

COMPETITIVE PROCUREMENT DATABASE STEPS

General Notes:

- If you plan to use the PO as the Agreement, please see the Database Steps “PO as the Agreement – Competitive”.
- Determine whether the procurement process will be open competitive or invitational competitive. This is determined by estimated dollar value (including contingency but not taxes) of the purchase:
 - A. When the estimated value of the goods/services is **\$0 - \$9,999**
 - **Invitational Competitive Procurement using informal documents** (i.e. used for low dollar, low risk products/services);
 - Vendors can be contacted via phone or e-mail. For certain types of good/services web searches may also be used for price comparison;
 - TRCA formal solicitation templates do not have to be used (i.e. RFQ/RFP/RFT);
 - Written details of all quotes received must be recorded;
 - B. When the estimated value of the goods/services is **\$10,000 to \$99,999**
 - **Invitational Competitive Procurement**;
 - A minimum of **3 vendors** must be invited;
 - TRCA **formal solicitation templates** must be used (i.e. RFQ/RFP/RFT);
 - Vendors can be **e-mailed** solicitations or solicitations can also be posted via Biddingo if a larger pool of vendors is preferable.
 - Written details of all the quotes received must be recorded;
 - C. When the estimated value of goods/services is **≥\$100,000**
 - **Open Competitive Procurement must** be conducted;
 - Bids **must** be posted via Biddingo;
 - TRCA formal solicitation templates **must** be used (i.e. RFP/RFT);

Below is a broad overview of database steps for creating a competitive procurement process where the PO is the agreement. These steps are further detailed in this document.

- STEP 1 – CREATING THE REQUISITION ORDER (RO)
- STEP 2 – RO PROCUREMENT PROCESS
- STEP 3 – CREATING THE PROCUREMENT PROCESS
 - 3.1 Document Tab
 - 3.2 Evaluation Tab
 - 3.3 Procurement Report Tab
 - 3.4 Agreement Review Tab
 - 3.5 Agreement Signature

COMPETITIVE PROCUREMENT DATABASE STEPS

1. CREATING THE REQUISITION ORDER (RO)

- Navigate to the Procurement and Agreement Database on Lotus Notes;
- Select **“Create New”** then select **“Create New RO (Per 2019 Policy)”**;
- Alternatively, you can select **“ROs by Author”** and then select the **“Create New RO (per 2019 Policy)”**.

The image displays two screenshots of the Lotus Notes Procurement & Agreement Database interface. The left screenshot shows the 'Create New' menu with 'ROs By Author' selected. The right screenshot shows the 'Create New RO (Per 2019 Policy)' menu and a table of requisition orders.

Left Screenshot: 'Create New' Menu

- Menu Item: **ROs By Author** (circled in red)

Right Screenshot: 'Create New RO (Per 2019 Policy)' Menu

- Menu Item: **Create New RO (Per 2019 Policy)** (circled in red)

Table: Search in View 'ROs All By Author'

Author	Status	Type	Created	RO Num
			11/22/2017	1000673
			12/12/2017	1000689
			01/06/2018	1000702
			01/09/2018	1000704
			01/16/2018	1000710
			01/16/2018	1000710
			01/18/2018	1000712
			02/02/2018	1000724
			02/15/2018	1000737

COMPETITIVE PROCUREMENT DATABASE STEPS

2. RO - PROCUREMENT PROCESS

- “RO Type” select “**Procurement Process**”; fill in non-populated fields;
- “Non- Application” select “**No**”;
- “Attachments” are not mandatory, **do not** attach invoices or quotes here;
- “Procurement Method” select “**Competitive**”;
- “Procurement Criteria”
 - Select “Lowest Price” if selecting a vendor solely based on price (RTQ/RFT);
 - Select “Highest Ranked” if vendor selection will involve criteria other than just price (RFP);
- “**Save**” and “**Submit for Approval**”;
- Upon approval proceed to Step 3.

The screenshot displays the 'Create New RO (Per 2019 Policy)' interface. On the left, a navigation pane shows 'Procurement & Agreement' with sub-items like 'Requisition Orders' and 'All Procurements'. The main area shows a search view of 'ROs All By Author' with a table of existing records. A modal window titled 'RO Type' is open, showing a list of options where 'Procurement Process' is selected and circled in red. The table below the modal contains the following data:

