



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

DELEGATING AUTHORITY FOR SUMMER 2021 PROCUREMENT AWARDS

“As God’s chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience.”

Colossians 3:12

Created, Draft	First Tabling	Review
June 1, 2021	June 8, 2021	Click here to enter a date
P. De Cock, Comptroller of Business Services & Finance D. Reid, Acting Coordinator of Materials Management		
RECOMMENDATION REPORT		

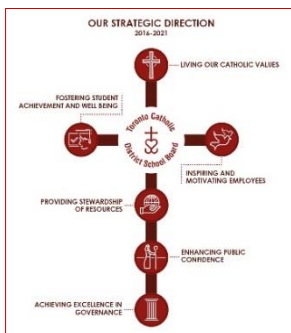
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Brendan Browne, PhD
Director of Education

D. Koenig
Associate Director
of Academic Affairs

D. Boyce
Associate Director
Facilities, Business and
Community Development

A. EXECUTIVE SUMMARY

During the summer period when there are no scheduled Committee or Board meetings, it is anticipated that there will be a number of tender contract awards purchases that would normally require Board approval under the Board Purchasing Policy.

There will be a number of required contract awards and procurements prior to the resumption of Board meetings in order to meet the ongoing business requirements of the Board in the areas of Facilities, ICT and Curriculum. These procurement awards and purchases are essential to facilitate the ongoing continuity of school operations in September 2021.

This report recommends that the Board delegate authority to the Director of Education or designate, and the Chair of the Board or designate, or the Chair of the Corporate Services Committee to award procurement contracts and approve purchases over \$50,000 for the months of June, July and August 2021. The Board of Trustees will be updated in the fall with a list of all awards and purchases approved by delegated authority over the summer.

The cumulative staff time required to prepare this report was 4 hours.

B. PURPOSE

1. Board approval is required for tender awards for new school construction, major school additions and all awards above \$50,000. During the summer period when the Board is not scheduled to meet, the Board typically delegates approval authority to the Director of Education or designate.
2. Timely contract approvals will facilitate the scheduling and implementation of major construction projects and key operational work ahead of the start of school.

C. BACKGROUND

1. *As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards more than \$50,000.* The Board Purchasing Policy FP01 provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures not to

exceed a threshold of \$50,000 where the Board of Trustees has approved the budget, project or report.

2. ***Procurement activities continue during the summer months when the Board of Trustees do not meet at Board and/or Committees of the Whole Board.*** In order to initiate the design and/or construction process for Capital and Renewal projects, Maintenance and ICT contracts and complete purchases required for school operations to commence in September, the Board of Trustees may approve the delegation of authority during the summer months to the Director of Education or designate to approve contracts and purchases that exceed \$50,000.

D. EVIDENCE/RESEARCH/ANALYSIS

1. ***The Board typically delegates approval authority to the Director of Education during the summer period from June until August.*** This avoids costly project delays when there are no scheduled Board or Committees of the Whole Board meetings. An information report is provided to the Board of Trustees in the following September.
2. ***In recent years, the delegation of authority has included one of either the Chair, Vice-Chair of the Board or Chair of Corporate Services.*** On June 11th, 2020, the Board approved the delegation of authority to the Director of Education or designate and the Chair or Vice-Chair of the Board or the Chair of the Corporate Services Committee.

E. METRICS AND ACCOUNTABILITY

1. ***A report listing all contracts awarded during the summer months will be provided to the Corporate Service Committee in September.*** Capital project budgets are monitored through the Board's financial systems and audit processes and the financial status is reported to the Ministry of Education annually through Capital Asset Project Template (CAPT) system.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. *Director's Council will recommend contract awards in June, July and August, 2021 prior to circulation to the Chair/Vice-Chair.* The recommendation report to Director's Council will then be sent by email to the Chair of the Board for approval. If the Chair is not available, it will be circulated to the Vice-Chair, and if she is not available it will be circulated to the Chair of Corporate Services.
2. *The appropriate local School Trustees will be informed of major construction awards in their ward.* The local trustee will be informed by email of awards of major Capital construction contracts in their wards during the summer period.

G. STAFF RECOMMENDATION

That the Board of Trustees delegate authority to the Director of Education or designate, and the Chair or Vice-Chair of the Board, or the Chair of the Corporate Services Committee, to award procurement contracts and approve purchases over \$50,000 from June 11, 2021 to August 31, 2021.