




P.O. Box 1749  
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**Item No. 11.1.5**  
**Halifax Regional Council**  
**July 5, 2011**

**TO:** Mayor Kelly and Members of Halifax Regional Council  
Original signed by 

**SUBMITTED BY:** \_\_\_\_\_  
Richard Butts, Chief Administrative Officer

Original Signed by 

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Mike Labrecque, Deputy Chief Administrative Officer, Operations

**DATE:** June 27, 2011

**SUBJECT:** Interim Award Policy – Proposed Amendment to Administrative Order 35  
Respecting the Procurement Policy

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### **ORIGIN**

Amendments to Administrative Order 35, the Procurement Policy, were approved by Halifax Regional Council at a session held on March 8, 2011.

### **RECOMMENDATION**

It is recommended that Halifax Regional Council amend Section 9, Awards of Contracts, Subsection (5), Administrative Order 35, Procurement Policy to include the condition that the CAO or his/her designate may approve the award of contracts during the summer months (July – September) and December Holiday break periods “where the purchase is a sole source/single source purchase not to exceed \$50,000”.

## **BACKGROUND**

Based upon a review of the Interim Award Policy as referenced in Section 9 (5) of Administrative Order 35, the Audit and Finance Standing Committee requested recommended changes be forwarded to Regional Council for their consideration. These changes were subsequently approved by Council at a meeting held on March 8, 2011.

The changes further limited the effective period of the Interim Award Policy to the summer (July – September) and December Holiday breaks and ensured that the contract awards approved by the CAO are within the scope approved by Halifax Regional Council through the annual business planning and budget process.

## **DISCUSSION**

The intent of the Interim Award Policy is to delegate contract award authority to the CAO during the summer months and December Holiday season, subject to certain conditions.

In presenting the proposed recommendations to Council for approval in March 2011, an administrative error inadvertently removed one of the existing conditions, namely, the ability of the CAO to award sole source/single source purchases not to exceed \$50,000, from the revised text of the Interim Award Policy. The staff recommendation reinstates this condition in the Interim Award Policy as shown in Section 9 (5) (e) in Attachment “A”.

## **BUDGET IMPLICATIONS**

There are no budget implications to these recommendations.

## **FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

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

## **ATTACHMENTS**

A - Revised Section 9 (5) of Administrative Order 35 Respecting Procurement Policy

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A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Anne Feist, Manager, Procurement, 490-4200

Original Signed by Acting Director

Report Approved by: \_\_\_\_\_  
Bruce Fisher, MPA, CMA, Director of Finance/CFO 490-6308

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Attachment "A"

Revised Section 9 ( 5) Administrative Order 35, Procurement Policy

During the summer (July – September ) and December Holiday break periods, the CAO or his/her designate, may approve the award of contracts under the following conditions:

- (a) 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 and is within scope.
- (b) Where the purchase was the result of a public procurement process conforming to the Halifax Regional Municipality Procurement Policy.
- (c) Where the Request for Tender is awarded to a supplier with the lowest cost, or highest revenue, meeting specifications.
- (d) The award of a Request for Proposal is made to the highest scoring proponent based upon evaluation criteria within the Request for Proposal.
- (e) Where the purchase is a sole source/single source purchase not to exceed \$50,000.
- (f) Where there is no legislative requirement to obtain Halifax Regional Council approval.
- (g) Where the CAO does not decide that the award is a matter best dealt with by Halifax Regional Council.