

PO as AGREEMENT - LIMITED TENDERING

General Notes:

Limited tendering is defined as the practice of using one supply source without a bidding process for a justifiable reason. Limited tendering criteria is available on the [Procurement Hub Space](#) (Schedule B). Before conducting a limited tendering procurement process the criteria should be reviewed to see if there is one that will suit the purchase.

The following should be considered before engaging in limited tendering:

- It can only be used in narrowly defined circumstances, such as; an emergency situation, to match existing equipment etc.;
- In order to satisfy the requirements of limited tendering you must show the inability to locate a similar or compatible good/service.
 - Market research should be conducted to see if there are alternative sources of supply.
 - An explanation as to how the selected limited tendering applies to the services/goods must be provided.

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 an overview of database steps for creating a limited tendering procurement process when the PO as agreement is being used. These steps are further detailed in this document.

- STEP 1 – CREATING A REQUISITION ORDER (RO)
- STEP 2 – RO PROCUREMENT PROCESS
- STEP 3 - 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 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 interface for the Procurement & Agreement database. The left screenshot shows the 'Create New' menu with 'ROs By Status' circled in red. The right screenshot shows the 'Create New RO (Per 2019 Policy)' menu with a table of requisition orders.

Left Screenshot: 'Create New' Menu

- Procurement & Agreement
 - Requisition Orders
 - By Next Approver/Reviewer
 - ROs By Status** (circled in red)
 - ROs By Author
 - Comprehensive ROs
 - 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)' Menu

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

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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 “**Limited Tendering**” then select the “**Procurement Criteria**”.
- “**New RO Comment**” place rationale/details as to why limited tendering is necessary;
- “**Save**” and “**Submit for Approval**”;
- Upon approval proceed to Step 3.

The screenshot displays the software interface for creating a new Request Order (RO). The left sidebar shows a navigation tree with 'Procurement & Agreement' selected. The main area shows a table of existing ROs. A 'RO Type' dialog box is open, with 'Procurement Process' selected. The right pane shows the 'RO - Procurement Process' form with fields for Project Name, Profile, Profile Division, Non-Application, Doc Type, and Procurement Method. A 'Keywords' dialog box is also open, showing a list of keywords.

Req Order #	Author	Status	Creation Date	RO Type	Profile	Profile Limit	Responsible Division	Non-Application	Doc Type	Type of Goods and/or Services	Co Author
10020071	AuthorizedBuyer1	Approved	2019-01-23	Procurement Process	AuthorizedBuyer1 TestID	\$1,000	Test Division 1	No	Request for Quotation	General Goods and Services	

Add New RO Comment

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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

Create Procurement Process Comprehensive RO Send FYI Change RO Type Change Profile Cancel

ABTI-BAWPWZ

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

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:
Type of Goods and/or Services:	Procurement Criteria:
	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

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○ 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 3.2

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○ 3.2 Documents Tab

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

ABTI-BBEKHE

Req Order #: 10020027
Status: Agreement Signed

Created by: AuthorizedBuyer1 TestID
Creation Date: 01/14/2019

Per 2019 Policy
Procurement Process

Documents Agreement Review Evaluation Procurement Report Agreement Signature Revisions Review

Documents

Open Document Templates

Documents Required: Yes No

Co Author: [Dropdown]

Add New Document Comment

Documents History

- “Open Documents Templates” contains TRCA formal templates used for soliciting bids (RFQ, RFP, etc.).
- “Documents Required” when Limited Tendering is being used these documents are not required. It is however recommended that some form of written documentation be obtained from the vendor. NOTE: This documentation should be placed in the “Evaluation Tab”.
- The “Co Author” must be an authorized buyer. It is not mandatory to select one;
- Proceed to Step 3.3.

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○ 3.3 Evaluation Tab

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

Edit Open RO POs Send FYI Close Window Change Profile Admin Cancel Request for

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 |

Evaluation

Open EvaluationTemplates

Working Evaluation:

Submitted Proposals / Quotations (Laserfiche):  catestid.id c

Opening Location: Opening Date:

Opening Committee:

- “Submitted Proposals/Quotations” attach Vendor quote received;
- “Open Evaluation Templates” as Limited Tendering only involves one Vendor a “Working Evaluation” is not required;
- “Opening location, date, and committee” are not required;
- Proceed to Step 3.4.

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○ **3.4 Procurement Report Tab**

Per 2019 Policy
Procurement Process

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

Procurement Report

Procurement Criteria: _____ 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

What is Needed and Why: _____

Discussion of Alternatives Considered: _____

Vendors

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

xxxxxxxx	*	
yyyyyyy	★	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](#) yyyyyyy

Responded: Yes No Value: \$4,500.00

Disqualified: Yes No

Recommended: Yes No

Why Best Value: bxxkdsvhjkdagfreionf

Measure We Get Full Value By: siyfewflunewf[eit]

Comments: _____

- Fill in all fields;
- Select **“After the Fact” only** when the product/good is purchased in an emergency situation. The definition of an Emergency can be located in the definition section, page 9, of the Procurement Policy;
- **“Agreement Value”** is the Vendor’s Agreement value excluding provisional items, taxes and contingency;
- **“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. *(Past procurements are a good source for examples);*
- **“Discussion of Alternatives Considered”**
Describe what would happen if the product/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?; *(Past procurements are a good source for examples);*
- **“Total Number of Vendors who received Procurement Document”** enter (1);
- Select **“Add New Vendor”** and fill in the Vendor’s details;
- **“Submit Procurement Report for Approval”**
- Upon approval proceed to Step 3.5

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o **3.5 Agreement Signature Tab**

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

- 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 changes 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 form to the Vendor at the same time as the PO;
- **“Executed Agreement Copy”** attach the vendor signed PO;
- **“Attach Certificate of Insurance”** attach COI received, fill in **“Insurance :piry 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)”;