Date	RO ID	Value Range	Category
02/22/2018	10007404	\$2,500 - \$9,999.99	Programmin
02/26/2018	10007429	\$10,000 - \$24,999.99	Portable Toll
03/06/2018	10007494	\$100,000 - \$199,999.99	Solid Waste
03/12/2018	10007544	\$100,000 - \$199,999.99	Cleaning Sua
03/19/2018	10007600	Less Than \$2,500	Lifeguard Tra
04/24/2018	10007971	\$200,000 - \$499,999.99	Mechanical
05/16/2018	10008171	Less Than \$2,500	TEST
05/22/2018	10008212	\$10,000 - \$24,999.99	Test
05/24/2018	10008249	\$2,500 - \$9,999.99	Test
06/13/2018	10008454	Less Than \$2,500	Procurement
06/13/2018	10008456	\$100,000 - \$199,999.99	TEST 1

The right side of the screenshot shows the 'RO - Procurement Process' form. It includes fields for 'Req Order # TBA', 'Status: Draft', 'Project Name', 'Profile: AuthorizedBuyer1 TestID', 'Profile Division: Test Division 1', and 'Non Application: No' (circled in red). Other fields include 'Estimated Value', 'Profile Limit: \$1,000', 'Responsible Division: Test Division 1', 'Doc Type', 'Procurement Method', and 'Procurement Criteria'. There is also an 'Account Allocation' section with 'Add', 'Remove Selected', 'Edit Selected', and 'New Entity Request' buttons. At the bottom, there is an 'Attachments' section and an 'RO History' table with columns for Date, Operator, and Activity.

COMPETITIVE PROCUREMENT DATABASE STEPS

3. CREATE PROCUREMENT PROCESS

- Select “**Create Procurement Process**”;
- The fields in the red box contain the information filled out in Step 2;
- Proceed to Step 3.1

ABTI-BAWPWZ

Req Order #: _____ Author: _____
Status: _____ Creation Date: _____

Per 2019 Policy

RO - Procurement Process

Project Name:	Estimated Value:
Profile:	Profile Limit:
Profile Division:	Responsible Division:
Non-Application: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Doc Type:	Procurement Method: Competitive
	Procurement Criteria:
Type of Goods and/or Services:	Co Author:

Account Allocation

Tentative Start Date:	Tentative End Date:
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Attachments:

Route Info

Submitted By:	Submitted Date:
Next Approver:	Previous Approver:

RO History

Date (MM/DD/YYYY)	Operator	Activity
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Add New RO Comment

COMPETITIVE PROCUREMENT DATABASE STEPS

o 3.1 Documents Tab

Save as | Open RO | POs | Spell Check | Change Profile | Admin | Cancel Request for Quotation

ABTI-BAWQ6C

Req Order #: [] Status: [] Created by: [] Creation Date: []

Per 2019 Policy Procurement Process

Documents | Agreement Review | Evaluation | Procurement Report | Agreement Signature | Revisions | Review

Documents

Open Document Templates

Documents Required: Yes No RFP/RFQ Review: []

Co Author: []

Working Copy: []

[16] RFP/RFQ to vendor date Issue Addendum(s) (If required) [Add Addendum Date]

[16] Proposals/Quotations must arrive at TRCA by 12:00 pm	[16] Informal opening of Proposals/Quotations Opening Committee
[16] Formal opening of fee Proposals/Quotations with Formal Opening Committee	[16] Vendor Selection Committee Meeting (discuss and evaluate Proposals/Quotations)
[16] Circulate Proposals/Quotations to review committee	
CEO/Executive/Authority Approval [Select Approval Date]	[16] Award of goods/services to selected vendor

[Submit Working Copy Documents for Review]

Documents History

Date (MM/DD/YYYY)	Operator	Activity

3.1.1 “Documents Required” select “Yes” if using a TRCA formal document template to solicit bids;

- “Open Document Templates” select the appropriate template;
- Templates get updated from time to time and it is good practice to review a template that is going to be copied/pasted from a previous procurement to ensure it is the most recent template;
- “Working Copy” is the template selected above, amend the highlighted text as required for the goods/services;
- “RFP/RFQ Review” select the person you would like to peer review the Working Copy. This does not have to be an Authorized Buyer;
- “Co-Author” must be an Authorized Buyer. It is not mandatory to select one;
- Lower Bottom Fields “16s”, only fill out fields if a formal opening is required.
- A formal opening is not required for goods/services under \$100,000, unless the documents were posted on Biddingo);
- “Formal Opening”
- If the estimated value of the contract (including contingency and excluding taxes) is equal to or greater than \$100,000 one representative from the procurement team must be present in addition to the project lead;
- If the estimated value of the contract is less than \$100,000 then the project lead and one other witness needs to be present at the opening. (Note: The witness can be someone other than a procurement staff member.); or
- If the estimated value of the contract is less than \$100,000 but the documents were posted publicly on Biddingo.com one representative from the procurement team must be present in addition to the project lead.
- “Submit Working Copy for Review”;
- Once reviewed, PDF the template and distribute it to Vendors, see General Notes Page 1 to determine which solicitation method to use (i.e. Informal, Invitational or Open).
- Upon receipt of bids proceed to step 3.2

