



## **COUNCIL REPORT**

Report Date: March 31, 2025  
Contact: Alexander Ralph  
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RTS No.: 17734  
VanRIMS No.: 08-2000-20  
Meeting Date: City Clerks Use Only  
[Submit comments to Council](#)

TO: Standing Committee on City Finance and Services  
FROM: Chief Procurement Officer  
SUBJECT: Annual Procurement Report 2024

### **Recommendations**

- A. THAT Council receive this report for information

### **Purpose and Executive Summary**

This annual procurement report documents the procurement activities of the City of Vancouver from January 1, 2024 to December 31, 2024. The scope of this report includes the public procurement and contract award statistics for third party goods and services, sustainable and ethical procurement highlights, other activities and accomplishments of the Supply Chain Management (SCM) department such as the warehousing and inventory management functions.

### **Council Authority/Previous Decisions**

- In April 2018, City Council approved Procurement Policy number ADMIN-008, which includes:
  - o Direction from City Council for the procurement of goods, services and construction as well as the disposition of surplus assets
  - o Contract approval authority limits, contract signing authority, authority of the Bid Committee
  - o Incorporation of sustainable and ethical procurement policies into the procurement process
- In November 2023, City Council approved changes to the policy (RTS 15962 - Changes to the Procurement Policy and Delegated Authority) to update contract approval authority limits to address inflationary effects on thresholds that had not been adjusted over time and definition alignment gaps with trade agreements as an action derived from the recommendations of the Vancouver's Office of the Auditor General policy review.

## City Manager's Comments

The City Manager concurs with the foregoing.

## Context and Background

In order to support the City's priorities and goals, SCM works to achieve best value while advancing economic, social and ethical and environmental sustainability practices in its procurement and warehousing and inventory management activities.

During 2024 under the stewardship of the SCM department, the City solicited bids and proposals, negotiated and awarded \$684 million worth of contracts for goods and services (including construction). The prices obtained through these contracts reflected savings of approximately \$79 million (~11%) relative to the planned budgets for the goods and service procured. These outcomes were achieved through competitive, public procurement processes, consolidation of expenditure volumes where possible, evaluation of vendor proposals with a total cost of ownership and risk mitigation analysis approach and robust negotiation processes.

## Discussion

City of Vancouver's Procurement Policy (ADMIN-008), (Section 10 Monitoring, Review and Reporting) requires that the Chief Procurement Officer report annually to City Council on the procurement activities of the previous year.

### 1. Supply Chain Management Departmental Activities and Statistics:

SCM supports City operations through a centralized service model providing subject matter expertise and operational support to client business units in procurement, warehousing and inventory management. The services provided by SCM support responsible financial stewardship, effective risk management and robust administrative processes.

Following are key procurement statistics for the period from January 1, 2024 to December 31, 2024:

#### a. Procurement Pricing Outcomes

As shown in previous annual procurement reports, the SCM department reports secured pricing in comparison to the planned budget for the acquisition of third-party goods and services. Typically, the procurement savings identified could result from single-year purchases or longer-term contracts.

Total Value of Contracts Awarded in 2024	\$ 684,444,495
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Total Value of Secured Pricing relative to Budget from Contracts Awarded in 2024*	\$ 79,105,106
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\* This figure represents a positive variance between either the current cost, anticipated cost or budget for the goods or services prior to the competitive procurement process and the actual contract value at time of contract award, for each procurement.

#### b. Bid Committee and Council Contract Approvals

Through the City's Procurement Policy, Council has delegated the authority to the Bid Committee to award procurement and/or revenue contracts between \$1,000,000 and \$3,000,000. Authority

to award contracts valued at less than \$1,000,000 is delegated to specific roles within Supply Chain Management and the City's business unit departments. City Council approval is required for contract awards with a value greater than \$3,000,000.

In order to quickly establish construction agreements to accelerate and complete the required capital work at the City, several contractor pre-qualification procurement programs have been established where Council has delegated the contract commitment and execution authority to City staff as an approved deviation of the Procurement Policy. Updates on the contracts awarded under these procurement programs are reported to Council and published publicly on the City of Vancouver website on a quarterly basis (link below for the 2024 report).

<https://vancouver.ca/files/cov/program-report-q1-to-q4-2024.pdf>

In 2024, Bid Committee approved staff recommendations to award 60 contracts at a total estimated value of \$481 million.

City Council approved staff recommendations to award 24 procurement contracts valued at an estimated combined value of \$396 million. A summary of the contracts that received final approval for award from Council in 2024 is listed in Appendix C of this report.

