

PROCUREMENT BYLAW 2021-103

Glossary of Procurement Terms

External Version

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PROCUREMENT OFFICE



GLOSSARY OF COMMONLY USED PROCUREMENT TERMS

COMMONLY USED PROCUREMENT TERMS

The following are commonly used terms in the Region’s procurement processes and have been identified in alphabetical order below.

Terms defined by the [Procurement Bylaw 2021-103](#) have been identified as such.

Procurement Terms

| TERM | DEFINITION |
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| 4 Key Bid Lifecycle Dates (4 Key Dates) | <ul style="list-style-type: none"> Key milestone dates which track the progression of bids through the Bid Lifecycle, starting after the completion of the Forecasting Process Includes Bid Document Submission (BDS), Procurement In Office (PIO), Release to Market (RTM), and Bid Completion (BC) |
| 48 Hour Notice | <ul style="list-style-type: none"> 48-hour notice given to client to recommend proceeding with an award, unique to A2P projects |
| Accessibility for Ontarians with Disabilities Act (AODA) | <ul style="list-style-type: none"> Statute enacted in 2005 by the Legislative Assembly of Ontario Its purpose is to improve accessibility standards for Ontarians with physical and mental disabilities to all public establishments by 2025 |
| Action Request (AR) | <ul style="list-style-type: none"> Form that must be completed to make changes to the Purchase Order |
| Action Request Form (ARF) | <ul style="list-style-type: none"> Form/template that enables the Action Request process (starts the process) |
| Addendum or Addenda (plural) | <ul style="list-style-type: none"> written change, addition, alteration, correction, or revision to a solicitation or contract document The document used to revise a solicitation |
| Administrative Assistant (AA) | <ul style="list-style-type: none"> Administrative staff that performs administrative duties and supports senior management and other staff in the organization |
| Administrative Clerk Intermediate (ACI) | <ul style="list-style-type: none"> Administrative staff that performs administrative duties in the organization |
| Administrative Clerk Secretary (ACS) | <ul style="list-style-type: none"> Administrative staff that performs administrative duties in the organization |
| Agenda Review Committee (ARC) | <ul style="list-style-type: none"> The senior management team responsible for the review of all reports, memos, documents, and presentations that are presented for Council and Committee review and/or approval |
| Alternative Dispute Resolution (ADR) | <ul style="list-style-type: none"> A process or procedure used voluntarily between parties to resolve issues in controversy without the need to resort to litigation ADR may include, but is not limited to, mediation, fact-finding, and arbitration |

| TERM | DEFINITION |
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| Annual Departmental Procurement Allotment (bid allotment) | <ul style="list-style-type: none"> The available annual/monthly bid volume allocated to each Department and represents the Procurement Office's operational capacity to support procurement releases to market, planned by month for each budget year, in response to departmental Bid Forecast Requests |
| Annual Procurement Needs Forecasting Call-Out (Forecasting Call-Out) | <ul style="list-style-type: none"> Annual call-out to commence the Forecasting Process, typically held in Q2 of each year |
| Approval to Procure (A2P) | <ul style="list-style-type: none"> Corporate-wide process for initiating, preparing, approving, and awarding procurements applicable to Tenders (RFTs) |
| Authority limits | <ul style="list-style-type: none"> Delegated authority, under the Bylaw, to execute various agreements (ex. Contract awards, renewals) in relation to the procurement of goods or services |
| Authorized Approver | <ul style="list-style-type: none"> A management member of the Department, who has been granted Signing Authority to approve purchases and payments, with or without a PO, on behalf of their Department, in accordance with the Authorization for Payment of Goods and Services Policy |
| Authorized designate | <ul style="list-style-type: none"> A person who has been authorized/delegated to execute a specific function (ex. signing authority) on behalf of someone else |
| Best and Final Offer (BAFO) | <ul style="list-style-type: none"> Term used in bids to indicate that no further negotiation on the amount or terms is possible Form of RFP |
| Bid | <ul style="list-style-type: none"> A submission received in response to a call for bids, and includes, but is not limited to, a quotation, a tender, and a proposal <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Bid Completion (BC) | <ul style="list-style-type: none"> Date when work commences, a PO has been issued and outcome letter is posted on bids and tenders |
| Bid Debriefing (Debriefing) | <ul style="list-style-type: none"> A debriefing is requested by a Participating Supplier (Bidder) participating in a call for bids, to explain why their bid/offer/arrangement was not accepted, allowing them to improve future bid submissions Aims to demonstrate to the requesting Bidder the fairness, openness, and transparency of York Region's procurement process |
| Bid Deposit/Security | <ul style="list-style-type: none"> A bond or deposit that guarantees that the bidder, if awarded the contract, will honor their bid as submitted A sum of money, a check, or other acceptable cash alternative (such as an irrevocable letter of credit or the contractor's pledge against owned property or against personal assets deposited with the entity by a bidder) used as a guarantee that the bidder will enter into a contract if awarded The bid deposit may also be in the form of a bond issued by a surety and deposited with an entity to guarantee the bidder will not withdraw the bid for a |