COMPETITIVE PROCUREMENT DATABASE STEPS

Save as Open RO Spell Check Send FYI Change Profile Admin Cancel Request for Quotation

ABTI-B8EKHE

Req Order #: 10020027
Created by: AuthorizedBuyer1 TestID

Status: Agreement Signed
Creation Date: 01/14/2019

Per 2019 Policy

Procurement Process

Documents
Agreement Review
Evaluation
Procurement Report
Agreement Signature
Revisions
Review

Open Document Templates

Documents Required: Yes No

Co Author:

Add New Document Comment

Documents History		
Date (MM/DD/YYYY)	Operator	Activity
01/14/2019 09:59:39 AM	AuthorizedBuyer1 TestID	Working Copy Documents Submitted for Review Committee
01/14/2019 10:00:25 AM	AuthorizedBuyer2 TestID	Working Copy Reviewed

3.1.2 “Documents Required” select **“No”** when the estimated value is under \$10,000 and you are not using a formal template to solicit bids (i.e. obtaining quotes informally via an email or phone.

- **“Open Document Template”** not required, do not select a template;
- **“Documents Required”** select **“No”**
- A **“Co-Author”** is not required;
- A minimum of 3 quotes should be obtained;
- Upon receipt of vendor responses proceed to Step 3.2

COMPETITIVE PROCUREMENT DATABASE STEPS

○ 3.2 Evaluation Tab

Home x Workspace x Procurement & Agreement Management x Procurement/Agreement

Edit Open RO POs Send FYI Close Window

ABTI-BAWQ6C

Req Order #: 10020859 Created by: AuthorizedBuyer1 TestID
Status: Review Complete Creation Date: 04/04/2019

Per 2019 Policy

Procurement Process

Documents | Agreement Review | **Evaluation** | Procurement Report | Agreement Signature | Revisions | Review |

Evaluation

Open EvaluationTemplates

Working Evaluation:

catestid.id

Submitted Proposals / Quotations (Laserfiche):

catestid.id catestid.id catestid.id

Opening Location: Opening Date:

Opening Committee:

If you selected “Documents Required” “Yes”:

- “Submitted Proposals/Quotations” attach bids received;
- “Opening location, date, and committee” fill in fields if there is a formal opening;
- “Working Evaluation” attach evaluation.
Note: the working evaluation should be in spreadsheet form, examples can be found in past procurements on the database;
- Once a Vendor selected proceed to Step 3.3

If you selected “Documents Required” “No”:

- “Submitted Proposals/Quotations” attach documents (i.e. PDF e-mail or phone quotes);
- “Working Evaluation” attach evaluation.
Note: the working evaluation should be in spreadsheet form, examples can be found in past procurements on the database;
- Fill in “Opening location, Date, and Committee” fields if there is a formal opening;
- Upon vendor selection proceed to the Procurement Report Tab.

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○ 3.3 Procurement Report Tab

The screenshot shows the 'Procurement Process' report form with the 'Procurement Report' tab selected. The form includes sections for Procurement Criteria, Bidder Selection, Product/Service Being Purchased, and Vendors. A 'Vendor' pop-up window is also visible, showing details for a selected vendor.

Procurement Process

Documents | Agreement Review | Evaluation | **Procurement Report** | Agreement Signature | Revisions | Review

Procurement Report

Procurement Criteria: Lowest Bid

Total Agreement Cost (excluding applicable taxes)

Contingency Cost: Percent Value

0.00 %

\$0.00

Bidder Selection:

Total Project Budget:

Product/Service Being Purchased:
(Brief Description)

Source of Funds:

After The Fact: Yes No

What is Needed and Why:

Discussion of Alternatives Considered:

Vendors

Add New Vendor Total number of Vendors who received Procurement Document: 3

xxxxxxxx	*	
yyyyyy	* *	4,500
zzzzzzzz		5,000

Calculate Procurement Report Workflow 2019

Submit Procurement Report for Approval

Open Award Letters

Vendor

Spell Check Cancel Vendor Save & Close

Vendor: <Select Vendor> yyyyyy

Responded: Yes No Value: \$4,500.00

Disqualified: Yes No

Recommended: Yes No

Why Best Value: boovkdsvhjkdagfreiongf

Measure We Get Full Value By: siyfewffunew[elit]

