

PO as AGREEMENT - COMPETITIVE PROCESS

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

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1. CREATING A REQUISITION 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)”**.

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

Left Screenshot: 'Create New' Menu

- Menu: **Procurement & Agreement**
- Sub-menu: **Requisition Orders**
 - By Next Approver/Reviewer
 - ROs By Status
 - ROs By Author** (circled in red)
 - Comprehensive ROs
- Sub-menu: **All Procurements**
 - By Next Approver/Reviewer
 - By Status
 - By Author** (circled in red)
 - By Type
 - By Goods & Service
 - By Recommended Vendor
 - By Division
 - Revenue By Customer

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

Search in View 'ROs All By Author'

Author	Status	Type	Created	RO Num
			11/22/2017	1000673
			12/12/2017	1000689
			01/05/2018	1000702
			01/09/2018	1000704
			01/16/2018	1000710
			01/16/2018	1000710
			01/18/2018	1000712
			02/02/2018	1000724
			02/16/2018	1000737

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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

Req Order #: 10020859 Author: AuthorizedBuyer1
 Status: Approved Creation Date: 04/04/2019
 ABTI-BAWPWZ TestID

Per 2019 Policy

RO - Procurement Process

Project Name: _____ Estimated Value: _____
 Profile: _____ Profile Limit: _____
 Profile Division: _____ Responsible Division: _____
 Non-Application: Yes No
 Doc Type: _____ Procurement Method: _____
 _____ Procurement Criteria: _____
 Type of Goods and/or Services: _____
 _____ Co Author: _____

Account Allocation

 Tentative Start Date: _____ Tentative End Date: _____
 Attachments: _____

Route Info

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

RO History		
Date (MM/DD/YYYY)	Operator	Activity

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o 3.1 Agreement Review Tab

ABTI-BAWQ6C

Req Order #: 10020859
Status: Review Complete

Created by: AuthorizedBuyer1, TestID
Creation Date: 04/04/2019

Per 2019 Policy
Procurement Process

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

Agreement Review

Open Database Agreement Templates

Purchase Order Terms & Conditions is the Agreement: Yes No

Approval Required by: _____ Agreement to be Completed by: _____

Working Copy: _____

Was a Database Agreement Template used?: Yes No

Has the Database Agreement Template been Altered?: Yes No

Add New Agreement Comment

Agreement Review History

Date (MM/DD/YYYY)	Operator	Activity
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- “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.
- Proceed to step the Documents Tab.

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3.2 Documents Tab

The top screenshot shows a procurement process for Req Order # 10020859, Status: Draft. The 'Documents Required' dropdown is set to 'Yes'. The 'Documents History' table is empty.

Date (MM/DD/YYYY)	Operator	Activity
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The bottom screenshot shows a procurement process for Req Order # 10020027, Status: Agreement Signed. The 'Documents Required' dropdown is set to 'No'. The 'Documents History' table contains two entries:

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

3.2.1 “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.

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o **3.3 Evaluation Tab**

The screenshot displays the 'Evaluation' tab within the 'Procurement Process' workflow. The breadcrumb navigation includes 'Evaluation', which is highlighted with a red circle. The page contains several sections for data entry: 'Working Evaluation' with a file upload icon and 'catestid.id'; 'Submitted Proposals / Quotations (Laserfiche)' with three file upload icons and 'catestid.id' labels; and 'Opening Location:', 'Opening Date:', and 'Opening Committee:' fields.

3.3.1 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 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.

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o 3.5 Agreement Signature Tab

Procurement Process

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

Agreement Signature

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:

Agreement Value : (excluding applicable taxes) _____ Contingency Value: \$0.00

Total Value: _____ Vendor: yyyyyy

Include Contingency Certificate of Insurance Not Required Insurance Expiry Date: _____

Attach Certificate of Insurance: _____

Account Allocation: _____

Agreement Signature History

Date (MM/DD/YYYY)	Operator	Activity
(
(

- Select “POs” tab to create a regular PO, upon PO approval print the “PO Form (As Contract)” and e-mail it to the Vendor for signature

PO # _____ PO Form (As Contract) _____

PO Form (As Contract) _____

Per 2019 Policy
Regular PO

Vendor: Waste Reduction Ship To: TRCA HEAD OFFICE

Terms and Conditions: Goods Services Ship To Attention: DANA FOUNTAIN

Expiry Date: 2019-08-09 Delivery Date: 2019-08-19

Payment Terms: Net 30 Purchase Method: Request for Quotation - Limited Tendering

Profile: Dana Fountain Authorization To: Bernice McCreary/MTBCA

Division: Community Engagement and Outreach Profile PO Limit: \$0

Contains Tangible Capital Asset? Yes No Not Sure Procurement Total: \$2,495.00

- If a COI form is required e-mail the form to the Vendor at the same time as the PO;
- “Has the Previous 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 Copy Agreement been Altered” select “No” if the Vendor has not suggested changes to the PO;
- Enter PO Actual Start and End Dates;
- 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 PO;
- “Executed Agreement Copy” attach vendor signed PO;
- “Attach Certificate of Insurance” attach 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.

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