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| | specified time period, will furnish bonds as required, and will accept a contract if awarded, or forfeit the deposit |
| Bid Dispute (Dispute) | <ul style="list-style-type: none"> • A dispute raised by a Participating Supplier (Bidder) or a Prospective Supplier against the methods employed, or decisions made by York Region in the administration of a procurement process. |
| Bid Document | <ul style="list-style-type: none"> • A consolidated set of documents, and any subsequent Addenda, issued by a procuring entity to invite bid submissions by bidders, indicating the form in which they are to submit their bids and the information they are to provide in their bids • Bid Document includes: <ul style="list-style-type: none"> ○ Instructions to Bidders ○ Drawings/plans ○ Schedule of Work ○ Technical Specifications and Requirements ○ Pricing/Estimate Tables ○ Evaluation Criteria ○ Sample Forms ○ Conditions of Contract ○ Other similar documents |
| Bid Document Submission (BDS) | <ul style="list-style-type: none"> • Date when final bid documents are submitted by departments to Legal or Procurement Office for review |
| Bid Irregularity Review (BIR) | <ul style="list-style-type: none"> • A review conducted by the PRC that occurs if there is a variance between the requirements of a bid document and a bid response submission • Examples are included in the Procurement Review Committee Protocol |
| Bid Lifecycle | <ul style="list-style-type: none"> • Series of milestones and timelines representing the progression of a competitive or invitational bid through the 5Ps procurement process, starting with planning and forecasting, through the four key milestones, represented by the 4 Key Dates (BDS, PIO, RTM, and BC) |
| Bid Outcome Notice | <ul style="list-style-type: none"> • Notice of procurement outcome such as contract award resulting from a call for bids |
| Bid Outcome Notice | <ul style="list-style-type: none"> • Notice of procurement outcome such as contract award resulting from a call for bids |
| Bid Review | <ul style="list-style-type: none"> • A meeting of the Procurement Review Committee (PRC) to resolve bid irregularities of supplier bids during a solicitation process |
| Bidder | <ul style="list-style-type: none"> • Any legal entity that submits a bid in response to a call for bids <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Bidding Platform | <ul style="list-style-type: none"> • An external (third-party) digital bidding platform (currently provided by Bids &Tenders) which connects the Region to suppliers for the purpose of procurement of goods and/or services |

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| Bids & Tenders | <ul style="list-style-type: none"> A third-party digital bidding platform which connects the Region to suppliers for the purpose of procurement of goods and/or services |
| Blackout Period | <ul style="list-style-type: none"> Stage in the Procurement Lifecycle where there is no communication with vendors/suppliers by Department and all communications must be conducted through Procurement Office Also known as Confidential phase |
| Business Day | <ul style="list-style-type: none"> Monday to Friday, excluding statutory holidays in the Province of Ontario |
| Calibration Touchpoints | <ul style="list-style-type: none"> Touchpoints (held monthly/other frequency as required) held between the Procurement Office and departmental SPOCs/Project Leads/Project Teams, to continually calibrate procurement priorities identified in the Forecast, focused on proactive discussion of any challenges/constraints/opportunities (e.g., market conditions, bid documents delays, permit delays, process optimization, successful procurement releases, awards) affecting the progression of forecasted bids through their planned bid lifecycle |
| Call for Bids | <ul style="list-style-type: none"> A formal request for bids and includes, but is not necessarily limited to, a request for quotations, a request for tender, a request for proposals, and a request for pre-qualification <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Cash on Delivery (COD) | <ul style="list-style-type: none"> The system of paying for goods when they are delivered by cash |
| Certificate of Insurance (COI) | <ul style="list-style-type: none"> A certificate issued by an insurance company or broker that verifies the existence of an insurance policy for a supplier All suppliers in contract with the Region require to provide a COI prior to contract execution |
| The Canadian Free Trade Agreement (CFTA) | <ul style="list-style-type: none"> Governs trade between the Canadian provinces and territories |
| Canada-European Comprehensive Economic and Trade Agreement (CETA) | <ul style="list-style-type: none"> Free-trade agreement between Canada and the European Union |
| Certificate of Recognition (COR) | <ul style="list-style-type: none"> An occupational safety and health accreditation program that verifies a fully implemented safety and health management system which meets national standards and is endorsed by the Canadian Federation of Construction Safety Associations – for construction projects |
| Certified Professional Public Buyer (CPPB) | <ul style="list-style-type: none"> Recognized public procurement credentials which signify that the designated individual has reached a specific level of education and experience and has demonstrated an established level of knowledge necessary to competently perform the work of a public procurement officer or buyer |
| Certified Public Procurement Officer (CPPO) | <ul style="list-style-type: none"> Recognized public procurement credentials that signify that the designated individual has reached a specific level of education and experience and has |

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| | demonstrated an established level of knowledge necessary to competently perform the work of a public procurement officer or buyer |
| Chief Administrative Officer (CAO) | <ul style="list-style-type: none"> The Chief Administrative Officer of The Regional Municipality of York <i>Definition from Procurement Bylaw 2021-103</i> |
| Client/Customer | <ul style="list-style-type: none"> Individual, department, or entity with whom procurement professionals consult and collaborate in procuring a desired or required good or service The client may also be the end user (front line user) |
| Commercial off the Shelf (COTS) | <ul style="list-style-type: none"> Products that are ready-made, pre-packaged solutions (often IT solutions) that available for sale to organizations, which are adapted to satisfy the needs of the organization rather than a custom-made solution |
| Commissioner | <ul style="list-style-type: none"> Any officer or employee of the Region who is designated as the head of a department |
| Committee of the Whole (COW) | <ul style="list-style-type: none"> Committee consisting of members of Council. Each month there are two Committee of the Whole meetings held in advance of Regional Council |
| Community benefits | <ul style="list-style-type: none"> Additional physical, social, economic and/or environmental benefits for local communities that can be leveraged through funds already being spent on goods, services, construction, and land development projects <i>Definition from Procurement Bylaw 2021-103</i> |
| Competitive process | <ul style="list-style-type: none"> The solicitation of bids from multiple suppliers and includes Invitational Competitions and Open Competitions (including RFPs, RFQs, and RFTs) |
| Concurrent Negotiation | <ul style="list-style-type: none"> RFP format that allows for concurrent negotiation, otherwise called Best and Final Offer (BAFO) |
| Conflict of interest | <p><u>When Applied to Individuals</u></p> <ul style="list-style-type: none"> Any situation or circumstance in which an individual's impartiality may be affected because of a personal relationship or where an individual may stand to gain from the outcome of a procurement <p><u>When Applied to Suppliers</u></p> <p>Any situation or circumstance where:</p> <ul style="list-style-type: none"> In the context of a procurement process, the supplier has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including, but not limited to: A. having, or having access to, confidential information of the Region that is not available to other suppliers Communicating with any person with a view to influencing preferred treatment in the procurement process Engaging in conduct that compromises, or could be seen to compromise, the integrity of an open and competitive procurement process or render that process non-competitive or unfair |