Comments:

- Fill in all fields;
- Select “**After the Fact**” only if the good/service was purchased in an emergency situation. The definition of an Emergency can be located in the definition section, page 9, of the Procurement Policy;
- “**Total Agreement Cost**” is the successful Vendor’s Agreement Cost excluding, contingency, provisional items and taxes;
- “**Contingency Value**” enter only if required for the project, the standard contingency is 10%;
- “**What is Needed and Why**” describe what is being purchased and why it is required. *(Examples can be found in past procurements on the procurement database);*
- “**Discussion of Alternatives Considered**” Describe what would happen if the good/service was not purchased and the effect would it have on TRCA, Stakeholders, environment, etc. Does TRCA have the resources to provide the services in house? *(Examples can be found in past procurements on the procurement database);*
- “**Total Number of Vendors who received Procurement Document**” enter the total number of vendors that received the bid documents even those who did not submit a response;
- Click “**Add New Vendor**” fill in details for **all** vendors, even those that did not respond;
- “**Submit Procurement Report for Approval**”
- Upon approval proceed to the Agreement Review Tab.

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o 3.4 Agreement Review Tab

- **Purchase Order & Conditions is the Agreement**” if you are using the PO as the Agreement please see the Database steps for PO as Agreement Competitive.
- **“Working Copy”** attach the form of Agreement that was released with the procurement documents;
- Insert the successful Vendor’s specifics into the agreement (i.e. Vendor name, address, etc);
- Edit highlighted text In the Agreement to suit the requirements/specifications of the project;
- **“Database Agreement Template Used”**
 - o Select **“Yes”** if using a TRCA Agreement Template;
 - o Select **“No”** if you are using a non-TRCA agreement (i.e. the Vendor’s Agreement);
 - o Staff are encouraged to use TRCA Agreement Templates;
 - o Should a Vendor want to use their Agreement it will have to be vetted by TRCA legal services before it is signed.
- **“Has the Database Agreement Template been Altered”**
 - o Select **“No”** if no changes were made to the Agreement;
 - o Select **“Yes”** if changes were made either to the Terms and Conditions and/or other text in the Agreement. If this is the case the agreement will have to be vetted by TRCA legal services before it is signed by the vendor and TRCA;
- Submit the Agreement for peer review;
- Once reviewed e-mail the Agreement to the Vendor for signature along with TRCA’s Certificate of Insurance (COI) if required;
- When the Vendor signed agreement is received proceed to the Agreement Signature Tab.

COMPETITIVE PROCUREMENT DATABASE STEPS

3.5 Agreement Signature Tab

The screenshot shows the 'Procurement Process' interface with the 'Agreement Signature' tab selected. The form contains the following fields and sections:

- Navigation:** Documents | Agreement Review | Evaluation | Procurement Report | **Agreement Signature** | Revisions | Review
- Agreement Signature Section:**
 - Has the previously approved Working Copy Agreement been Altered since the Agreement Review/Approval?: Yes No
 - Actual Start Date: _____ Actual End Date: _____
 - Agreement Executed Copy: catestid.id
 - Agreement Value: (excluding applicable taxes) **Contingency Value:**
 - Total Value: Vendor:
 - Include Contingency Certificates of Insurance not Required Insurance Expiry Date:
 - Attach Certificate of Insurance:
 - Account Allocation:
- Manager or Director Signature Required (standard template used, 1 yr or Less, within spending limits)**
- Buttons:
- Agreement Signature History Table:**

Date (MM/DD/YYYY)	Operator	Activity

- **“Has the Previous Working Copy Agreement been Altered”** select **“Yes”** if the Vendor has suggested changes to the Agreement. The Vendor changes will have to be vetted by TRCA legal services before the Agreement can be signed;
- **“Has the Previous Working Copy Agreement been Altered”** select **“No”** if the Vendor did not suggest any changes to the Agreement;
- Enter the Actual Start and End Dates;
- Fields located in the red boxes are auto populated from the RO;
- **“Executed Agreement Copy”** attach vendor signed Agreement;
- **“Attach Certificate of Insurance”** attach COI received, fill in **“Insurance Expiry Date”**;
- Submit the Agreement for TRCA signature;
- When the Agreement is signed by both parties, select **“Active Agreement”** and send a copy of the fully executed copy to the vendor for their records;
- Select **“Open POs”** and open a purchase order.

COMPETITIVE PROCUREMENT DATABASE STEPS

When the PO is signed by both parties and attached navigate to the procurement process select “Edit” then “Save As” “Current Status (Active Agreement)”;

