



## INFORMATION REQUEST

**INFORMATION REQUEST #:** IR-004-24

**REQUESTED BY:** Councillor MacDonald

**TOPIC:** Procurement Specialist Position

**DATE OF REQUEST:** November 4, 2024

**DATE OF RESPONSE:** November 5, 2024

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### QUESTION:

Further clarify the value of the Procurement Specialist given current demand of service.

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### RESPONSE:

The Procurement Specialist can advance procurement in the organization and add value by:

- Taking on the existing workload from the director and create capacity for the director to focus on other organizational priorities.
- Standardizing the process for scoring and evaluating procurements to support departments while limiting exposure to the City.
- Improving the understanding of the procurement practices through raised awareness of procurement activities across and from outside the organization and providing opportunities for collaboration by aligning procurement activity across program areas.
- Working on implementing digital tools that support a unified approach and centralizing reporting that is required by the various trade agreements.
- Improving opportunities for local business to participate in procurement activities.
- Reducing risk exposure and improving overall procurement knowledge through coaching and training.
- Better utilizing procurement group buying programs that can result in saving time and possibly dollars for the City when procuring goods or services.

While it is difficult to determine a direct financial impact in possible savings with the incorporation of this position, we expect that the increased training, collaboration and focus in this area will increase the probability of the City benefitting financially over the \$86 million worth of procurement budgeted for 2025.

**BACKGROUND:**

At the time of preparing the business case for the Procurement Specialist in the Spring of 2024, 56 procurement documents had been reviewed. As of October 31, 2024, that number has increased to 87. Currently, the reviewing of procurement documents along with provincial reporting requirements accounts for approximately 70% of an 1820-hour work year.

This demand is currently being met by the Director of Business Advisory Services and is supported by contract dollars. The consequence of this approach is that progress in other program areas is being slowed and the organization's procurement program remains at an immature level. Opportunities for continuous improvements are severely limited due to lack of resources and current pressures are resulting in work/life balance pressures.

**FINANCIAL IMPLICATIONS/TAXATION IMPACT:**

\$57,000 from base budget is being allocated to offset the expenditure for the Procurement Specialist position with a net impact of \$44,336 in 2025, \$79,376, and \$82,787 in 2026 and 2027 respectively.

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