

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

From: Anna Lisa Barbon, Deputy City Manager, Finance Supports

Subject: 2023 Compliance Report in Accordance with the Procurement of Goods and Services Policy

Date: May 6, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports;

- a. The administrative contract awards for Professional Consulting Services with an aggregate total greater than \$100,000, as per Section 15.1 (g) of the Procurement of Goods and Services Policy, decentralized from Purchasing and Supply that have been reported to the Senior Manager, Procurement and Supply and have been reviewed for compliance to the Procurement of Goods and Services Policy, **BE RECEIVED** for information, attached as Appendix “A”.
- b. The list of administrative contract awards for Tenders with a value up to \$6,000,000 that do not have an irregular result, as per Section 13.2 (c) of the Procurement of Goods and Services Policy, **BE RECEIVED** for information, attached as Appendix “B”.
- c. The City Treasurer, or delegate, **BE DELEGATED** authority to, at any time, refer questions concerning compliance with the Procurement of Goods and Services Policy to the City’s internal auditor. The City Treasurer, or delegate, is hereby further authorized to ratify and confirm completed awards or purchases between \$15,000 and \$50,000 where the City Treasurer or delegate is of the opinion that the awards or purchases were in the best interests of the Corporation.

Executive Summary

The purpose of this report is to fulfil the Procurement of Goods and Services Policy (the Policy) annual reporting mandate as set out in section 8.11, in keeping with the policy’s goals and objectives of transparency, fairness and competitiveness. This section highlights professional consulting services awarded administratively greater than \$100,000 and administratively awarded tenders less than \$6,000,000, and a review of purchases between \$15,000 and \$50,000 without a purchase order.

Linkage to the Corporate Strategic Plan

Council’s 2023 - 2027 Strategic Plan for the City of London identifies “Well Run City” as one of eight strategic areas of focus. The 2023 Compliance Report in accordance with the Policy supports this strategic area of focus by ensuring the City of London is trusted, open, and accountable in service of the community.

Analysis

1.0 Background Information

1.1 Overview

In accordance with *Municipal Act, 2001*, section 270 (1), a municipality shall adopt and maintain policies, one of which is with respect to its procurement of goods and services. The Policy, as approved through Municipal By-Law A.-6151-17 outlines the processes to be followed to obtain the best value when purchasing goods or contracting services for the Corporation of the City of London.

Often funding agreements between the City and other levels of government require that a competitive procurement process is followed:

“In accordance with the Recipient’s Procurement of Goods and Services Policy, and the Broader Public Sector Accountability Act, 2010 and relevant directives including but not limited to the Broader Public Sector Procurement Directive and the Broader Public Sector Perquisites Directive;

- the Recipient will conduct an open, transparent, and competitive procurement process to identify potential supply sources to assist the Recipient with the implementation of the Project, specifically: and
- the Recipient’s competitive procurement processes will obtain the required services necessary to meet the Recipient’s needs in the most economical and efficient manner, through appropriate municipal procurement processes that conform with principles of value for money, vendor access, transparency, fairness, responsible management, geographic neutrality, and reciprocal non-discrimination.”

In accordance with section 8.11 (a), Deputy City Managers are required to submit an informational report no later than March 15th to the Senior Manager, Procurement and Supply containing the details of the informal quotation contract awards made under Section 8.5 (c) (i). Further administrative contract awards made in their area to any Professional Consulting Service firms made under Section 8.5 (c) (ii) with an aggregate total greater than \$100,000 in their respective Service Areas were also submitted to the Senior Manager, Procurement and Supply.

The Policy (current revision dated May 16, 2023) identifies authorization thresholds, approval authority, and the associated Procurement policy section as per Schedule “A” of the policy, which is shown in the attached Appendix “C”.

1.2 Previous Reports Related to this Matter

Audit Committee, November 15, 2023, Items for Direction 4.4, Vendor Risk Management (VRM) Audit

Corporate Services Committee, May 1, 2023, Consent Item 2.2, Procurement of Goods and Services Policy Updates.

