



PARK BOARD PROCUREMENT POLICY

Park Board Committee Meeting
Monday, July 4, 2022



- Seek the Board's decision on the proposed updates of the Procurement Policy
- Review and outline the proposed updates and their potential impact on the Park Board
- Seek the Board's approval to authorize the General Manager to make administrative edits to the Procurement Policy

- Background
- Proposed Updates
- Support & Benefits
- Recommendations

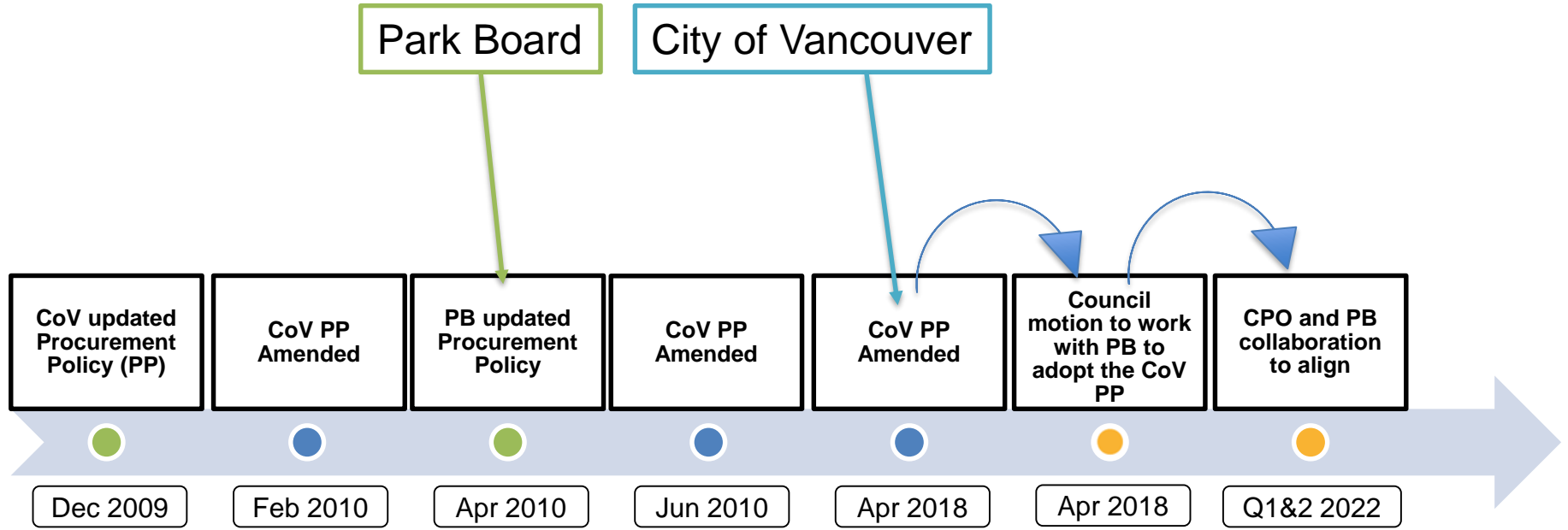




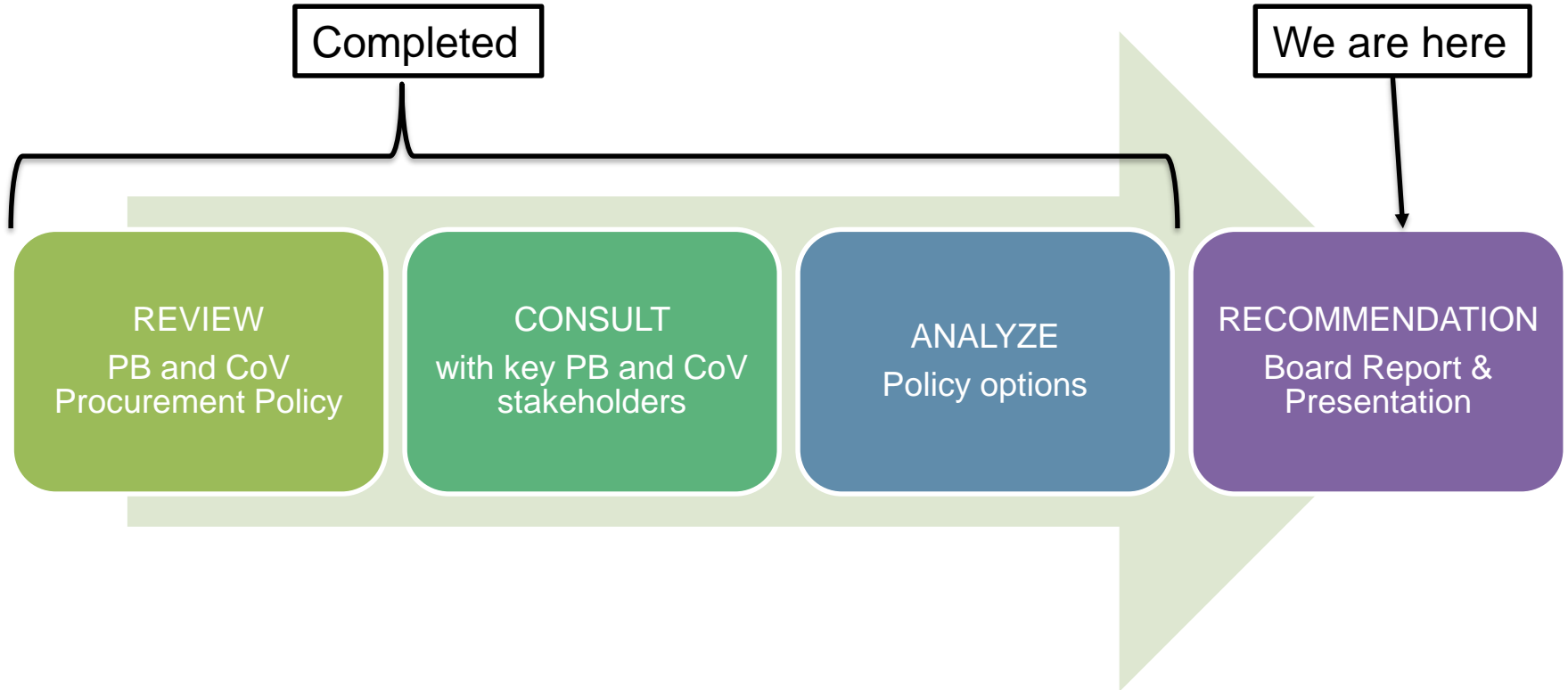
Background



Procurement Policy Timeline



- - Amendment
- - Major Update
- - Other Action



Misalignment between CoV and PB



- Supply Chain Management works with two different policies
- Lower Delegated Authority limit (PB)
- Lower Sole Source limit (PB)
- Defined Maximum Contract Term (PB)
- Different process for contract Change Orders
- CoV added sections – Living Wage Requirement, Unsolicited Proposals, Real Estate Dispositions



Proposed Updates

Delegated Authority Limits



- Manager – Increase from \$74,999 to \$200,000
- Director – Added for up to \$500,000
- General Manager – Increase from \$499,999 to \$750,000
- Only Park Board & Bid Committee for \$750,001 - \$2,000,000 (CPO removed)
- Only Park Board & Council over \$2,000,000 (City Manager, Director of Legal Services removed)

* Refer to Table 3.0 in the Report

Sole Source Limits



- Small contracts may be sole sourced up to \$10,000
- PB GM may approve emergency sole source up to \$500,000 with concurrence from the CPO

Sole Source Authorities	Current Park Board Policy Limits	Proposed Park Board Policy Limits
Small Contracts	\$5,000	\$10,000
Urgent Life & Safety Matter – General Manager	\$250,000	\$500,000

Contract Term



ITEM	PROPOSED CHANGE	IMPACT
Maximum Contract Term	Existing: Five years (including all options to extend or rights of renewal)	Longer contract terms may result in increased stability, ease of long range planning
	Proposed: Set by the CPO in consultation with the Department Head (terms over 10 years require the Bid Committee approval)	