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| | <p><u>In the Context of Performance Under a Contract, the Supplier's Other Commitments, Relationships or Financial Interests:</u></p> <ul style="list-style-type: none"> • Could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement • Could, or could be seen to, compromise, impair or be incompatible with the performance of its contractual obligations <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Consecutive negotiation | <ul style="list-style-type: none"> • Added from Consecutive Negotiation (Rank and Run) Process • In the consecutive negotiation process, the top-ranked proponent is invited to enter negotiations to finalize the agreement <ul style="list-style-type: none"> ○ The time period for the negotiations is specified in the RFP • If the time period expires and negotiations have been unsuccessful (i.e., an agreement has not been reached with the top-ranked proponent), the negotiations can be terminated, and the next ranked proponent can be invited to enter negotiations • The right to terminate negotiations should only be exercised when it is clear that the parties are not able to come to a satisfactory agreement • If positive progress is being made at the time the negotiation period expires, the negotiation period should be extended to attempt to finalize the agreement with the top-ranked proponent; however, if at any time following the expiration of the negotiation period the negotiations break down and it is clear that a satisfactory agreement cannot be reached, the right to terminate negotiations and move on to the next ranked proponent can be exercised |
| Consumer Price Index (CPI) | <ul style="list-style-type: none"> • Measures changes in the price level of a weighted average market basket of consumer goods and services purchased by households • CPI is a statistical estimate constructed using the prices of a sample of representative items whose prices are collected periodically |
| Contingency | <ul style="list-style-type: none"> • 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 the call for bids closed <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Contract | <ul style="list-style-type: none"> • Any form of binding agreement between the Region and a contractor for the purchase of deliverables and includes a purchase order <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Contract Administrator | <ul style="list-style-type: none"> • An employee assigned to the administration and management of a contract |
| Contractor | <ul style="list-style-type: none"> • Any legal entity to whom a contract is awarded and includes a vendor, supplier, service provider and consultant <p><i>Definition from Procurement Bylaw 2021-103</i></p> |

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| Cooperative Purchasing or Cooperative Procurement (COOP or CO-OP) | <ul style="list-style-type: none"> Combining the requirements of two or more entities to obtain the benefits of volume purchases, reductions to expenses and time savings |
| Corporate standard | <ul style="list-style-type: none"> Means specific goods, services or construction approved by Regional Council that best fulfill a long-term Regional need or requirement <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Council | <ul style="list-style-type: none"> The Council of the Regional Municipality of York <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Council of Ontario Construction Associations (COCA) | <ul style="list-style-type: none"> The largest and most representative group of Industrial, Commercial Institutional (ICI) and heavy civil construction employers in the province |
| Cyber Risk Exposure Tool (CRET) | <ul style="list-style-type: none"> Tool that assesses risk of exposure to a financial loss, disruption, or damage to the reputation of an organization resulting from the failure of its information technology systems An assessment tool completed by the cyber review team after the Cyber Risk Information Tool (CRIT) is complete and the procurement has reached the stage where the agreement terms have been finalized The CRET scores key elements of the agreement from zero (no risk) to three (high risk) The scores are then heat mapped to make reading easier, with green representing a low risk, yellow representing a medium risk, and red representing a high risk <ul style="list-style-type: none"> If the result is in the green, the project lead can move ahead with the procurement If the result is in the yellow, the procurement will require Commissioner approval before it can move forward If the result is in the red, the procurement will require CAO approval before it can move forward Once the CRET is complete, the project lead will receive a report which includes all scores from the CRET, the heat map and notes on areas of concern in the agreement |
| Cyber Risk Information Tool (CRIT) | <ul style="list-style-type: none"> An assessment tool to review potential exposures related to IT security, privacy, personal information, and records retention CRIT provides recommendations to be considered/incorporated into the next steps to best protect the Region and its residents Must be completed by the project lead before any procurements or agreement renewals are started, including: RFPs, RFQs, direct purchases, renewals of existing agreements, software solutions (on-premises and cloud based), web access to tools, and portals |