In approving recommended contract awards, Bid Committee and Council authorize SCM to finalize negotiations, award and execute the contracts on behalf of the City according to the delegated signing authority specified in the Procurement Policy. Of the \$481 million approved by Bid Committee in 2024, 50 contracts valued at \$456 million were awarded and executed in 2024. Of the \$396 million approved by council in 2024, 18 contracts valued at \$351 million were awarded and executed in 2024. The remainder of the approved contract awards from 2024 will be executed in 2025. These are typically contract awards approved towards the end of the calendar year, which take some time to finalize and sign by the parties involved.

### **c. Summary of Contracts Awarded**

All procurement competitive processes valued at \$75,000 or greater are posted publicly on BC Bid and the City's website. Similarly, all contract award decisions are posted publicly and reports showing award information are available on the City of Vancouver web site and Open Data Catalogue (links below respectively).

<http://vancouver.ca/doing-business/bid-committee-documents.aspx> \*

<http://vancouver.ca/your-government/open-data-catalogue.aspx>

*\*This link will redirect you to the City of Vancouver public website - Awarded Bids section.*

### **d. Sole Source Contract Awards**

The Procurement Policy outlines specific circumstances in which contracts may be sole sourced. The competitive award ratio is a key indicator of the City success in achieving on its core procurement policy objectives of conducting a competitive and open process while maximizing the value for money in the acquisition of goods and services.

The SCM department processed a total value of \$684,444,495 in contracts in 2024. Of that total value, \$660,707,210 (96.5%) was awarded using a competitive bid process and \$23,737,284

(3.5%) was awarded to bids on a sole source basis under the permitted Procurement Policy provisions.

Of the \$23,737,284 in contracts that were secured on a sole-source basis, \$20,246,890 (3%) was awarded following the public posting of a Notice of Intent to Contract (NOITC). The remaining (0.5%) were urgent and/or highly specialized and awarded prior to issuance of a public notice as per the requirements of the Procurement Policy. In all instances, a public posting of the sole source award was issued on the City of Vancouver public web site.

The complete list of sole source Notice of Contract for 2024 can be referenced in the public posting (link below).

<http://bids.vancouver.ca/bidopp/noi.htm>

#### **e. Surplus Asset Disposal**

The SCM department manages the orderly disposal of any materials owned by the City which are declared surplus to present and future department operational requirements. In 2024, a total of \$1,502,581 in revenue was generated through the auctioning of surplus vehicles and small equipment assets at the end of their lifecycle through the Central Stores warehousing operations.

## **2. Sustainable and Ethical Procurement (SEP)**

The City's Sustainable Procurement program supports priorities of Council in relation to environmental and social outcomes. The Sustainable Procurement program under the stewardship of the SCM department strives to use the procurement function as one of the many ways the City generates environmental and social value through the acquisition of third-party goods and services required for the City's operation.

#### **a. Social Value Procurement Framework**

In July 2015, Council approved a motion affirming the Healthy City Strategy and Action Plan (2015-2018) including a commitment to develop a Social Procurement program (Social Value Framework; SVF) that would leverage City spending and resources to advance broader community outcomes related to reconciliation, equity, inclusion and diversity.

With endorsement from Council and the City Leadership Team in early 2019, the Social Value Procurement Framework was formally launched on June 1, 2019. The initial focus of the program implementation included signaling to the marketplace the City's objective to diversify our supply chain so that vendors that the City does business with are representative of the communities that we serve.

The original target set for the initiative in 2019 was that by the end of calendar year 2023, 50% of all of the contracts (in value and in number) within identified service categories were awarded to Indigenous or Social/Diverse businesses cumulatively since the implementation of the SVF program. A list of these identified service categories where there are typically opportunities to generate social value through procurement is included in Appendix B.

To track and measure against the targets the City has developed a repository of information as part of the SVF program to identify Indigenous or Social/Diverse vendors that:

- are Non-profit or Charity
- have a recognized certification (e.g. B Corp)
- are majority owned/controlled by equity-seeking populations including but not limited to:
  - Indigenous Peoples
  - Black and People of Color (IBPOC)
  - People with Disabilities (PWD)
  - 2SLGBTQ+

In 2024, 339 (46%) contracts were awarded to Indigenous, social/diverse businesses (based on ownership/control or certification) or equitable businesses (based on best practices). The awarded value of these contracts in 2024 is approximately \$396M (58%).

It is important to note the average length of a typical contract is approximately 4 years, and now that the SVF program has been in place for that long, a rolling average is being utilized going forward to continue measuring against the original benchmark targets, as some of the contracts awarded are now up for renewal. A four-year rolling average shows that 1185 or 42.9% of the contracts have been awarded to contracts were awarded to Indigenous, social/diverse businesses, representing approximately \$591M (49.8% of the value).

