Non-Profits and their owned businesses (Social Enterprise) including Green Shield Canada (\$25.8 million), DreamRider, MP Enterprises, Embers, Potluck and HUB Cycling.</li> </ul>

Environmental	2022 ACTION / ACCOMPLISHMENTS
Leadership	Buyers for Climate Action (BCA) as part of Federal Greening Government Fund: a coalition of large green buyers to accelerate green procurement and supplier disclosure in areas such as net zero and climate resilient buildings, low carbon construction materials, zero emission fleets, and green information and communications technology (ICT). The BCA was established to help drive the transition to a green, net-zero carbon economy by collaborating on green procurement.
	The City of Vancouver is one of eight Steering Committee members, which represent large governments (municipal and provincial) across Canada that has net-zero targets and are actively greening their procurement.
	As part of the coalition the City of Vancouver shares knowledge and collaborates on best practices to:
	<ul> <li>accelerate and improve green procurement practices</li> <li>increase capacity of buyers to work with suppliers to provide greener goods and services</li> </ul>

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Environmental	2022 ACTION / ACCOMPLISHMENTS
Environmental Considerations & Supporting Green Operations Action Plan 2.0:	In 2022, the majority of procurements included environmental disclosure questions for proponents to respond to for supplier operations and/or products/materials to ensure they are aligned with City goals, initiatives and values including but not limited to:
Zero Carbon Reducing and eliminating the dependence on fossil fuels and minimizing the release of greenhouse gases (GHG)	Low/no carbon materials / Circularity / Reduce, Reuse, Recycle - Mobility/Cellular Telephony - Fire Services Kits/Uniforms & apparatus - Rescue Vehicles - Food Services (PARKS - Asphalt, Cement/Materials & equipment/trailers - Mattress Recycling - Electric Refuse Truck - PVC Pipe Fittings
Zero Waste Reducing and Diverting Waste (Facilities, Office related, operational) <u>Healthy Ecosystems</u> "become a world leader in preserving and restoring natural habitats by minimizing	Healthy Ecosystems <ul> <li>Lighting supplies</li> <li>Janitorial Products &amp; Services</li> <li>Snow &amp; Ice removal</li> <li>Food &amp; Beverage</li> <li>Trees &amp; Plants</li> </ul>
pollution, conserving natural resources, and regenerating ecological and local food systems"	<ul> <li><u>FMS Initiative: Green Fleet Plan</u>: ongoing vehicles and equipment acquisitions continue to result in emissions reductions and air quality improvements. Of note in 2022:</li> <li>95% (or 875k litre equivalent) of our Natural Gas fuel usage was RNG</li> <li>10% of our light duty fleet is now electric</li> <li>We acquired 13 Ford E-Transit electric cargo vans and 5 Ford F150 Lightning electric pickup trucks</li> </ul>

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Environmental	2022 ACTION / ACCOMPLISHMENTS	
Supporting Green Operations Action Plan 2.0:	<ul> <li><u>IT/Asset Management Initiative:</u></li> <li>Prioritize corporate purchase, lease, and ownership options that retain transparency in end of life processes, e.g., for IT hardware, cell phones.</li> <li>2022 Hardware and Cellular/mobile procurement included life-cycle, circular economy requirements to ensure decommissioned assets are prioritized to be refurbished/reused for donation in the community before being recycled</li> </ul>	
	<u>Food and Beverages</u> : Pursuit of vendors with environmental and sustainable operations including the provision of certified (e.g local, ethical, organic, fairtrade), protein alternatives, food & beverage products to City & Park locations such as concessions, golf courses, with expectations of continually improving their environmental footprint and monitor / report certified items.	

#### **APPENDIX C**

# LIST OF AWARDS APPROVED BY COUNCIL 2022

RTS #	Bid # (for publicly posted items)	Project Description (name & brief description of goods/services)	Awarded Amount (approved by Council)
15342	PS20190498	Provision of Value-Added Reseller for Enterprise Hardware, Software, and Services.	\$ 33,218,897.00
15160	PS20210888	COV Security Contract	\$ 30,974,867.00
15070	PS20211605	Construction Services for Granville Bridge Interim Connector and North Loops Reconfiguration	\$ 26,808,198.19
15096	PS20220002	Supply and Delivery of Traffic Control services	\$ 17,988,930.63
15405	PS20220134	COV Transition to SAP Cloud	\$ 15,187,469.00
15183	PS20211092	Contractor for Granville Bridge Structural Repair and Re- coating Phase	\$ 5,766,482.00
15093	PS20220171	Construction Services for Landfill Gasworks 2022	\$ 5,661,594.95
15020	PS20210388	Construction Services for Sewer Separation - West 49th	\$ 5,063,640.00
15400	PS20210867	Heavy Duty Equipment RFA	\$ 4,800,000.00
15137	PS20210993	Provision of Mobility Services	\$ 4,597,950.00
15050	PS20211229	Consulting for PNE Amphitheatre Report	\$ 3,931,725.00
15379	PS20220019	Fire Hall 9 Consulting Services	\$ 3,588,700.00
15348	PS20220095-COV- NOITC	VPD Dodge Chargers	\$ 3,165,000.00
15249	PS20211771	Janitorial Supplies	\$ 3,013,639.03
15108	PS20210647	Provision of Wirelines Services	\$ 2,973,108.00
15367	PS20220065	Tatlow and Volunteer Parks Creek Restoration	\$ 2,579,478.00
15243	PS20210407	Asphalt Milling Services	\$ 2,410,119.90
15331	PS20210389	Supply and Services of Shoring Equipment	\$ 2,237,057.01
15185	PS20210959	FCEC Sewage Screening Equipment	\$ 2,194,180.00
15101	PS20210771	Tridem Axle Walking Floor Trailer	\$ 2,194,060.00
14886	PS20211174	Supply and Delivery of Ductile Iron Fittings	\$ 2,168,627.00
15369	PS20220018	South Kinross Park Construction	\$ 2,098,900.00
15058	PS20211325	Environmental Consulting Services	Pre-qualification*
15026	PS20211014	Sewer Pump Contractor Pre-Qualification RFA	Pre-qualification**

\*Expected value of contract approved by council - \$2,650,000 for 3 year term

\*\*Expected value of contract approved by council - \$75,000,000 for 9 year term