Corporate Services Committee, November 22, 2021, Consent Item 2.3, City of London Procurement Process Assessment

2.0 Discussion and Considerations

2.1 Administratively Awarded Professional Consulting Services

The decentralized, administratively awarded Professional Consulting Service contracts that are aggregately greater than \$100,000 as per Section 15.1 (g) appear in Appendix “A.” These awards were made in compliance with the Policy. In 2023, there were 14 professional consulting firms with aggregate contracts greater than \$100,000 that were administratively awarded (13 in 2022).

2.2 Administratively Awarded Tenders

The threshold for Administratively Awarding Tenders^a is \$6,000,000 as per Section 13.2 (c) of the Policy. The approvals that do not have an irregular result^b are shown in the attached Appendix “B.” In 2023, there were 88 administratively awarded tenders which is consistent with the amount awarded in 2022. In the fall of 2018, Deloitte, through their

^a Tender – means a sealed bid which contains an offer in writing to execute some specified services, or to supply certain specified goods, at a certain price, in response to a publicly advertised request for bids.

^b Irregular Result – (a) where the value of the lowest compliant bid is in excess of the City Council approved budget including any contingency allowance; (b) the specifications of a competitive bid cannot be met by two (2) or more suppliers; (c) the award is not being made to a compliant bidder(s) offering the Best Value to the City; (d) where a substantive objection has been filed with the City Treasurer prior to award of a competitive bid; or (e) where in the opinion of the Senior Manager, Procurement and Supply, the client Service Area award recommendation is not in the best interest of the City.

internal audit of the Procurement Process, identified that the administrative award tender process was a key strength at the City, and is “effective and efficient and aligned with other local government procurement requirements.”

When irregular results arise during the procurement process, those procurements follow Section 8.10 of the Policy. The client Service Area, in conjunction with Procurement and Supply are required to submit a report to Municipal Council for approval when competitive bids are greater than \$100,000.

2.3 Purchases Between \$15,000 and \$50,000 Methodology

The data for 2023 purchases between \$15,000 and \$50,000 was directly extracted from the financial system for items that did not have Purchase Orders. This has been reviewed by the Senior Manager, Procurement and Supply for compliance to the Policy. There were some minor items identified as a result of the annual review. All of these issues have been reviewed by the client Service Areas for root cause analysis, and corrective actions are being implemented by the respective Deputy City Manager.

Specifics of the issues have been communicated in each area and additional training will be completed, which will prevent future re-occurrences. The City Treasurer or delegate will be able to identify and authorize any purchases that were made in the best interest of the City and can act on any items that may require internal audit attention.

2.4 Continuous Improvement

Through internal audits and reviews conducted by third parties; Ernst & Young (2021), The Procurement Office (2023) and MNP (2023), the procurement policy, and its application at the City is continuously reviewed and improved.

Currently, the Policy is undergoing a comprehensive review, which will be informed by various sources such as the Canadian Collaboration for Sustainable Procurement^c (CCSP), the Collingwood Judicial Inquiry from November 2020, and advice provided by a 3rd party law firm, Fasken, who specializes in public procurement.

Recommended amendments to the Policy as a result of the comprehensive review will be brought forward to Council for approval before the end of this year.

2.5 Scope of Responsibility

This review is limited to the City of London only and does not include Agencies, Boards and Commissions procurement.

Conclusion

In accordance with the requirements in section 8.11 of the City of London’s Procurement of Goods and Services Policy, this report confirms the completion of an annual review process for compliance with this policy, supporting the objective of transparency. Further this report highlights the steps taken to continually look for opportunities for improvement.

Submitted by: Steve Mollon, CSCMP, CPIM
Senior Manager, Procurement and Supply

Concurred by: Ian Collins, CPA, CMA
Director, Financial Services

Recommended by: Anna Lisa Barbon, CPA, CGA
Deputy City Manager, Finance Supports

^c The Canadian Collaboration for Sustainable Procurement (CCSP), formerly the Municipal Collaboration for Sustainable Procurement (MCSP), is a member-based network of Canadian public-sector institutions working together to align their spending with their values and commitments on sustainability. Members meet virtually to network, share information and co-create tools to better address environmental, Indigenous, social and ethical opportunities and risks in their supply chain.

