

Definitions

In all bid call documents, these terms shall have the meanings ascribed thereto as defined below:

"*Acquisition*" or "*Procurement*" includes a purchase, rental, *lease* or conditional sale, of *deliverables*, but does not include:

- (a) Any form of assistance such as grants, loans, equity infusion, guarantees or fiscal incentives;
- (b) Provision of *deliverables* to *persons* or other government organizations;
- (c) A revenue generating arrangement; or
- (d) Acquisition of *real property*;

"*Acquisition Value*" means the total financial commitment resulting from a *procurement process*, including all expenses related to fully executing all available renewals and *contract extension* options available in the *contract* in Canadian currency, exclusive of taxes;

"*Addendum*" means a document or information attached or added to clarify, modify, or support the information in the original *bid call document* and may also include "*addenda*";

"*Asset*" means tangible or intangible property, other than *real property*, movable property subject to ownership, with exchange value;

"*Authority*" or "*Authorized*" means the legal right to conduct the tasks outlined in this *procedure* as directed by *Council* and delegated through the office of the CAO to the *Directors* and subsequently to the *Manager of Procurement Services*. *Authorized acquisitions* are those that have prior approval of *Council* either through resolution or through the Departmental budget;

"*Award* or *Acceptance*" means the notification to a *bidder* of acceptance of a *bid*, which brings a *contract* into existence;

"*Best Interest*" means the discretion the *Town* has to take the most advantageous action on behalf of the *Town*;

"*Best Value*" means that an *acquisition* represents the optimal balance of high quality and financial terms; and might not be lowest cost;

"*Bid*" or "*Bids*" means an offer or *submission* received in response to a call for *bids*, and includes a *proposal*;

"*Bidder*" means any legal entity that submits a *bid* in response to a call for *bids*, and may include "*proponent*" or "*respondent*";

“*Bid Bond*” means a bond given to the *Town* to guarantee entry into a *contract*. This bond is given to indemnify the *Town* against increased costs if the *bidder* does not carry out the specified undertaking to enter into a *contract*.

“*Bid Call Document*” means the *Town’s bid document* which may be in the form of *request for quotation (RFQ)* (including quick bid), *request for proposal (RFP)*, *request for tender (RFT)*, or other RFX bid documents;

“*Bid Dispute Resolution*” means a provision in the *procurement procedures* which outlines *procedures* to ensure that a protest to a *bid* is handled in an ethical, fair, reasonable and timely fashion;

“*Bid Irregularity*” means a deviation between the requirements (terms, conditions, *specifications*, special instructions) of a *bid call* and the information provided in a *submission*. Schedule “C” of the *Procurement Policy - Bid Irregularities* of this *Policy* establishes the action that shall be taken;

“*Bid Review Panel*” means employees of the *Town*, appointed pursuant to the *procurement policy* to review *bid irregularities*, *proposal irregularities* or other issues pertaining to a *Bid* including, a *bid protest*, in accordance with the *Town’s procurement Policies* and *procedures* and may include *Town solicitor*;

“*Blackout Period*” means the period of time from when the *bid call document* is issued and when the *contract* is *awarded* by the *Town* to the selected *vendor* during which time the *vendor* shall communicate exclusively with the *Procurement Representative*;

“*Chief Administrative Officer (CAO)*” means the individual occupying the office of *Chief Administrative Officer* of The Corporation of the *Town* of Georgina, also referred to herein as *CAO*, or such successor office as the case may be;

“*Clerk*” means the *individual* occupying the office of the *Clerk* for The Corporation of the *Town* of Georgina, or such successor office as the case may be;

“*Committee*” means a body of one or more individuals that can be comprised of members of *Council* and residents of the *Town*. Each *committee* has a different functional specialization and their type of work differs depending on the subject.