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| | <p>where there is any information exchange or transmission of data over the internet</p> |
| Day(s) | <ul style="list-style-type: none"> • Calendar day(s) including weekends and holidays • Process timelines are adjusted for weekends and holidays • Internal process timeframes start on the next business day following a public timeline (e.g., if we receive a request for debriefing or dispute on a Friday, the process countdown begins on the following business day) |
| Deliverables | <ul style="list-style-type: none"> • Purchase of goods and/or services across various commodities, including construction <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Department | <ul style="list-style-type: none"> • The Regional department that is requisitioning the procurement of, or managing the contract for the deliverables • Also known as Procuring Department |
| Department Proxy Requestor | <ul style="list-style-type: none"> • A member of the Department, delegated to assist the Department Project Lead with purchase/procurement administration, including the requisition of a Purchase Order in the Region’s financial system |
| Direct Purchase under a Non-Standard Procurements Protocol | <ul style="list-style-type: none"> • Deliverables are acquired directly from a particular supplier without conducting a competitive process when an Invitational Competition or an Open Competition would normally be required • Direct purchases equate to ‘single’ sourcing, where a particular supplier is purposefully chosen by the procuring/contracting department, even when other suppliers are available |
| Direct to General Ledger Purchase (Direct to GL Charge) | <ul style="list-style-type: none"> • A purchase of goods and/or services that is charged and paid directly against a general ledger account where no Purchase Order is required |
| Director of the Procurement Office | <ul style="list-style-type: none"> • The Director of the Procurement Office of the Regional Municipality of York who is responsible for: <ul style="list-style-type: none"> ○ Providing procurement services and advice, in consultation with the Regional Solicitor, if required, including, but not limited to, preparing calls for bids ○ Administering calls for bids and ensuring compliance with the terms and conditions of the calls for bids and the Bylaw ○ Reviewing statements of work and specifications for compliance with the terms of the Bylaw, including, but not limited to the Purposes, Goals and Objectives described in Section 1 of the Bylaw ○ The development of co-operative purchasing arrangements with other levels of government, municipalities, agencies, public authorities, and other entities where such arrangements are determined to be in the best interests of the Region ○ The standardization of all procurement processes and protocols |

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| | <ul style="list-style-type: none"> ○ Determining, in consultation with the procuring department, whether a procurement should be conducted so as to establish a corporate standard, in accordance with the applicable Regional policies, processes and protocols as may be amended from time to time ○ The coordination of reports to Council where required under the Bylaw <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| E-Bid Summary | <ul style="list-style-type: none"> ● Electronic summary of details surrounding the bid |
| Electronic Funds Transfer (EFT) | <ul style="list-style-type: none"> ● Electronic transfer of money from one account to another or from one financial institution to another using computer systems without direct intervention of the bank staff |
| Emergency | <ul style="list-style-type: none"> ● An event or circumstance where the immediate purchase of deliverables is necessary to prevent or alleviate: <ul style="list-style-type: none"> a) a serious delay in service delivery that could not have been foreseen; b) a threat to the health, safety or welfare of any person; c) the disruption of essential services; or d) damage to public or private property, and includes, but is not limited to, an emergency declared under the <i>Emergency Management and Civil Protection Act</i> <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| End of Day (EOD) | <ul style="list-style-type: none"> ● Close of business day at 4:30pm |
| Enterprise Resource Planning (ERP) | <ul style="list-style-type: none"> ● An enterprise-wide, integrated system for managing business processes across multiple disciplines and locations |
| ePROCURE | <ul style="list-style-type: none"> ● Automated procurement system consisting of several bid intake and workflow modules, with dashboard functionality to guide stakeholders throughout the lifecycle of their bids, from planning, through bid preparation, until contract award |
| Essential service | <ul style="list-style-type: none"> ● Any service rendered to or by the Region, the interruption of which could endanger the life, health, or personal safety of any person <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Expression of Interest (EOI) | <ul style="list-style-type: none"> ● Informal offer made by the company to express their interest to provide goods or services by taking part in the future procurement bid |
| Forecasting Portfolio Balancing Exercise (balancing exercise) | <ul style="list-style-type: none"> ● Exercise performed by the Procurement Office upon receiving individual departmental Forecast Requests through ePROCURE ● The departmental procurement needs are balanced, by Department and month, to arrive at the Bid Allotment, which represent the annual/monthly volumes allocated to each Department ● The sum of the monthly Bid Allotments in each year represents Procurement Office operational service capacity |

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| | <ul style="list-style-type: none"> This process enables fair and realistic service distribution to meet Departments' procurement business needs in any given budget year. |
| Forecast Request Intake (Forecast Request(s)) | <ul style="list-style-type: none"> Forecasted Bid request forms submitted by Departmental Project Leads through ePROCURE, which are used by Procurement Office for the development of a consolidated Annual Procurement Needs Forecast with annual bid allotments for each Department |
| Freight on Board or (FOB) | <ul style="list-style-type: none"> Term specifying at what point respective obligations, costs, and risk involved in the delivery of goods shift from the seller to the buyer |
| General Contractor (GC) | <ul style="list-style-type: none"> Responsible for providing all the material, labor, equipment, and services necessary for the construction of the project |
| General Ledger (GL) | <ul style="list-style-type: none"> The record-keeping system for an organization's financial data, with debit and credit account records validated by a trial balance It provides a record of each financial transaction that takes place during the life of an organization and holds account information that is needed to prepare the organization's financial statements |
| Information Technology (IT) | <ul style="list-style-type: none"> Development, maintenance, and use of computer systems, software, and networks for the processing and distribution of data |
| Infrastructure Health & Safety Association (IHSA) | <ul style="list-style-type: none"> Organization that provides resources and training that control and eliminate safety hazards in work environments involving high-risk activities |
| International Organization for Standardization (ISO) | <ul style="list-style-type: none"> International Organization for Standardization that defines rules and standards about how products are made and how quality control tests should be performed |
| Invitational Competition | <ul style="list-style-type: none"> A competitive process in which an invitation to submit bids is issued to at least two suppliers, for example in an RFQ or a Limited Competition procurement |
| Key Dates Calculator (Calculator) | <ul style="list-style-type: none"> Timeline estimation tool that enables Client Departments to better estimate the duration of the entire bid lifecycle and, specifically, the time it takes to develop a Bid Document with Legal, Procurement Office, Risk, and other Corporate Partners. |
| Limited Competition | <ul style="list-style-type: none"> Where bids are solicited from a limited number of suppliers when an Open Competition would normally be required |
| Litigation | <ul style="list-style-type: none"> Any unresolved dispute between the Region and any other party or related party adverse in interest, including third party and crossclaims, where a legal proceeding has been commenced for an injunction, a mandatory order, a declaration, or the recovery of money |
| Low dollar value deliverable (LDVP) | <ul style="list-style-type: none"> A deliverable where the total cost does not exceed the low dollar value purchase maximum amount <p><i>Definition from Procurement Bylaw 2021-103 (Bylaw No. 2025-21)</i></p> |