Change Orders – under budget



ITEM	PROPOSED CHANGE	IMPACT
Change Orders – Under Budget	Existing: The Park Board General Manager will have the authority to approve change orders up to the project budget	Park Board will align with the City process, which decreases its exposure to liability
	Proposed: For changes that do not exceed the Materiality Threshold, the change will be approved if it is requested on an approved form	

Change Orders – over budget



ITEM	PROPOSED CHANGE	IMPACT
Change Orders – Over Budget	<p>Existing: Change orders must be forwarded to the Park Board for approval if the project budget has been exceeded by the greater of the following two limits:</p> <ul style="list-style-type: none">(a) 15% of the project budget(b) \$50,000 <p>Proposed: Change orders for the project budgets that have been exceeded require further Funding Authority (approved budget) prior to being authorized</p>	<p>This process will align with the Funding Authority process as outlined in the City's Operating Budget Policy.</p>

CoV - New Sections



ITEM	IMPACT
Living Wage Requirement	Ensure that all Contracts that meet the criteria require the contractor to pay no less than the Living Wage
Unsolicited Proposals	Ability to process Unsolicited Proposals, which can bring additional resources to the PB
Real Estate Disposition	Identifies the process of disposing of real estate through an Invitation to Offer process, administered by REFM



Support & Benefits

Support & Benefits



- Update supported by the Chief Procurement Officer & the Parks & Recreation Leadership Team
- Increased Delegated Authority, Sole Source limits, and maximum Contract Term (estimated 33% reduction in staff time)
- Process Standardization
- Park Board Content Control
- Decreased Liability Exposure
- GM will keep the policy current and functional



Recommendations

- A. THAT the Vancouver Park Board approve the proposed update of the Park Board Procurement Policy as outlined in this report and attached as Appendix A.

- B. THAT current limits on the Vancouver Park Board and Parks & Recreation staff delegated authority concerning procurement are aligned with the City of Vancouver's limits to reflect best practices and industry standards.

- C. THAT the updated policy referred to in Recommendation A:
 - a) becomes effective immediately;
 - b) the Director of Finance provides a copy of the Policy to the City of Vancouver Supply Chain Management office to ensure alignment and appropriate adoption; and
 - c) the General Manager, Parks & Recreation be authorized to make all such administrative amendments and modifications as are considered appropriate from time to time to the Policy to reflect changes in organizational structure or staff titles and any other elements of the Policy other than the elements which legally delegate authority to the Vancouver Park Board from the Vancouver Park Board to Parks & Recreation staff.

- D. THAT, upon the Park Board Procurement Policy taking effect, the updated Procurement Policy will supersede and replace the current Procurement Policy, including those delegated authorities related to procurement that are contained within the current Procurement Policy approved on April 19, 2010.

- A. THAT the Vancouver Park Board approve the proposed update of the Park Board Procurement Policy as outlined in this report and attached as Appendix A.
- B. THAT current limits on the Vancouver Park Board and Parks & Recreation staff delegated authority concerning procurement are aligned with the City of Vancouver's limits to reflect best practices and industry standards.
- C. THAT, in furtherance of the Park Board's mandate to ensure equity, diversity, and inclusion, the Board endorse the City's Social Value Procurement Framework, which increases opportunities for social or diverse businesses that are owned or controlled by an equity seeking population, and direct staff to report back with targets for Parks & Recreation.

- D. THAT the updated policy referred to in Recommendation A:
- a) becomes effective immediately;
 - b) the Director of Finance provides a copy of the Policy to the City of Vancouver Supply Chain Management office to ensure alignment and appropriate adoption; and
 - c) the General Manager, Parks & Recreation be authorized to make all such administrative amendments and modifications as are considered appropriate from time to time to the Policy to reflect changes in organizational structure or staff titles and any other elements of the Policy other than the elements which legally delegate authority to the Vancouver Park Board from the Vancouver Park Board to Parks & Recreation staff.

- E. THAT, upon the Park Board Procurement Policy taking effect, the updated Procurement Policy will supersede and replace the current Procurement Policy, including those delegated authorities related to procurement that are contained within the current Procurement Policy approved on April 19, 2010.

Questions