Staff are now working to measure indirect allocations from other vendors that partner with, or sub-contract to, Indigenous/social/diverse businesses to perform City of Vancouver work, in order to start identifying the economic impact at different levels and tiers of the supply chain.

## **b. Equity & Reconciliation**

During 2024, the SCM department continued to advance the City's Equity and Reconciliation work by hosting monthly roundtables to look for opportunities and educate business units while simplifying and reducing systemic barriers in our current procurement processes. This work also aligns with advancing Indigenous Procurement and "Responsible Procurement".

SCM also made significant strides in the City of Vancouver's UNDRIP (United Nations Declaration on the Rights for Indigenous Peoples) Action Plan, specifically related to implementing procurement process based on partnership with the local Nations. This included benchmarking against other public sector policies and initiating discussions on policy language to prioritize Indigenous partnerships and participation with a specific focus on the Musqueam, Squamish, and Tsleil-Waututh host First Nations.

Work will continue in 2025 with efforts to advance economic reconciliation and UNDRIP actions by looking for ways to simplify and remove systemic barriers in our public procurement processes and elevating First Nations participation in order to recommend Procurement Policy amendments to explicitly address and prioritize Indigenous procurement as part of one of the action items for the City to implement its UNDRIP action plan.

A summary of the Sustainable Procurement program accomplishments for 2024 can be found in Appendix B.

**Conclusion**

Throughout 2024, Supply Chain Management has continued to conduct internal procurement process improvements, to adapt procedures to expedite the acquisition of goods and services in support to City wide operational and capital programs, ensuring supply and enable business continuity, despite high inflationary pressures and complex supply and demand dynamics and constraints across multiple supply chains.