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| Low dollar value purchase maximum amount | <ul style="list-style-type: none"> One hundred thirty-three thousand eight hundred dollars (\$133,800.00) <p><i>Definition from Procurement Bylaw 2021-103 (Bylaw No. 2025-21)</i></p> |
| Material Requirements Planning (MRP) | <ul style="list-style-type: none"> A term used in relation with Inventory and Inventory Management |
| Memorandum of Understanding (MOU) | <ul style="list-style-type: none"> Type of agreement between two or more parties that expresses a will between the parties, indicating an intended common line of action |
| Municipal Information Systems Association (MISA) | <ul style="list-style-type: none"> Association with a mission to be the national voice of municipalities relating to information and communications technology, to facilitate collaboration and sharing of information, skills and resources among municipalities and member associations; and to provide leadership and promote excellence in the use of information and communications technology A MISA Agreement is a template used as part of all Information Technology (IT) contracts |
| Non-Standard Procurement | <ul style="list-style-type: none"> The acquisition of deliverables through a process or method other than the process or method normally required for the type and value of the deliverables in accordance with section 14 of the Bylaw, including: Applied in circumstances when standard procurement methods may not be feasible or appropriate, when there is a unique circumstance or urgency that justifies bypassing full competition <ol style="list-style-type: none"> “Direct Purchase” occurs where deliverables are acquired directly from a particular supplier and can be used for emergency or non-emergency purchases, without conducting a competitive process when an Invitational Competition or an Open Competition would normally be required. A Direct Purchase should only be requested where the circumstances do not allow for any form of competitive process to be conducted. “Emergency” means an event or circumstance where the immediate purchase of deliverables is necessary to prevent or alleviate (Section 17 of the Bylaw): <ol style="list-style-type: none"> a serious delay in service delivery that could not have been foreseen; a threat to the health, safety, or welfare of any person; the disruption of essential services; or damage to public or private property, and includes, but is not limited to, an emergency declared under the Emergency Management and Civil Protection Act A non-standard procurement can also utilize a “Limited Competition” invitation procurement format, where bids are solicited from a limited number of invited suppliers, when an Open Competition would normally be required, as defined in the Non-Standard Procurements Protocol A non-standard procurement is defined as both the initial award and any subsequent optional renewals or extensions. |

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| Ontario General Contractors Association (OGCA) | <ul style="list-style-type: none"> Leading advocate and service provider to the members of the association with the goal of fostering an improved general contracting environment |
| Ontario-Quebec Trade and Cooperation Agreement | <ul style="list-style-type: none"> The Trade and Cooperation Agreement between Québec and Ontario, signed on September 11, 2009 <p><i>Definition from Procurement Bylaw 2021-103 (Bylaw No. 2025-23)</i></p> |
| Open Competition | <ul style="list-style-type: none"> The solicitation of bids through a publicly advertised call for bids Used for the solicitation of: RFTs, RFPs, RFPQs, and publicly posted RFQs |
| Open Framework Competition | <ul style="list-style-type: none"> The competitive process used to establish a Pre-Qualified Supplier Roster and provide for an ongoing application process during the term of the Roster, in accordance with the Pre-Qualified Supplier Rosters Protocol |
| Participating Supplier | <ul style="list-style-type: none"> A supplier participating in the Regional call for bids through an RFP, RFPQ, RFT, or RFQ |
| Performance Evaluation Report | <ul style="list-style-type: none"> A report evaluating a supplier's performance in accordance with the Supplier Performance Evaluation Protocol, and includes both Interim and Final Performance Evaluation Reports |
| Performance Security | <ul style="list-style-type: none"> An instrument executed, subsequent to award, by a successful offeror that protects the public entity from loss in the case of the offeror's inability to complete the contract as agreed. A risk mechanism that secures the fulfillment of all contract requirements May be referred to as a completion bond May be in the form of Bond, EFT, Wire Transfer, Letter of Credit, Cheque |
| Personal Protective Equipment (PPE) | <ul style="list-style-type: none"> Equipment worn to minimize exposure to hazards that cause workplace injuries and illnesses |
| Planning | <ul style="list-style-type: none"> The corporate business and budget planning by each Department, in which operating, and capital projects are budgeted for, including those that require procurement |
| PRC Decision Report | <ul style="list-style-type: none"> A report template completed by Legal Services, in consultation with the Procurement Office, to document a determination made by the PRC in a specific matter within the PRC's mandate |
| Pre-Qualification Framework Agreement (PQFA) | <ul style="list-style-type: none"> An agreement entered between the Region and the prequalified suppliers that have been included on a Qualified Supplier Roster |
| Price Agreement | <ul style="list-style-type: none"> A contract between the Region and a contractor which may or may not have resulted from a call for bids, under which the contractor agrees to provide deliverables as and when needed by the Region, at a pre-determined price, for a pre-determined period of time, upon pre-determined terms and conditions |