Attachments:

Appendix A - Administratively Awarded Professional Consulting Services Greater than \$100K on Aggregate

Appendix B - Administratively Awarded Tenders less than \$6M

Appendix C – Schedule 'A' of the Procurement of Goods & Services Policy

Appendix 'A'

Professional Consulting with Aggregate Expenditures > \$100K

Consultant Name	2023 Amount
AECOM CANADA LTD.	\$1,617,312
ARCHIBALD GRAY & MCKAY ENGINEERING	\$930,100
STANTEC CONSULTING LTD.	\$567,135
CIMA CANADA INC.	\$484,045
PARSONS INC.	\$346,996
WSP CANADA INC.	\$315,188
DILLON CONSULTING LIMITED	\$292,054
ARCADIS PROFESSIONAL SERVICES	\$243,645
WSP E&I CANADA LIMITED	\$189,807
MATRIX SOLUTIONS INC.	\$173,931
WATSON & ASSOC. ECONOMISTS LTD	\$141,554
EXP SERVICES INC.	\$112,788
KOVACS GROUP INC.	\$128,362
GM BLUEPLAN	\$109,560
TOTAL:	\$5,652,477

Appendix "B"

2023 List of Administratively Awarded Tenders < \$6M - Section 13.2

Project Number	Project Name	Award Amount	Person Responsible
RFT-2023-013	2023 IRP McKenzie Ave Street Reconstruction	\$ 5,758,563.91	Kelly Scherr
RFT-2023-210	Vauxhall WWTP Aeration Tank Repairs and Disinfection Upgrades	\$ 5,541,721.85	Kelly Scherr
RFT-2023-096	Cleanout of the McNay channel and Meander Creek SWMF	\$ 5,103,655.19	Kelly Scherr
RFT-2023-036	Foxfield District Park Phase 2 Project	\$ 4,474,352.96	Kelly Scherr
RFT-2023-121	Adult School Crossing Guard Program	\$ 4,431,543.70	Kelly Scherr
RFT-2023-115	Contract #1: Replacement of Sidewalk, Curb & Gutter and Hot Mix Asphalt	\$ 4,185,415.00	Kelly Scherr
RFT-2023-011	Reconstruction of Regent Street & Fraser Avenue	\$ 3,780,000.00	Kelly Scherr
RFT-2023-060	White Oak Road 2-Lane Upgrade Project	\$ 3,706,852.02	Kelly Scherr
RFT-2023-154	Bradley Avenue Active Transportation Improvements	\$ 3,484,278.06	Kelly Scherr
RFT-2023-111	Contract #2: Replacement of Sidewalk, Curb & Gutter and Hot Mix Asphalt	\$ 3,304,000.00	Kelly Scherr
RFT-2023-029	W12A Landfill Gas Flaring Facility - Flaring System Replacement	\$ 3,281,832.00	Kelly Scherr
RFT-2022-285	Reconstruction of Major Street, Hume Street and St. Julien Street	\$ 2,710,770.31	Kelly Scherr
RFT-2023-010	Reconstruction of Lyle Street and Elizabeth Street	\$ 2,706,983.07	Kelly Scherr
RFT-2023-127	2023 Infrastructure Renewal Program Gower Street & Elworthy Avenue	\$ 2,667,909.20	Kelly Scherr
RFT-2023-069	Reconstruction of Whitehall Drive Including New Sanitary Sewer, Storm Sewer, Watermain and Street Reconstruction	\$ 2,578,081.96	Kelly Scherr
RFT-2023-012	2023 Infrastructure Renewal Program - Platt's Lane	\$ 2,504,440.72	Kelly Scherr
RFT-2023-128	Mud Creek East Branch Phase 2A	\$ 2,402,223.56	Kelly Scherr
RFT-2023-054	Hyde Park EA - Assignment B - Construction of Storm Water Management 3E & Drain Retrofits	\$ 1,780,276.85	Kelly Scherr
RFT-2023-103	Contract#1-2023 Arterial Road Rehabilitation	\$ 1,644,159.50	Kelly Scherr
RFT-2023-006	Security Services - City Hall, Mobile Patrol, and Ad-hoc Security	\$ 1,623,806.62	John Paradis
RFT-2023-112	2023 Stormwater Management Facility Remediation Program	\$ 1,618,847.24	Kelly Scherr
RFT-2023-053	Hyde Park EA SWM Works - Assignment A - Phase 1	\$ 1,584,819.68	Kelly Scherr
RFT-2022-311	Dedicated Locate Services	\$ 1,350,000.00	Kelly Scherr
RFT-2023-076	Huron Street Trunk Watermain Cathodic Protection Upgrades	\$ 1,306,788.00	Kelly Scherr
RFT-2023-044	Fire Station No.1 Mechanical Equipment Life Cycle Project	\$ 1,293,000.00	Anna Lisa Barbon
RFT-2023-027	AWS - Pilot Project #2 - CH - 9th Floor	\$ 1,110,000.00	Anna Lisa Barbon

