General Notes:

POs as Agreements should be used for the purchase of goods/services that are of low risk/low complexity and are under \$10,000.00. Please contact Procurement if you are plan on using the PO as the Agreement for higher value purchases.

If purchasing the same type of goods/services throughout the year a PO should be created for the full year, it is more efficient and reduces staff time as well as effort on the bidders' part.

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
 - o 3.1 Agreement Review Tab
 - o 3.2 Documents Tab
 - o 3.3 Evaluation Tab
 - o 3.4 Procurement Report Tab
 - o 3.5 Agreement Signature

1. CREATING A REQUISTION ORDER (RO)

- Navigate to the Procurement and Agreement Database in Lotus Notes;
- Select "Create New" then selected "Create New RO (Per 2019 Policy)";
- Alternatively, select "ROs by Author" and then select "Create new RO (per 2019 Policy)".



2. RO - PROCUREMENT PROCESS

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

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	Select the Type:	Status: Draft		Creation Date: 04/04/
-ROs By Author			Per 201	19 Policy
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-				ment rocess
By Next Approver/Reviewer		Project Name:	6° .	Estimated Value:
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		Date (MM/DD/YYYY)	Operator Activ	ity

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

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	Add New RO Comment	

o 3.1 Agreement Review Tab

Image: Construction of the construc	 "Open Database Agreement Templates" is not required as the PO will be the Agreement; "Purchase Order & Conditions is the Agreement" select "Yes", the fields in the red box will no longer be visible.
Open Database Agreement Templates Purchase Order Terms & Conditions is the Agreement: Open Database Agreement	 Proceed to step the Documents Tab.
Approval Required by Agreement to be Completed by:	
Was a Database Agreement Template used?: Yes No Has the Database Agreement Template been Altered?: Image: West No	
Agreement Review History	
Date (MM/DD/YYYY) Operator Activity	

o 3.2 Documents Tab

	 3.2.1 "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, 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); "Submit Working Copy for Review"; Once reviewed, PDF the template and distribute it to vendors; Purchases less than \$10,000 are not required to be posted on Biddingo. However, you can invite bidders to participate via Biddingo in order to reach more vendors. Upon receipt of bids proceed to step 3.3 3.2.2 "Documents Required" select "No" when not using a template to solicit bids i.e. obtaining quotes informally via an email message or phone call. "Open Document Template" not required; "Co-Author" not required; A minimum of 3 quotes should be obtained; Upon receipt of Vendor responses proceed to the Evaluation Tab.
01/14/2019 10:00:25 AM AuthorizedBuyer2 TestID Working Copy Reviewed	 Upon receipt of Vendor responses proceed to the Evaluation Tab.

• 3.3 Evaluation Tab

🟫 Home 🗴 🚦 Workspace 🗴 🔌 Procurement & Agreement Management 🗴 🥐 Procurement/Agreement	3.3.1 If you selected "Documents Required" "Yes":
🕖 Edit 😔 Open RO 🎂 POs 🛛 🤤 Send FYI 🐨 Close Window 📓 Change Profile 🔗 Admin 🛛 & Cancel Request for	
ABTI-BAWQ6C Req Order #: 10020859 Created by: AuthorizedBuyer1 TestID Status: Review Complete Creation Date: 04/04/2019 Per 2019 Policy	 "Submitted Proposals/Quotations" attach bids received; "Opening location, date, and committee" fill in fields if there is a formal or onion.
Procurement Process	"Working Evaluation" attach ovaluation
Procurement Review Evaluation Procurement Report Agreement Signature Revisions Review Vealuation Open EvaluationTemplates Working Evaluation: Catestid.id Submitted Proposals / Catestid.id catestid.id Opening Location: Opening Committee:	 "Working Evaluation" attach evaluation. Note: the working evaluation should be in the form of a spreadsheet, examples can be found in past procurements on the database; Once is a Vendor selected proceed to Step 3.4 3.3.2 If you selected "Documents Required" "No": "Submitted Proposals/Quotations" attach documents (i.e. PDF of 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; "Opening location, Date, and Committee" fill in fields if there is a formal opening; Upon Vendor selection proceed to the Procurement Report Tab.

• 3.4 Procurement Report Tab

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- Fill in all fields;
- Select "After the Fact" <u>only</u> if the good/service was purchased in an emergency. The definition of an Emergency can be located in the definition section, page 9, of the Procurement Policy;
- "Agreement Value" is the successful Vendor's Agreement value <u>excluding</u> contingency, provisional items and taxes;
- "Contingency Value" enter <u>only</u> 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.
 - (Past procurements are a good source for examples);
- "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 were contacted even if a response was not received from them;
- Select "Add New Vendor" and fill in details for all vendors, even those that did not respond;
- "Submit Procurement Report for Approval"
- Upon approval proceed the Agreement Signature Tab.

• 3.5 Agreement Signature Tab

🕜 Edit 🕲 Open RO 🈫 POS 😂 Send FYI 😨 Close Window 📓 Change Profile 🖉 Admin 🔫 😒 Cancel Request for Qu	 Select "POs" tab to create a regular PO, upon PO
Procurement Process	approval print the "PO From (As Contract)" and e-mail it
Documents Agreement Review Evaluation Procurement Report Agreement Signature Revisions Review	to the Vendor for signature
Agreement Signature	Send FY1 Print Close Window
Has the previously approved Working Copy Agreement been Altered since the Agreement Review/Approval?: C Yes 🙃 No	PO # V Bank PO Torm / Decomposition / Autor Bank Fourtain Reg Order # UP Form (Ac Contract) Statement Contract / Decomposition / Decompositi
Actual Start Date: Actual End Date:	Per 2019 Policy
Agreement Executed	Regular PO
Сору:	Vendor: Waste Reduction Ship To: TRCA HEAD OFFICE
	Terms and Conditions C Goods & Services Ship To Attention: DAMA FOUNTIAN
excluding applicable	Explay Date: 2019.08.09 Delivery Date: 2019.08.19
taxes)	Profile: Dana Econtaria Autoritzation To: Accie Mathematica Autoritzation To: Accie Mathematica
Include Contingency	Division: Community Engagement and Outreach Profile PD Limit: \$0
Certificate of Insurance Not Required Insurance Expiry Date: Insurance:	Contains Tangable C Yos # No C Not Suro Procurement Total: \$2,495,00 Capital Asset?:
Attach Certificate of Insurance:	
Account Allocation:	If a COI form is required e-mail the form to the Vendor
	at the same time as the PO .
Active Agreement	"Hea the Bravious Working Conv Agreement been
Add New Agreement Comment	- Has the Flevious working Copy Agreement been
	Altered" select "Yes" only if the Vendor has suggested
	changes to the PO Terms and Conditions. If the vendor
	suggests change legal services will have to review the
	changes before the PO is signed;
	"Has the Previous Working Conv Agreement been
	Altered" coloct "No" if the Vander bee not ourgested
	Altered select "No" If the vendor has not suggested
	changes to the PO;
	Enter PO Actual Start and End Dates
Agreement Signature History Date (MMIDD/VVVV) Operator Activity	 Fields located in the red boxes are auto populated from
	the RO;
(If a COI form is required e-mail the COI to the Vendor
	at the same time as the DO:
	at the same time as the PO,
	 "Executed Agreement Copy" attach vendor signed PO.
	"Attach Cartificate of Incurance" attach COL
	- Allach Certificate of insurance allach COI
	received, fill in "Insurance Expiry Date";
	 Submit the PO for TRCA signature;
	If Child POs are required they can be created from the
	Regular PO.

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



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