| TERM | DEFINITION |
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| | <ul style="list-style-type: none"> The Region shall have no obligation to any supplier to purchase any deliverable under a price agreement, unless otherwise agreed upon, in writing, pursuant to a contract between the Region and the supplier <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Procurement | <ul style="list-style-type: none"> The acquisition of deliverables by purchase, rental, or lease |
| Procurement Coordinator (PC) | <ul style="list-style-type: none"> Procurement Office staff responsible for providing administrative support, creating, and maintaining of purchase records throughout the procurement process. This includes, intake requests, bid processing and purchase order action requests |
| Procurement Forecasting (also known as Annual Procurement Needs Forecast) | <ul style="list-style-type: none"> Consolidated list of all procurement needs from all Departments, balanced between departmental needs and Procurement Office capacity by month and budget year, and reflective of timelines for execution of specific procurement formats/types |
| Procurement Forecasting Process (also known as Annual Procurement Needs Forecasting Process) | <ul style="list-style-type: none"> Process of the Procurement Office working with Departments to arrive at a forecast of their annual procurement needs to support budgeted operating and capital projects requiring the procurement of goods and/or services to meet business objectives Based on annual procurement needs intake from all Departments to arrive at the departmental Bid Allotments, which are based on and ensure sufficient Procurement Office resource capacity to support departmental procurement needs Departmental procurement needs within this process include both open competitions and invitational competitions, where departments have requested Procurement Office assistance in soliciting them through the Region's bidding platform |
| Procurement Format | <ul style="list-style-type: none"> The method in which a contract is procured Includes: Request for Tender (RFT), Request for Proposal (RFP), Request for Prequalification (RFPQ), Request for Quotation (RFQ), non-standard, and other |
| Procurement in Office (PIO) | <ul style="list-style-type: none"> Date completed bid documents expected to be received in Procurement Office after all reviewers have completed reviewing the bid document and approved by Legal when applicable |
| Procurement Office (PROC) | <ul style="list-style-type: none"> Office responsible for the acquisition of supplies, services, and construction working with Departmental staff in conjunction with the Procurement Bylaw |
| Procurement Review Committee (PRC) | <ul style="list-style-type: none"> The committee established by the Region under the Bylaw for the purposes of considering and making determinations on procurement-related matters (bid irregularities, perceived, potential or actual conflicts of interest, etc.), determinations under the Non-Standard Procurement Protocol, the Procurement Protest Protocol, and the Supplier Suspension Protocol |

| TERM | DEFINITION |
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| | <i>Definition from Procurement Bylaw 2021-103</i> |
| Procurement Strategy Consultation Workshops (Consultation Workshops) | <ul style="list-style-type: none"> Series of focused, collaborative discussions between the Procurement Office and each Department to discuss key and complex procurement needs, recommendations on procurement formats, co-operative procurement opportunities, and overall departmental procurement strategy for the upcoming budget year Procurement Office leads this exercise in collaboration with departmental SPOCs/Project Leads/Project Teams/Management, who submitted the approved Forecast Requests for their respective Departments. |
| Procurement User Support Hub or (PUSH) | <ul style="list-style-type: none"> Set of Procurement Services and Tools designed to guide client through the 5P's of Procurement Process |
| Procuring Department | <ul style="list-style-type: none"> Department for whom the procurement is being conducted; includes project lead, team, and their respective management team |
| Project Lead | <ul style="list-style-type: none"> Regional staff member authorized to request and manage a procurement on behalf of the Procuring Department |
| Prospective Supplier | <ul style="list-style-type: none"> Supplier who intended to participate in a Regional call for bids but did not due to reasons triggering the bid dispute |
| Protocol | <ul style="list-style-type: none"> Document which guides Regional staff in the interpretation of Bylaw provisions, in compliance with the Region's trade treaty obligations and the laws of public procurement |
| Purchase Order (PO) | <ul style="list-style-type: none"> Legal document generated by the Region, setting out the terms and conditions for the purchase of deliverables, and includes the upset limit of the purchase <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Purchase Requisition (PR) | <ul style="list-style-type: none"> An electronic request prepared, in the Region's financial system, by the Department Project Lead or Department Proxy Requestor, requesting the purchase of goods and/or services |
| Purchasing Card (Pcard) | <ul style="list-style-type: none"> A credit card provided by the Region to authorized officers and employees for use as a payment method to purchase directly from suppliers where permitted under the Procurement Procedures and in accordance with any cardholder agreement and applicable procedures and policies including but not limited to the Purchasing Card policy and guidelines |
| Purchasing Representative | <ul style="list-style-type: none"> A role within the Procurement Office who facilitates the competitive procurement process, on behalf of the procuring/contracting department Also known as Senior Procurement Specialist or Procurement Specialist |
| Qualified Supplier Roster | <ul style="list-style-type: none"> List of suppliers that have participated in and successfully met the requirements of a Request for Pre-Qualification (RFPQ) (Roster Framework Version) and have therefore been pre-qualified to perform discrete work assignments involving the delivery of a particular type of deliverable |

