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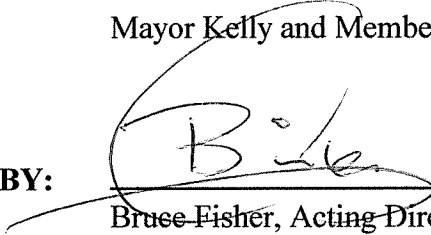


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Halifax Regional Council
August 31, 2004

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:


Bruce Fisher, Acting Director, Financial Services

DATE: August 18, 2003

SUBJECT: INTERIM AWARD POLICY - TENDER AWARDS

INFORMATION REPORT

ORIGIN

On July 06th, 2004, Council approved an Interim Award Policy for this purpose. At that time, Council requested a report come forward, in August, outlining tender awards that had taken place during the break.

The purpose of this report is to advise Halifax Regional Council that during the summer break no tenders were approved under this policy.

BACKGROUND

A report prepared for Mr. George McLellan, Chief Administrative Officer, on the Interim Award Policy, went before Council on July 6^h, 2004, and was approved at that time.

The Interim Award Policy allowed the CAO to award tenders, and approve purchase and sale of property, which normally would require council approval, on the following basis and criteria, during the summer break.

During the interim period the CAO would approve contracts which met the following criteria:

- Where the funds and program have been approved by Halifax Regional Council as part of the annual business planning and budget process and the expenditure will not result in an over-expenditure of the entire budget.
- Where the purchase was the result of a public procurement process conforming to the HRM procurement policy.
- Where the tender is awarded to a supplier with the lowest cost, or highest revenue, meeting specifications.
- Where the award of a Request for Proposal is made to the highest scoring proponent based upon evaluation criteria within the Request for Proposal.
- Where the purchase is a sole source purchase not to exceed \$50,000.00.
- Where there is no legislative requirement to obtain Halifax Regional Council approval.
- Where the CAO does not decide that the award is a matter best dealt with by Halifax Regional Council.

These are the same criteria as found in administrative order 35 - Procurement Policy with the exception of the conditions that limit the amount of the award.

During the interim period the CAO would approve all real property acquisitions and disposals which meet the following criteria:

Acquisitions:

- Property required for programming and/or operational requirements
- Due diligence requirements met
- Purchase price within 10% of market value as determined by Appraisal
- Expenditure approved as part of the annual Business Plan as an approved operating expenditure, capital project or reserve commitment. Approved business case to support expenditure

Disposals:

- Property not required for programming and/or operational requirements
- Due diligence requirements met

- Purchase price within 10% of market value as determined by Appraisal

A report of any awards made under this interim policy was to be sent to Council in August.

DISCUSSION

During the summer break no reports were approved by the CAO under the Interim Award Policy either as contracts or real property acquisitions and disposals. This is due to the recent changes in the Procurement Policy increasing the tender award authorization of the CAO to higher limits.

BUDGET IMPLICATIONS

There are no budget implications.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

There are no recommended alternatives.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Peter Ross, Manager of Procurement