Appendix "B"

2023 List of Administratively Awarded Tenders < \$6M - Section 13.2

Project Number	Project Name	Award Amount	Person Responsible
RFT-2023-135	Traffic Signal Rebuilds for Grosvenor Street at Richmond Street and Gainsborough Road at Aldersbrook Road	\$ 1,087,436.51	Kelly Scherr
RFT-2023-229	Supply and Delivery of Storage Area Network (SAN) Hardware for City of London	\$ 1,013,475.58	John Paradis
RFT-2023-274	Supply & Delivery of Polymers	\$ 1,011,498.00	Kelly Scherr
RFT-2023-133	Traffic Signal Rebuilds for Belmont Drive at Wharncliffe Road South and Horton Street East at Talbot Street	\$ 997,274.70	Kelly Scherr
RFT-2023-104	Supply and Delivery of Water Meters for City of London	\$ 963,750.00	Kelly Scherr
RFT-2023-083	Traffic Signal Rebuild for Village Green Avenue at Wonderland Road and Teeple Terrace at Wonderland Road	\$ 941,478.00	Kelly Scherr
RFT-2023-176	Construction of Cycle Lanes on Cheapside Street	\$ 815,415.00	Kelly Scherr
RFT-2023-045	Provincial Offences Administration Roof Replacement	\$ 803,036.00	Anna Lisa Barbon
RFT-2023-078	Fire Stations 5, 10 and 12 - Roof Replacements and Refurbishments	\$ 776,329.00	Anna Lisa Barbon
RFT-2023-181	New Traffic Signal Installation for Gainsborough Road at Sherwood Forest Mall and Commissioners Road East at Chelton Road	\$ 770,330.67	Kelly Scherr
RFT-2023-041	Annual New Sidewalk Program	\$ 716,672.00	Kelly Scherr
RFT-2023-087	Supply and Delivery of Ready Mix Concrete	\$ 663,862.50	Kelly Scherr
RFT-2023-167	2023 Cathodic Protection Program	\$ 635,668.30	Kelly Scherr
RFT-2022-185	Campbell Street North Strategic Link	\$ 634,946.00	Kelly Scherr
RFT-2023-196	Greenway Wastewater Treatment Plant - Supply Five Metallic Bellows Expansion Joints	\$ 615,000.00	Kelly Scherr
RFT-2023-137	Sport Field Lighting Upgrades at North London Athletic Fields and Stronach Park	\$ 577,682.92	Anna Lisa Barbon
RFT-2022-302	Elgin WTP Low Lift Pumping Station Service Water Connection	\$ 544,895.63	Kelly Scherr
RFT-2023-185	Traffic Signal Rebuild at Cheapside Street at Richmond Street	\$ 495,989.61	Kelly Scherr
RFT-2023-238	Dearness Home Boiler Life Cycle Replacement	\$ 465,000.00	Anna Lisa Barbon
RFT-2022-218	Kilworth Bridge Rehabilitation	\$ 447,375.00	Kelly Scherr
RFT-2022-280	2023 CCTV Sewer Inspection Services	\$ 411,060.00	Kelly Scherr
RFT-2023-168	Construction of Bulk Water Station at 4853 White Oak Road	\$ 409,836.70	Kelly Scherr
RFT-2023-082	Traffic Signal Installation for Sunningdale Rd East at North Wenige / South Wenige Drive	\$ 404,277.00	Kelly Scherr
RFT-2023-197	2023 Single Sewer Replacement Program Essex Street & Essex Park	\$ 395,016.60	Kelly Scherr
RFT-2023-084	Traffic Signal Rebuild for Viscount Road at Westmount Mall Entrance	\$ 382,068.00	Kelly Scherr