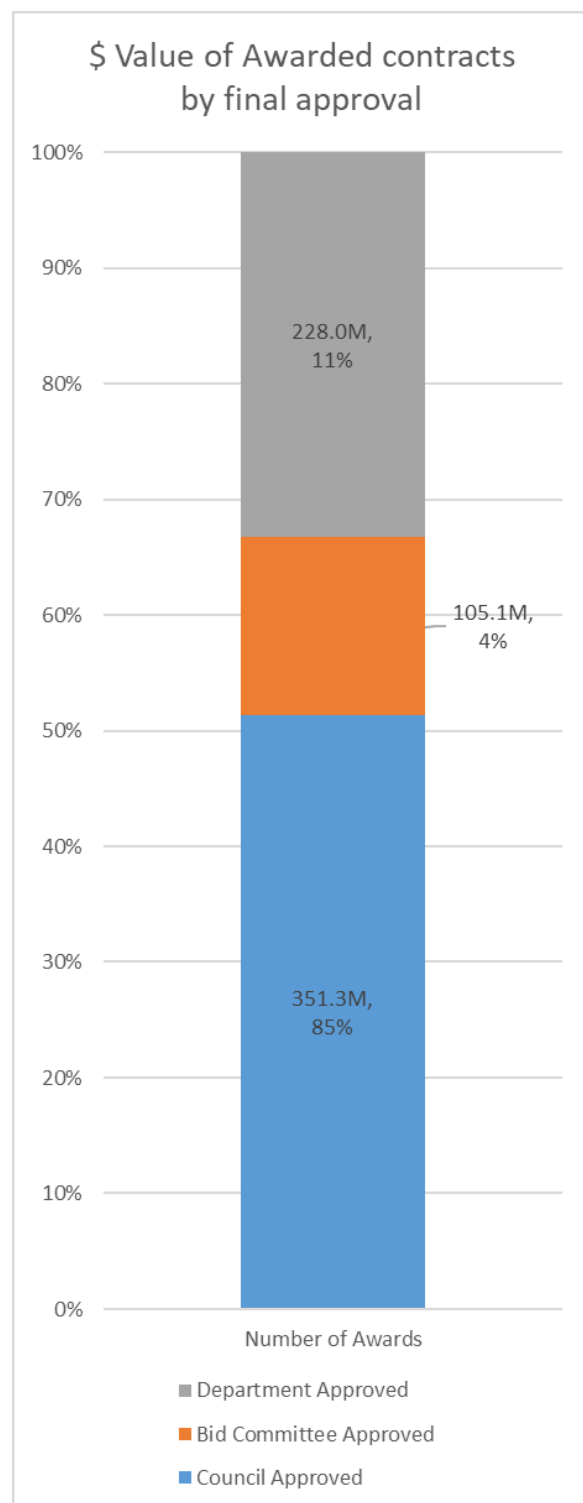
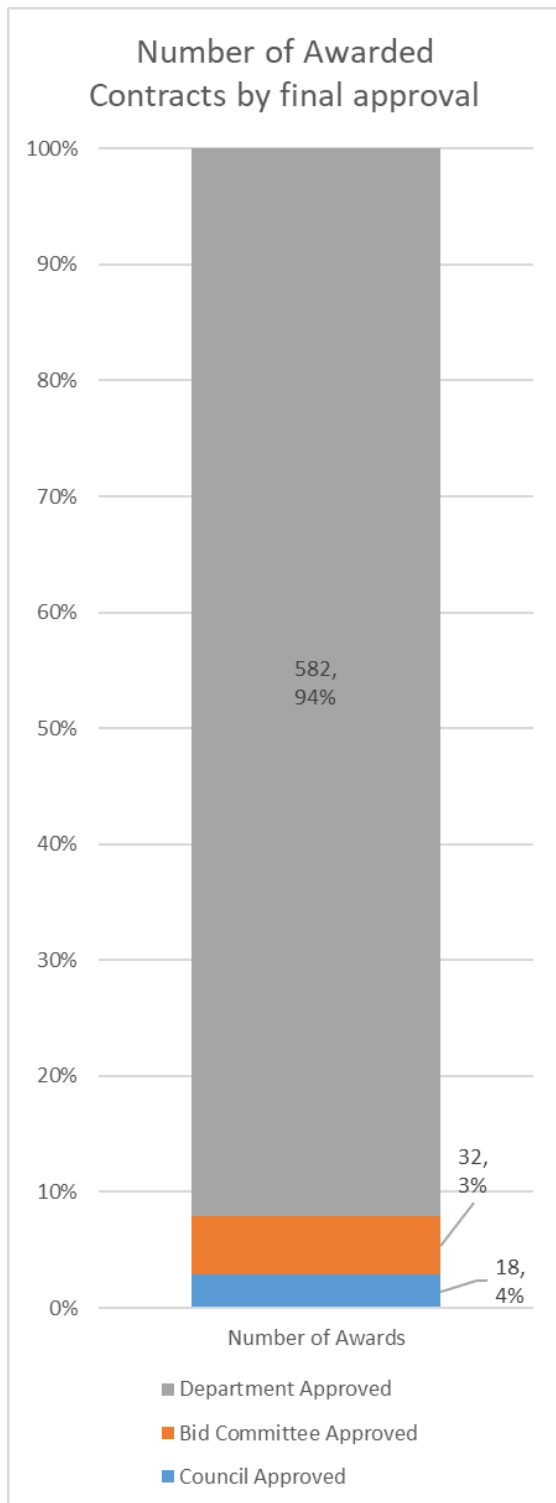
City programs such Sustainable Procurement continue to progress as planned towards achieving the intended objectives and are well positioned to support Council priorities that assist in economic resilience, focus on social sustainability and action on climate change.