“*Competitive Procurement*” means a *procurement Process* followed in order to provide an equal opportunity to multiple *vendors*, whether by invitation or by advertisement to the public, to *bid* on a *contract* as set out in a *bid call documents*;

“*Conflict of Interest*” means a real or perceived incompatibility between one’s private interests and one’s public or fiduciary duties in which a *person* is in a position to derive personal benefit from actions or decisions made in their official capacity;

“*Construction*” means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, soil investigation, seismic investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional services related to the construction *contract* unless they are included in the *procurement*;

“*Consultant*” means an entity, an *individual*, a partnership or a corporation that possesses unique qualifications that allow them to perform specialized *consulting and professional services* as advisors usually for a fee to the *Town* and includes a “*contractor*”, “*supplier*”, and “*vendor*”;

“*Consulting and Professional Services*” means those services requiring the skills of a professional for a specialized *service*. This includes but is not limited to the *services* of architects, engineers, designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, environmental planners and engineers, hydrogeologists, transportation planners and engineers, communications consultants and any other *consulting and professional services* which may be required by the *Town*;

“*Contingency*” means an event or circumstance that gives rise to an increase in a *contract* price and which could not have been reasonably anticipated at the time of *contract award*;

“*Contract*” means any form of voluntary binding agreement (including a *purchase order*) between two or more competent parties, arising from an offer and *acceptance*, creating an obligation to perform a service, provide a product or commit an act in return for financial consideration;

“*Contractor*” means the selected *bidder* that has a *contract* with the *Town* to perform the *deliverables* described in a *bid call document*. For clarity, for this *procedure* only, “*contractor*” includes “*consultant*”, “*supplier*” and “*vendor*”.

“*Co-operative Procurement*” means; a) the action taken when two or more entities combine their requirements to obtain advantages of volume *acquisitions* including administrative savings and other benefits. b) a variety of arrangements whereby two or more public *procurement* entities purchase from the same *vendor(s)* using a single *bid call document*. *Co-operative procurement* efforts may result in a *contract* that other entities may *piggyback* onto these *contracts*;

“*Council*” means the elected *Council* of The Corporation of the *Town* of Georgina;

“*Debriefing*” means a practice used primarily during the request for proposal process, whereby the *Town’s Procurement Services* representative will meet in *person* or by telephone with those parties requesting a *debriefing*, whose *submissions* were not deemed

appropriate for *award*. It is viewed as a learning process for *respondents* who may gain a better understanding regarding perceived deficiencies contained within their *submission*.

“*Deliverables*” means *goods, services and construction*;

“*Director*” means the *individual* occupying the office of a *Director* for The Corporation of the *Town* of Georgina, or such successor office as the case may be;

“*Director of Corporate Services & Deputy Chief Administrative Officer (CAO)*” means the *individual* occupying the office of the *Director of Corporate Services & Deputy Chief Administrative Officer (CAO)* for The Corporation of the *Town* of Georgina, or such successor office as the case may be;

“*Dispose*” means the *sale, exchange, destruction, trade, transfer or gift of goods* owned by the *Town* which are surplus to its needs and “*disposal*” and “*disposed*” shall have similar meanings;

“*Electronic Bidding*” means a method of issuing *bid call documents* and/or receiving *bids* where the process of issuing and/or receiving *bids* by internet is considered appropriate;

“*Emergency*” means an event or circumstance where the immediate *acquisition of deliverables* is necessary to prevent or alleviate: (a) a serious delay in service delivery; (b) a threat to the health, safety or welfare of any person; (c) the disruption of essential services; or (d) damage to public property, and includes, but is not limited to, an emergency declared under the Emergency Management and Civil Protection Act;

“*Employee*” means an *individual* who works part-time or full-time under a *contract* of employment, whether oral or written, express or implied for the Corporation of the *Town* of Georgina and has recognized rights and duties.

“*Employee Code of Conduct*” means the *Town's Employee Code of Conduct*, as amended;

“*Goods*” means anything *acquired* other than *services* or *real property*;

“*Individual*” means a natural *person*;

“*Lease*” means a financial arrangement whereby equipment or municipal capital facilities are provided to the *Town* by a third party in exchange for a series of payments;

“*Litigation*” means any formal dispute between the *Town* and any other party, including third party and cross claims, where a legal proceeding has been commenced for an injunction, a mandatory order, a declaration, or the recovery of money, or an arbitration proceeding;

“*Local Board*” means a municipal service board, transportation commission, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any act with respect to the affairs or purposes of one or more municipalities, excluding a school board, library board or a conservation authority;

“*Low Value Purchase*” (LVP) means the *acquisition* of *deliverables* having an estimated *acquisition value* as stated in Schedule “C” – Procurement Policy Thresholds (including *non-refundable HST*);

“*Manager of Finance & Deputy Treasurer*” means the individual occupying the office of the *Manager of Finance & Deputy Treasurer* of The Corporation of the *Town* of Georgina, or such successor office as the case may be;