Appendix "B"

2023 List of Administratively Awarded Tenders < \$6M - Section 13.2

Project Number	Project Name	Award Amount	Person Responsible
RFT-2022-262	Demolition Services for Several Structures on City owned Property	\$ 374,830.00	Scott Mathers
RFT-2023-055	Waterworks Materials - Inventory & Capital	\$ 344,231.34	Kelly Scherr
RFT-2023-177	City Hall Soffit Replacement	\$ 338,700.00	Anna Lisa Barbon
RFT-2023-043	Roof Replacement at Fanshawe Golf Course Clubhouse	\$ 334,893.00	Anna Lisa Barbon
RFT-2023-109	Wilton Grove Operations Yard - Structural Repairs and Roof Repair	\$ 334,000.00	Anna Lisa Barbon
RFT-2023-061	Construction of Play Areas, Pathways, and Site Amenities in Multiple City Parks	\$ 333,415.00	Kelly Scherr
RFT-2022-313	Roof Replacement at J. Allyn Taylor Building	\$ 322,458.00	Anna Lisa Barbon
RFT-2022-269	Centennial Hall Sound System Upgrade	\$ 321,414.00	Anna Lisa Barbon
RFT-2023-186	New Streetlight Installation on Glenora Drive	\$ 315,451.00	Kelly Scherr
RFT-2023-230	Supply, Mixing and Stockpiling of Winter Sand and Salt	\$ 284,055.00	Kelly Scherr
RFT-2023-138	Kiwanis Seniors Centre HVAC and Boilers System Upgrades	\$ 279,880.00	Anna Lisa Barbon
RFT-2023-126	2023 Rout & Seal Program	\$ 268,586.00	Kelly Scherr
RFT-2023-203	New Intersection Pedestrian Signal Installation at Springbank Drive and Chessington Avenue and at Oxford Street West and Headley Gate	\$ 268,486.70	Kelly Scherr
RFT-2023-134	Traffic Signal Installation at Hamilton Road and Clarke Road	\$ 262,025.00	Kelly Scherr
RFT-2023-153	Dearness Home Parking Lot Expansion	\$ 260,119.54	Anna Lisa Barbon
RFT-2022-291	Tire Services	\$ 251,089.87	Anna Lisa Barbon
RFT-2022-286	Roof Replacement & Drain Slope Modification Services for Various Roofs within Wastewater Treatment Operations	\$ 208,863.00	Kelly Scherr
RFT-2023-206	Fire Station No.10 Boiler Replacement	\$ 188,547.00	Anna Lisa Barbon
RFT-2023-202	Rapid Transit Tree Planting in City Parks Phase 1	\$ 178,268.00	Kelly Scherr
RFT-2023-105	Area 4 Street Light Re-Lamp and Photocontroller	\$ 175,360.00	Kelly Scherr
RFT-2023-048	2023 Flow and Rainfall Monitoring Services	\$ 171,000.00	Kelly Scherr
RFT-2023-004	Trunk Sewer Inspection Program	\$ 160,844.50	Kelly Scherr
RFT-2023-180	New Intersection Pedestrian Signal (IPS) Installation at Hill Street and Adelaide Street North	\$ 148,620.63	Kelly Scherr
RFT-2022-297	Stronach Fieldhouse Washroom Renovation	\$ 143,900.00	Anna Lisa Barbon
RFT-2023-046	Supply and Delivery of Traffic Signal Optical Preemption Equipment	\$ 134,508.90	Kelly Scherr

Appendix "B"

