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Sent: 5/15/2012 2:57:07 PM
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CC: Leslie Woo [leslie.woo@metrolinx.com]; Gisele Zwicker [gisele.zwicker@metrolinx.com]
Subject: FW: Procurement & Contract Services Procedures and Practices Manual

Dear colleagues,

I have been in a series of discussions with Steve Martin about the procurement policy and how to leverage it to foster innovation.

He is now asking me to comment on the updated manual **by May 31** before it goes to SMT.

All of you deal extensively with PCS. I suggest that you take a look and that we discuss in the **May 22 Management Meeting**, prior to preparing consolidated comments.

I will need your comments by **May 26** to consolidate them.

Think about what needs fixing, but also what may be missing or represents an opportunity

Please do not forward outside of PPI, let alone outside of Metrolinx – I don't know how Steve is consulting with the rest of the business.

Thank you.

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I am running with the Metrolinx Team in the Scotiabank Rat Race on June 14 to raise funds for the United Way! Sponsor me at <http://my.e2rm.com/personalPage.aspx?SID=3327625&langPref=en-CA>

From: Steve Martin
Sent: Tuesday, May 15, 2012 9:43 AM
To: Procurement
Cc: Robert Siddall; Antoine Belaieff
Subject: Procurement & Contract Services Procedures and Practices Manual

Good morning,

When GO Transit became a Division of Metrolinx in 2009, the first 2 policies that were rewritten for the merged organization were the Procurement Policy and the Approval Authorization Policy. The new Procurement Policy was developed primarily on the basis of the GO Transit procurement policy that existed at that time, but was enhanced by the introduction of certain components of the Metrolinx policy and also by changes in the MBC Procurement Directive (July 2009) and how it applied to the new Metrolinx.

The former GO Transit Policy was a combination of Policy and Procedures. In the new Metrolinx Procurement Policy, the policy provisions were separated from the standard operating procedures. The GO Policy document went from approximately 125 pages to the 17 pages that exist in the Metrolinx Policy today. That doesn't mean that the procedures that were once in the GO Policy didn't exist anymore, we still used them, it just meant they needed a new home. At the same time, with Metrolinx being classified as an "Other Included Entity" under the revised MBC Procurement Directive, several changes to our practices had to be rewritten, such as dollar value threshold limits required to initiate various types of procurements, new procurement methods that were introduced and additional justifications for undertaking non-competitive procurements and the use of MERX. In addition, practices were amended to incorporate the restrictions imposed by the MBC Directive which prohibited the procurement of all consulting services through non-competitive processes and payment of the consultant's hospitality, food or incidental expenses. Since then, the MBC Procurement Directive has been amended once again (April 2011), with its most significant change being the introduction of the Advanced Contract Award Notice (ACAN) process.

On top of these changes, over the past 2 years Metrolinx has been evolving from an organizational structure perspective, and many reporting practices and committees were being re-examined and put in place.

I have been working to reissue the revised practices and procedures document for some time. I'm currently on Draft #3 and believe its 98% complete. I have asked Paul Davidson to work on 3 final sections (a couple of paragraphs each) describing a) the use of Fairness Commissioners; b) the Advertising Review Board process, and: c) the Transit Procurement Initiative, in respect to how TPI and PCS work together.

While waiting for these final sections to be completed, I wrapped up my last personal edits yesterday on Draft #3. I am keenly interested in staff feedback on the document, prior to it going to the Metrolinx Executive Team (MET) for approval. Attached you will find Draft #3 of the Procurement & Contract Services Procedures and Practices Manual. It's a long document, so please try to avoid printing it if at all possible. I'm told that comments can be added by using the Comment command in Adobe Reader.

I would appreciate any feedback you may have by May 31st. If you have any questions, please come and see me, or send me an email.

Thank you.

Steve Martin

Director, Administration and Contract Services

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