“*Manager of Procurement Services*” means an *employee* responsible for the *Town’s* centralized *procurement process* and is hereby *authorized* to act as an agent in all such matters pertaining thereto; and occupies the office of *Manager of Procurement Services* for The Corporation of the *Town* of Georgina, or such successor office as the case may be;

“*Mayor*” means the member of *Council* holding the office of *Mayor* for the *Town*;

“*Negotiation*” means a bargaining process between two or more parties seeking to reach a mutually satisfactory agreement on, or settlement of, a matter of common concern. It can be used as part of a *procurement process*;

“*No Cost Procurement*” means an acquisition by the *Town* does not bear any cost (expense or capital expenditure). This usually is a result of a cost pass-through from a third party for a particular project;

“*Non-Competitive Procurement*” means an *acquisition* made directly from one *vendor*, and may include a situation where *negotiations* take place with more than one *vendor* prior to the *acquisition*, but does not include a situation where *negotiations* have been specifically permitted and provided for and take place pursuant to the terms set out in a request issued pursuant to a *competitive procurement*;

“*Non-Profit Organization*” means any corporation incorporated as a not-for-profit corporation under the Canada Not-for-profit Corporations Act, the Ontario Corporations Act, or any successor legislation;

“*Non-refundable HST*” means the percentage of the Harmonized Sales Tax (HST) that the *Town* is required to pay on the acquisition of deliverables.

“*P-Card*” means *Purchase card*;

“*P-Card Policy*” means the *policy* governing the administration of the *P-Card* program;

"*Person*" means and includes any natural *person*, corporation, company, limited liability company, trust, joint venture, association, incorporated organization, partnership, governmental *authority* or other entity, and shall be construed to include such *person's* successors and permitted assigns;

"*Personal Property*" means tangible or intangible property, other than *real property*, movable property subject to ownership, with exchange value;

"*Piggyback*" means a form of intergovernmental *co-operative procurement* process in which the *Town* shall be extended the pricing and terms of a *contract* established by another entity. Generally, one entity will competitively *award* a *contract* that will include language allowing other entities to utilize the *contract*, which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own. The *Town* may participate with other government agencies or public authorities in a *co-operative procurement process* where it is in their *best interest* to do so. The *Town* shall have a *piggyback* clause in most *bid call documents*, which permits the *Town* to extend the pricing, terms and conditions of a *contract* to other government entities, upon approval of the *contractor*;

"*Policy*" means the *Town's procurement policy*, as amended;

"*Price Agreement*" means a *contract* between the *Town* and a *vendor* resulting from a *bid call document*, under which the *vendor* agrees to provide *deliverables* as and when needed by the *Town*, at a pre-determined price, for a pre-determined period of time, upon pre-determined terms and conditions;

"*Procurement*" means the process of *acquiring deliverables* from an external source, often using a defined method. The most appropriate method is used to ensure the *Town* receives *deliverables* at the best total *acquisition value*.

"*Procurement Procedures*" means the *procedures* developed by the *Manager of Procurement Services* for the implementation of the *procurement policy*;

"*Procurement Process*" means the method by which an *acquisition* is made, including *competitive* and *non-competitive procurement*;

"*Procurement Representative*" means the *procurement representative* of the *Town* as specified in a *bid call document* and is an *employee* of *Procurement Services*, and includes *Procurement Advisor*;

"*Procurement Services*" means the Department responsible for the centralized *acquisition* of *deliverables* and the *disposal* of *personal property* for the *Town*;

"*Proponent*" means the legal entity that submits a *bid* in response to a *bid call document* and may include *bidder* or *respondent*;

"*Proposal*" means a *submission* received in response to a *request for proposal* (RFP).

