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 <u>Procurement Hub Space</u> (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
 - o 3.2 Documents Tab
 - o 3.3 Evaluation Tab
 - o 3.4 Procurement Report Tab
 - o 3.5 Agreement Signature

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)".

About db	Create New	About db	Create New RO (Per 2019 Policy)
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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, <u>do not</u> 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.

🕢 About db	Oreate New RO (Per 2019 Policy)	
Procurement & Agreement	Search in View 'ROs All By Author'	🕐 Save 🖇 Submit For Approvals 🔊 Create Procurement Process 🐵 Send FYI 📓 Change RO Type 📓 Change Profile 🕸 Cancel RO
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	06/13/2018 10008466 \$100,000 - \$199,999.99 TEST1	



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 Progurament Process	Sand EVI - Change RO Type - The Change Profile - Change
Reg Order #: 10020859	AuthorizedBuyer1
Status: Approved	Creation Date: 04/04/2019
Per	2019 Policy
RO - Procui	rement Process
Project Name:	Estimated Value:
Profile:	Profile Limit:
Profile Division:	Responsible Division:
Non-Application: C Yes 🖲 No	
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Tentative Start Date:	Tentative End Date:
Attachments:	
Route Info	
Submitted By:	Submitted Date:
Next Approver:	Previous Approver:
RO History	
Date (MM/DD/YYYY) Operator A	Activity
Add New RO Comment	

• 3.1 Agreement Review Tab

	 "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
Approval Required by	
Approval required by Agreement to be Completed by:	
толліц сору.	
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	

• 3.2 Documents Tab

😰 Save as 🕲 Open RO 🕲 Spell Check 😨 Send FYI 📓 Change Profile 🖉 Admin 🔇 Cancel Request for Quotation	
ABTLBBEKHE Req Order #: 10020027 Status: Agreement Signed Creation Date: 01/14/2019 Per 2019 Policy Procurement Process Documents Review Evaluation Procurement Report Agreement Signature Revisions Review Documents Documents Required: Yes Not Add New Document Comment Documents History	 "Open Documents Templates" contains TRCA formal templates used for solicitating 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.

• 3.3 Evaluation Tab

😭 Home 🗴 🔡 Workspace 🗴 🤌 Procurement & Agreement Management 🗴 🔌 Procurement/Agreement	
🖉 Edit 🐵 Open RO 🍨 POs 🛛 🗑 Send FYI 💼 Close Window 📓 Change Profile 🖉 Admin 😒 Cancel Request for	"Submitted Proposals/Quotations" attach Vendor
ABTI-BAWQ6C	quote received;
Req Order #: 10020859 Created by: AuthorizedBuyer1 TestID Status: Review Complete Creation Date: 04/04/2019 Per 2019 Policy	 "Open Evaluation Templates" as Limited Tendering only involves one Vendor a "Working Evaluation" is not required:
Procurement Process	 "Opening location date and committee" are not
Documents Agreement Review Evaluation Procurement Report Agreement Signature Revisions Review	required.
Evaluation Open EvaluationTemplates	 Proceed to Step 3.4.
Working Evaluation:	
Submitted Proposals / Quotations (Laserfiche): catestid.id c	
Opening Location: Opening Date:	
Opening Committee:	

• 3.4 Procurement Report Tab

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- Fill in all fields;
- Select "After the Fact" <u>only</u> 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 <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 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

• 3.5 Agreement Signature Tab

Documents Agreement Agreement Signature Has the previously app Actual Start Date: Agreement Executed Copy: Agreement Value: Include Contingency Certificate of Insurance: Attach Certificate of Insurance: Account Allocation: Active Agreement Contingency Add New Agreement Contingency Agreement Signature His Date (MM/DD/YYY)	Review Evaluation	g Copy A	greeme	equired	Altered si Acceleration Coo	nce the Ag tual End Da intingency ndor: surance Ex	reement ate:	\$0.00 \$0.00 YYYYYY
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 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

PO# N	Blank PO Form	N-DEJMP9	Author Dana Fountal
Reg Order	PO Form (As Contract)		Construe Date 2018-07.2
	Per	2019 Policy ular PO	
Vendor:	Waste Reduction	Ship To:	TRCA HEAD OFFICE
Terms and Condition	ons o Goods le 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 Fourtain	Authorization To:	Bernie Mcintyre/MTRCA
Division:	Community Engagement and Outreach	Profile PO Limit:	\$0
Contains Tangible Capital Asset?:	○ Yes # No ○ Not Sure	Procurement Total:	\$2,405.00

- 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 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 :xpiry 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)";
❷ Edit ❸ Open RO ⊕ POs ⊕ Send FYI
Req Order #: 10009666 Created Status: Active Agreement Creation De
Procurement Process
File Edit View Create Actions lext loois Window Hep Image: State of the state of th
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Procurement Process Info Checklist Documents Agreement Review Evaluation Procurement Report Agreement Signature Revisions Review
Project Name: Lake St George Christmas Events
Secondary Name: Catering and Staging Services
Schedule Bitem; C Yes @ No Type: Request for Cuntation
Type of Goods and/or "Events (Support Services), as
Procurement Method: "Competitive_imi Estimated Value of Less Than \$10,000_imi Agreement:
Tentative Start Date: 2018-12-03 ** Tentative End Date: 2018-12-15 **
Profile: Joanne Jeffery Co Author: Maggie Ballantyne/TRCA, Joanne Jeffery/MTRCA, Jaai
Profile Division: Education and Outreach Division Responsible Division: Education and Outreach Division
PO Number Profile Submitted By Status Created Agreement Value Contingent W-E-JJJ-00636 Joanne Jeffery Joanne Jeffery Approved 2018-12-11 \$5,375.00 5
1 document selected