2023 List of Administratively Awarded Tenders < \$6M - Section 13.2

Project Number	Project Name	Award Amount	Person Responsible
RFT-2023-245	Supply and Delivery of Traffic Sign Blanks, Posts & Hardware	\$ 129,661.26	Kelly Scherr
RFT-2023-107	Median Maintenance	\$ 127,400.00	Kelly Scherr
RFT-2023-110	Crestwood Pumping Station Removal and Park Path Improvements	\$ 123,985.00	Kelly Scherr
RFT-2023-098	Supply and Delivery of Branch Firewall Equipment and Related Software Licensing and Support Services	\$ 122,888.40	John Paradis
RFT-2023-139	Provincial Offences Administration HVAC System Upgrades	\$ 112,800.00	Anna Lisa Barbon
RFT-2022-268	Thames Valley Golf Course Roof Top HVAC Unit Replacement	\$ 107,426.00	Anna Lisa Barbon
RFT-2022-247	Solarwinds Orion Network Performance Monitoring System Licensing, Warranty and Technical Support Services	\$ 103,738.87	John Paradis
RFT-2023-085	New Street Light Installation for Genevive Crescent	\$ 102,954.00	Kelly Scherr
RFT-2023-057	Supply & Delivery of Two Bulk Water Stations	\$ 79,579.94	Kelly Scherr
RFT-2022-264	Supply & Delivery of Cisco Network Switches	\$ 59,771.69	John Paradis
RFT-2023-157	Sewer Maintenance Hole Inspection Program	\$ 54,780.00	Kelly Scherr
RFT-2023-005	Supply, Installation and Removal of Permanent Pavement Markings	\$ 34,300.00	Kelly Scherr
	Number of Administrative Approvals:	88	
	Total Value of Administrative Approvals:	\$ 100,476,527	
	Average Value of Administrative Approvals:	\$ 1,141,779	

APPENDIX C

SCHEDULE “A” – Levels of Contract Approval Authority

Sales taxes, excise taxes, goods and service taxes and duties shall be excluded in determining the price of a contract for the supply of goods or services for the purpose of the relationship of the price to the preauthorized expenditure limit. In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract. Emergencies as defined in Section 14.2 are exempt from this Approval Authority.

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Under \$15,000	Purchasing Card or Purchase Order	Deputy City Manager or any employee exercising delegated authority approval	9
\$15,000 up to \$50,000	IRFQ (Informal Request for Quotation) – three written quotes. Note: A copy of the quotes must be provided to Procurement and Supply for their records.	Deputy City Manager or any employee exercising delegated authority approval	10
Greater than \$50,000 to \$100,000	RFQ	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	11
Up to \$100,000	RFP – note that Irregular Results greater than \$15,000 require Committee and City Council Approval.	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	12

APPENDIX C

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Greater than \$100,000 to \$6,000,000	RFT without an Irregular Result	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate	13
Greater than \$6,000,000	RFT	Committee and City Council	13
Greater than \$100,000	All RFP and RFQ/RFT with an Irregular Result	Committee and City Council	11,12,13 & 8.10
Up to \$50,000	Single Source or Sole Source	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate – requires documented rationale	14.3, 14.4 & 14.5
Greater than \$50,000	Single Source or Sole Source	Committee and City Council	14.3, 14.4 & 14.5
Less than \$6,000,000	Contract Renewals – previously approved by City Council	Deputy City Manager or any employee exercising delegated authority approval jointly with Senior Manager, Procurement and Supply, or delegate – requires documented rationale	20.2

APPENDIX C

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Greater than \$6,000,000	Contract Renewals – previously approved by City Council	Committee and City Council	20.2
Up to \$50,000 or 3% of the original Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Deputy City Manager or any employee exercising delegated authority approval OR Committee and City Council	20.3, 4.6
Exceeding \$50,000 or 3% of the original Contract Value	Contract Amendments – subject to availability of sufficient funds in appropriate accounts and budget	Committee and City Council	20.3, 4.6

Note: The City Manager may also exercise the approval authority of a Deputy City Manager.

Note: For all IRFQ, RFQ, RFP, RFT as outlined under policy sections 8.10, 10, 11, 12, and 13, the criteria and analysis to determine best value must be clearly documented if not the lowest bid.

APPENDIX C

SCHEDULE “A” – Levels of Contract Approval Authority [Continued] For the
 Appointment of Professional Consulting Services:

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Less than \$100,000	Appointment from Pre- approved List	Deputy City Manager, or delegate	15.2(c)
\$100,000 to the CFTA threshold for goods and services limit as amended.	Proposals invited from 3 Firms on Pre-approved List	City Council	15.2(d)
Greater than the CFTA threshold for goods and services limit as amended.	Two stages: REOI/RFPQ and RFP	City Council	15.2(e)

Note: The City Manager may also exercise the approval authority of a Deputy City
 Manager.