"*Proposal Irregularity*" means a deviation between the requirements (terms, conditions, specifications, special instructions) of a *bid call document* and the information provided in a *proposal submission*. Schedule "D" of the *Procurement Policy - Proposal Irregularities* of this *Policy* establishes the action that shall be taken;

"*Purchase*" means the *acquisition* of *deliverables* by *purchase*, rental, *lease* or trade;

"*Purchase Card*" means a payment method whereby *employees* of the *Town* are empowered to deal directly with *vendors* for *low value acquisitions*, using a credit card issued by a bank or major credit card provider. Generally, a pre-established credit limit is established for each card issued. The card may facilitate on-line ordering from pre-approved *vendors* under *contract*;

"*Purchase Order*" means the document issued by the *Town* to a *contractor* that sets out, or references other *contract* documents that set out, the terms and conditions applicable to the supply of *deliverables* by a *contractor*, including, at minimum, the *acquisition value*. It is also *authorizes* the *contractor* to ship and charge for the *deliverables* specified on the order;

"*Purchasing Authority*" means the *authority* assigned to a *Town employee* to incur expenditures, including advance and progress payments on behalf of the *Town*;

"*Quick Bid*" (QB) means a *bid call document* used to solicit *bids* for the *acquisition* of *deliverables* of low dollar value, estimated to be up to the amount stated in Schedule "C" – Procurement Policy Thresholds (including *non-refundable HST*), from one or more *vendors*. It is a request to *vendors*, which is evaluated with the objective of accepting the lowest-priced *quotation*;

"*Quotation*" means an offer received in response to a *request for quotations*;

"*Real Property*" means land, land and buildings, things growing upon or affixed thereto, improvements to such land, and all rights and interests therein;

"*Request for Expressions of Interest*" (ROEI) means a document that is used to determine the interest of the market place to provide *deliverables* that the *Town* is contemplating *acquiring*;

"*Request for Information*" (RFI) means a non-binding written request used for the purpose of compiling the available market information and capabilities of various *vendors* in providing *deliverables* to the *Town* in order to make informed *acquisition* decisions and may be followed by a subsequent *request for tender* or *request for proposal*.

"*Request for Pre-Qualifications*" (RFPQ) means a request for the submission of information from potential bidders, including the experience, financial strength, education, background

and personnel of firms or corporations who want to qualify to be able to compete to *deliverables* to the *Town*. A RFPQ is typically used as the first stage in a two-stage *procurement process* in order to short-list the most qualified *vendors*;

"*Request for Proposal*" (RFP) means a *bid call document* issued to obtain *proposals* where a need is identified, but how it will be achieved is unknown at the outset, which allows *respondents* to propose solutions or methods to arrive at the desired result, and which may allow for consecutive or concurrent *negotiations* to be conducted with *respondents* on any of the *contract* terms including, but not limited to, the *specifications* and/or prices pursuant to a *procurement process* that is detailed in the *request for proposal*;

"*Request for Quotation*" (RFQ) means a written *bid call document* that is issued either by invitation or through an advertisement to *vendors* for the purpose of selecting one or more *vendor(s)* to provide *deliverables* and may include *quick bid request for quotation (QBRFQ)*;

"*Request for Roster Candidates*" (RFRC) means a document that is issued and used to gather information on *vendors* capabilities, qualifications and pricing for the purpose of creating a list of *vendors* that may be called upon during a specified period of time using a rotation or other equitable work distribution method to provide a category of *deliverables* on defined terms and conditions;

"*Request for Tender*" (RFT) means a *bid call document* issued seeking *submissions* to obtain *deliverables* whenever the requirements can be precisely defined and the expectation is that the lowest *bid* meeting the requirements specified in the *bid call document*, would be accepted, subject to any other provisions of the *contract* documents and the *procurement policy*;

"*Requisitioner*" means the member of the *requisitioning department* that has been assigned the responsibility for the *acquisition* of *deliverables* and the management of the resulting *contract* with a *contractor* by the *Director* of that *requisitioning department*;

"*Requisitioning Department*" means the Department that has budget responsibility for the *acquisition*, except in the case of an *acquisition* of information technology, in which case the *requisitioning department* also includes the department that will be the main user of the technology;

"*RFx*" means a written *bid call document* that is issued to *vendors*, whether or not it is publicly advertised, that is intended to result in the *award* of a *contract* to a *contractor(s)* for *deliverables*, and includes a *request for tenders*, *quotations*, *proposals*, *qualifications for roster candidates* and excludes a *request for information* or *expressions of interest*;

"*Respondent*" means the legal entity that submits a *bid* in response to a *bid call*, and may include *bidder* or *proponent*;

“Reverse Auction” means an online auction in which *bidders bid* against each other to win the *Town’s business*. Typically used to acquire commodities from multiple pre-qualified *bidders*. Also referred to as e-auction;