| TERM | DEFINITION |
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| | <ul style="list-style-type: none"> The suppliers that qualify for inclusion on the Qualified Supplier Roster will enter into a Master Framework Agreement and will be eligible to participate in Roster Competitions, as and when the goods or services are required |
| Real property | <ul style="list-style-type: none"> Land, or land and buildings, and includes fixtures attached to such land or buildings <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Region | <ul style="list-style-type: none"> The Regional Municipality of York <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Regional Clerk | <ul style="list-style-type: none"> The Regional Clerk of the Regional Municipality of York <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Regional Solicitor | <ul style="list-style-type: none"> The Regional Solicitor of The Regional Municipality of York <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Release to Market (RTM) | <ul style="list-style-type: none"> Date when the bid document is expected to be released in the market; the current target is two weeks after the PIO date |
| Request for Information (RFI) | <ul style="list-style-type: none"> Non-binding method of procurement that is used when the owner wants to obtain more information regarding deliverables before issuing a formal procurement |
| Request for Pre-Qualification (RFPQ) | <ul style="list-style-type: none"> Procurement process that is used to select qualified suppliers to respond to a future RFT, RFP or Roster to respond to future bid |
| Request for Proposal (RFP) | <ul style="list-style-type: none"> Method of procurement that is used where the deliverables are not clearly specified, and it is anticipated that proponents may propose a variety of alternatives to fulfill the Region's requirements |
| Request for Proposal Construction (RFPC) | <ul style="list-style-type: none"> Request for Proposal for construction deliverables |
| Request for Quotation (RFQ) | <ul style="list-style-type: none"> Solicitation for deliverables in which a company invites suppliers to submit price quotes and bid on the job |
| Request for Tender (RFT) | <ul style="list-style-type: none"> Formal, structured invitation to suppliers to submit a bid to supply products or services facilitated via Bids & Tenders Used when the owner has exact specifications for the deliverables, and suppliers are only required to submit pricing information. |
| Request for Tender Construction (RFTC) | <ul style="list-style-type: none"> Formal, structured invitation to suppliers to submit a bid to supply construction services facilitated via Bids & Tenders. |
| Roster Competition | <ul style="list-style-type: none"> An invitational competition between suppliers that have been included on a Qualified Supplier Roster for the selection of a supplier to perform a discrete work assignment during the term of the roster |
| Scope change | <ul style="list-style-type: none"> Any change to a contract to accommodate a need identified by the Region which was not originally provided for in the contract and which may include |

| TERM | DEFINITION |
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| | <p>the purchase of additional deliverables or the extension of the term of the contract and which may require an adjustment to the contract price</p> <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Senior Procurement Specialist (SPA)/ Procurement Specialist | <ul style="list-style-type: none"> • An expert in procurement, facilitating competitive/invitational procurements |
| Service Level Agreement (SLA) | <ul style="list-style-type: none"> • An agreed upon service level or service cycle-time commitment between a service provider and a client. |
| Single Point of Contact (SPOCs) | <ul style="list-style-type: none"> • Staff who offer support within their department with the Procurement Forecasting Process |
| Signing Authority | <ul style="list-style-type: none"> • Authority designated to specific positions or roles within the Region which defines set dollar thresholds for approval of purchases and includes specified exceptions to the limits |
| Social procurement | <ul style="list-style-type: none"> • Using procurement processes to generate positive social outcomes which may include job creation, training, or apprenticeships for a historically disadvantaged community, or reducing carbon emissions, in addition to the efficient delivery of goods and services, and may include other benefits as defined by the local community or the Region <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Solicitation | <ul style="list-style-type: none"> • An invitation for bids or call for bids for the purpose of soliciting contractors interested in entering into a contract with the Region, to provide deliverables and to submit bids administered in Bids & Tenders |
| Standard Procurements | <ul style="list-style-type: none"> • Procurement methods which are normally used to procure a defined type and value of deliverables, including Requests for Proposal, Requests for Tender, Requests for Pre-Qualification, Requests for Quotation • Competitive and invitational procurement methods characterized by their transparency, open competition, and adherence to predefined rules and processes. • These processes are clearly and comprehensively communicated to potential bidders through publicly released procurement documents and internal guidance documents for organizational buyers. • Standard procurement formats should always be considered as the primary method of procurement at York Region. |
| Statement of Work (SOW) | <ul style="list-style-type: none"> • Overview that lays the foundation for the planning and successful execution of a project |
| Strength, Weaknesses, Opportunities, Threats (SWOT) | <ul style="list-style-type: none"> • Framework for identifying and analyzing the internal and external factors that can have an impact on the viability of a project, product, place, or person |

| TERM | DEFINITION |
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| Submission Summary | <ul style="list-style-type: none"> Summary of bid submissions made for electronic bids in place of the opening spreadsheet for manual bids |
| Successful Bidder | <ul style="list-style-type: none"> A bidder who has won a bid in a competitive procurement process, based on bid results, who will be awarded a contract |
| Supplier | <ul style="list-style-type: none"> A person carrying on the business of providing deliverables and includes a vendor, service provider, consultant, and contractor <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Supplier suspension | <ul style="list-style-type: none"> An action, authorized under the Bylaw, to suspend suppliers from doing business with the Region Including participating in Regional procurement processes, for a prescribed duration of the suspension |
| Supplier Suspension - PRC Decision Report | <ul style="list-style-type: none"> A written report recommending the suspension of a supplier and setting out the terms of the proposed suspension in accordance with the Supplier Suspension Protocol |
| Suspended Suppliers List | <ul style="list-style-type: none"> A list maintained by the Procurement Office in accordance with the Suspended Suppliers Protocol, which contains up-to-date and current list of all suspended suppliers and related corporate entities that are owned or controlled by a suspended supplier at the time it was suspended, if applicable. The list is published on York.ca Suspended Suppliers List |
| Tariff | <ul style="list-style-type: none"> A duty imposed on a good or service imported into Canada <p><i>Definition from Procurement Bylaw 2021-103 (Bylaw No. 2025-20)</i></p> |
| Term contract | <ul style="list-style-type: none"> A contract which states a fixed duration during which the contract will be in effect <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Total cost | <ul style="list-style-type: none"> The cost of the deliverables being procured for the full term of a contract excluding the Harmonized Sales Tax, and, in the case of a contract containing renewal provisions, means the total cost to the Region for the initial term and all potential renewal terms, including all applicable fees, charges, disbursements and any price escalations identified in the contract <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Total Cost of Ownership (TCO) | <ul style="list-style-type: none"> Lifetime cost of owning an asset that consist of the asset purchase price and cost of its operation during the lifecycle of the asset |
| Total revenue | <ul style="list-style-type: none"> Where revenue is payable to the Region under a contract, the total revenue payable during the full term of the contract, excluding the Harmonized Sales Tax, and, in the case of a contract containing renewal provisions, means the total revenue payable to the Region for the initial term and all potential renewal terms <p><i>Definition from Procurement Bylaw 2021-103</i></p> |