"Roster Supplier" means a *vendor* whose *submission*, as reviewed and evaluated by *Procurement Services* in conjunction with the *requisitioning department*, has met the minimum set standards for technical qualifications and professional competence, and has the necessary equipment, facilities and experience for the provision of a specified category of *deliverables* which it will provide based on pricing and terms and conditions established in the *request for roster candidates*;

“Sale” means the act of selling *Town’s personal property* that is no longer needed by the *Town* and is designated for *disposal* outside the Organization;

“Scope” means the full extent of the *deliverables* to be provided by a *contractor*, as set out in the *contract*, including the term of the *contract*;

“Scope Change” means any change to the *scope* of a *contract* to accommodate a need not originally provided for in the *contract* and which may include the *acquisition* of additional *deliverables* or the extension of the term of the *contract* and which may require an adjustment to the *contract price*;

"Services" includes all *consulting and professional services*, all *services* in relation to *real property* or *personal property* including without limiting the foregoing the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of *personal property* and *real property* and all other services of any nature and kind save and except only *services* to be delivered by an *employee* of the *Town*;

"Single Source Acquisition" means a *non-competitive procurement process* that is not a *low value purchase* from a specific *vendor* even though there may be more than one *vendor* capable of providing the same *deliverables* but the *acquisition* is directed to one source because of standardization, warranty, or other such factors;

"Sole Source Acquisition" means a *non-competitive procurement process* that is not a *low value purchase* where a situation created due to the inability to obtain competition. This may be because of one available *vendor* possessing the unique ability or capability to meet the particular requirements of the *bid call document*;

"Specifications" means the precise requirements or characteristics of the *deliverables* to be *acquired*;

"Submission" means a response received from a *bidder* to *bid call* or other form of request for *deliverables*;

“Supervisor” means a *Town employee* in a first-line management position who monitors and regulates *employees* in their performance of assigned or delegated tasks;

"*Supplier*" means an entity, an *individual*, a partnership or a corporation that is capable of providing desired *deliverables* to the *Town* and including but not limited to a "*consultant*", "*contractor*" and "*vendor*";

"*Supplier Code of Conduct*" means the *Town's supplier code of conduct* that outlines clear expectations for all "*consultants*", "*contractors*", "*suppliers*" and "*vendors*" related to their conditions of employment, workplace environment and business ethics.

"*Surety*" means a pledge or guarantee by an insurance company or Canadian chartered bank, *authorized* by law to do business in the province of Ontario and acceptable to the *Town* on behalf of the *contractor* which protects against default or failure of the *contractor* to satisfy the contractual obligations;

"*Surplus Asset*" means a *Town asset* that has served its useful life and is no longer required for the purpose for which it was originally obtained;

"*Staff*" means a *Town employee* that does not hold a position of *supervisor* or higher;

"*Term Contract*" means a *price agreement* in which a source of supply is established for a specified period of time for specified *deliverables*, usually characterized by an estimated or definite minimum quantity, with the possibility of additional requirements beyond the minimum, all at a predetermined unit price;

"*Tender*" means a written detailed offer from a *vendor*, received in response to a *request for tender*, to supply of *deliverables* where there are clearly defined criteria or *specifications*;

"*Tied Bid*" means two or more *bids* from *bidders* that are equal in all respects after evaluation, including price for *deliverables* and *sale of personal property*;

"*Total Cost*" means *acquisition value*;

"*Town*" means The Corporation of the *Town* of Georgina and its *local boards* (except library) and *committees*;

"*Treasurer*" means the individual occupying the office of the *Treasurer* of The Corporation of the *Town* of Georgina, or such successor office as the case may be;

"*Unsolicited Bid / Proposal*" means a *bid* or *proposal* received by the *Town* from a *vendor(s)* who have approached the *Town* with a *bid* or *proposal* in response to a perceived need that was not requested through a standard *procurement process*;

"*Vendor*" means an entity, an *individual*, a partnership or a corporation that is capable of providing desired *deliverables* to the *Town* including but not limited to a "*consultant*" "*contractor*" and "*supplier*";

“Working Day” means Monday through Friday, excluding any recognized statutory holiday, public holiday or civic holiday;

"WSIB" means Workplace Safety and Insurance Board.

To establish the definition of any other *procurement* terms not herein included, reference may be made to the latest edition of the Institute for Public Procurement (NIGP) Public Procurement Dictionary of Terms and/or, the Government of Canada Supply Manual Glossary.