| TERM | DEFINITION |
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| Trade treaty | <ul style="list-style-type: none"> Includes domestic or international treaty governing procurement |
| Treasurer | <ul style="list-style-type: none"> The Commissioner of Finance and Treasurer of The Regional Municipality of York <p><i>Definition from Procurement Bylaw 2021-103</i></p> |
| Unresolved litigation | <ul style="list-style-type: none"> Any unresolved dispute between the Region and any other party or related party adverse in interest, including third party and crossclaims, where a legal proceeding has been commenced for an injunction, a mandatory order, a declaration, or the recovery of money |
| Unsolicited bids | <ul style="list-style-type: none"> Written proposal from a supplier, sent to the Region outside of a public call for bids, where the supplier requests consideration of a new or innovative product, service, or idea that is submitted to Region for the purpose of obtaining a contract in the delivery of goods and/or services |
| Vendor | <ul style="list-style-type: none"> Individual or company that sells goods or services to someone else in the economic production chain |
| Workplace Safety Insurance Board (WSIB) | <ul style="list-style-type: none"> Agency that oversees, provides support and insurance for workers injured on the job Proof of WSIB is required for all contract awards, contract extensions and renewals |
| Year to Date (YTD) | <ul style="list-style-type: none"> Summary from the beginning of the year up to date |

PROTOCOLS OVERVIEW

The purpose of the following protocols is to support the [Procurement Bylaw 2021-103](#) or its successor.

| PROTOCOL | OVERVIEW AND PURPOSE |
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| Procurement Framework | <ul style="list-style-type: none"> • Provides direction and assign responsibilities for conducting the Region’s procurement processes • Defines the purpose of all other Procurement Protocols that provide additional instructions or guidelines for specific aspects of a procurement process, including but not limited to, the 5Ps Procurement Framework (5Ps: Plan, Prepare, Procure, Pay, Perform) (the “5Ps Framework”) |
| Procurement Planning and Forecasting | <ul style="list-style-type: none"> • Assist Departments in planning out all departmental business needs to be procured through any standard competitive or invitational procurement formats, including RFP, RFPQ, RFT, RFQ, RFI, EOI • The Protocol includes information on the following: <ul style="list-style-type: none"> ○ Procurement Forecasting ○ Procurement Format Selection ○ Intake/Triage/Strategy Meeting • For the purpose of this protocol “planning” refers to the corporate business and budget planning by each Department, in which operating and capital projects are budgeted for, including those that require procurement • For the purpose of this protocol “forecasting” refers to the process facilitated by the Procurement Office to forecast the annual procurements required to support the budgeted operating and capital projects <ul style="list-style-type: none"> ○ This process is based on annual procurement needs intake within Departmental bid allotment to ensure that sufficient Procurement Office resource capacity is available to support Departmental Procurement needs |
| Standard Procurements | <ul style="list-style-type: none"> • Sets out the requirements for acquiring deliverables through a standard procurement process. • The Protocol includes information on the following procurement formats: <ul style="list-style-type: none"> ○ Market Research Formats (RFI/EOI) ○ Invitational Competition Formats (RFQs, including evaluative RFQ) ○ Open Competition (RFT, RFP, RFPQ, RFQ if through Bids&Tenders) ○ EOI/RFI |
| Non-Standard Procurements Protocol | <ul style="list-style-type: none"> • Sets out the requirements for acquiring deliverables through a non-standard procurement process. • The Protocol includes information on the following procurement formats: <ul style="list-style-type: none"> ○ Direct Purchase ○ Emergency Purchase |
| Procurement Review Committee | <ul style="list-style-type: none"> • Set out the guidelines under which the Procurement Review Committee (PRC) shall operate, to define membership of voting and non-voting members, and to define the scope and mechanism for the PRC’s decision-making |

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| Supplier Suspension | <ul style="list-style-type: none"> • Defines the process for suspending suppliers from participation in the Region's procurement processes and/or doing business with the Region, and applies in conjunction with the Region's Procurement Bylaw and related Protocols • Set out the process for suspending and reinstating suppliers from participation in the Region's procurement processes |
| Bid Debriefing | <ul style="list-style-type: none"> • Sets out the process for bidders to request, and York Region to conduct, a debriefing in respect to a particular procurement process |
| Bid Dispute | <ul style="list-style-type: none"> • Set out the process for suppliers to request, and York Region to conduct, a formal dispute in respect to a particular procurement process |
| Supplier Performance <i>FUTURE PROTOCOL</i> | <ul style="list-style-type: none"> • Establish a performance documentation and evaluation process in order to evaluate supplier performance in a transparent and consistent manner. |
| Contract Management <i>FUTURE PROTOCOL</i> | <ul style="list-style-type: none"> • Provide guidelines and set out the roles and responsibilities for the management of all contracts with suppliers for the provision of deliverables procured by the Region |
| Schedule 1 - Exclusions | <ul style="list-style-type: none"> • Defines different types of procurements which are exempt as Schedule 1 – Exclusions from the rules and provisions as prescribed by the Bylaw |
| Purchase Order Requirements | <ul style="list-style-type: none"> • Establish the criteria and outline the required process for the commitment of Regional funds for the purchase of goods and/or services with or without a Purchase Order (PO) |