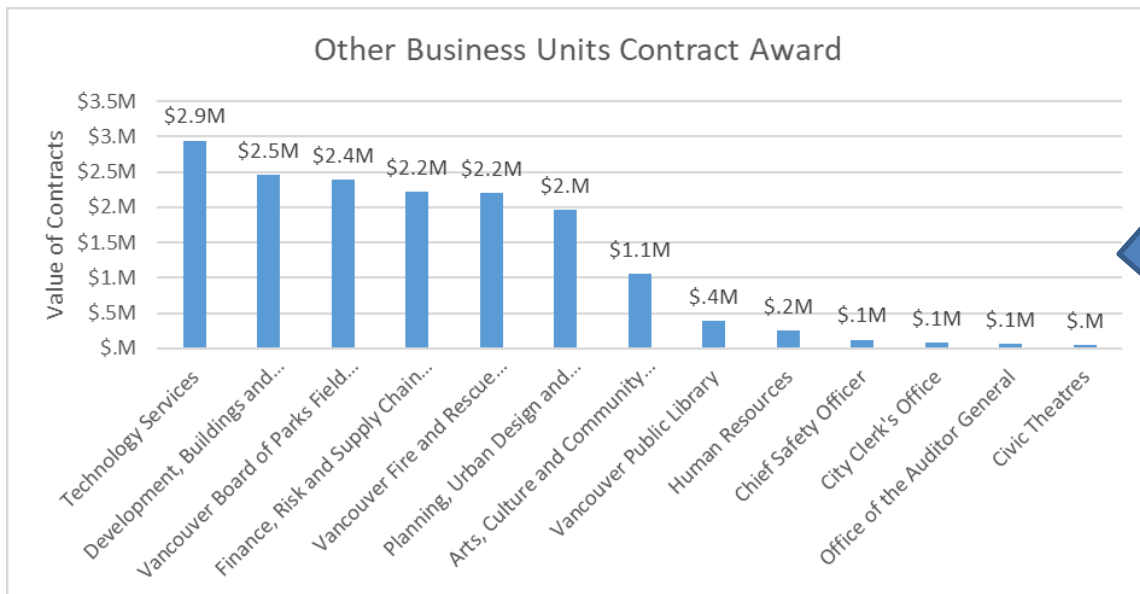
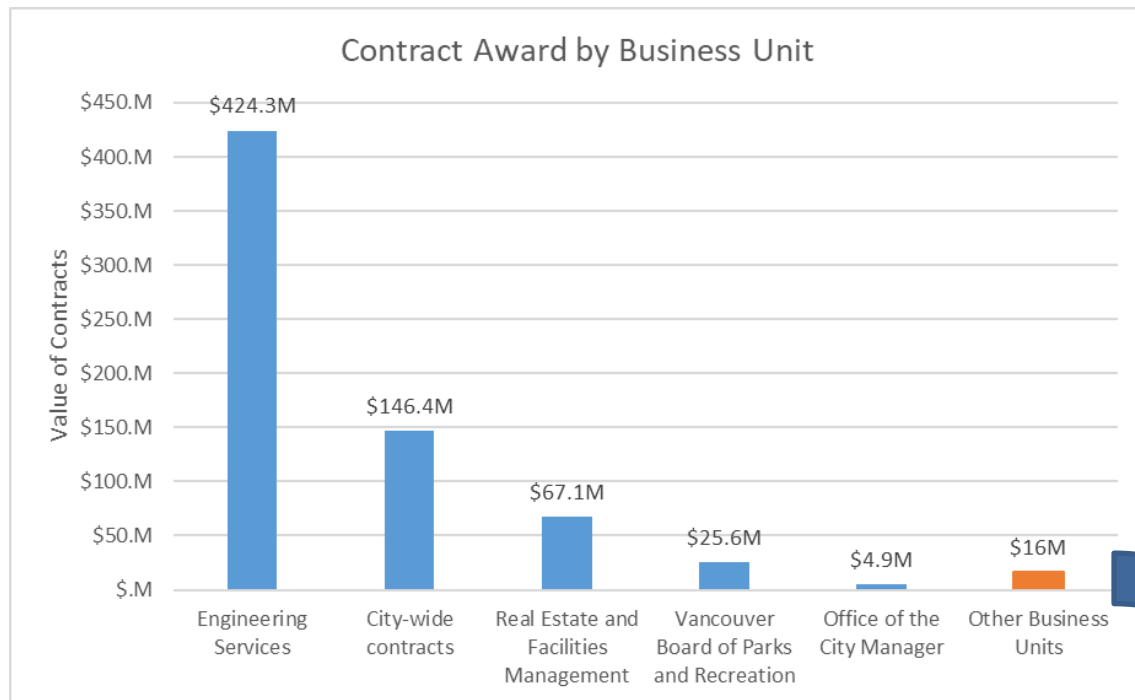
**Financial Implications**

The financial implications of the City's procurement activities are outlined above.

**Legal Implications**

There are no legal implications associated with this report's recommendations

**APPENDIX A****Chart A1: Awarded Contracts by Final Contract Approval Level**

**Chart A2: Contract Awards by Department**



**Chart A3: Contract Transactions by Value Range**

Value Range	Number of Awards	Percentage by Number	Contract Value in Range	Percentage by Value
Less than \$75,000	543	73.28%	\$15,952,366	2.33%
\$75,001 to \$750,000	117	15.79%	\$33,068,866	4.83%
\$750,001 to \$2,000,000	42	5.67%	\$49,926,089	7.29%
\$2,000,001 or greater	39	5.26%	\$585,497,174	85.54%
<b>Total</b>	<b>741</b>	<b>100.00%</b>	<b>\$684,444,495</b>	<b>100.00%</b>

**Chart A4: Sole Source – Emergency, Urgent or Highly Specialized Contract Awards**

Type of Sole Source	Number of Awards	Percentage by Number	Contract Value in Type	Percentage by Value
Notice of Intent to Contract	63	88.73%	\$20,246,890	85.30%
Urgent or Highly Specialized	8	11.27%	\$3,490,395	14.70%
<b>Total</b>	<b>71</b>	<b>100%</b>	<b>\$23,737,285.00</b>	<b>100%</b>

**Chart A5: Contract Awards by Vendor Location**

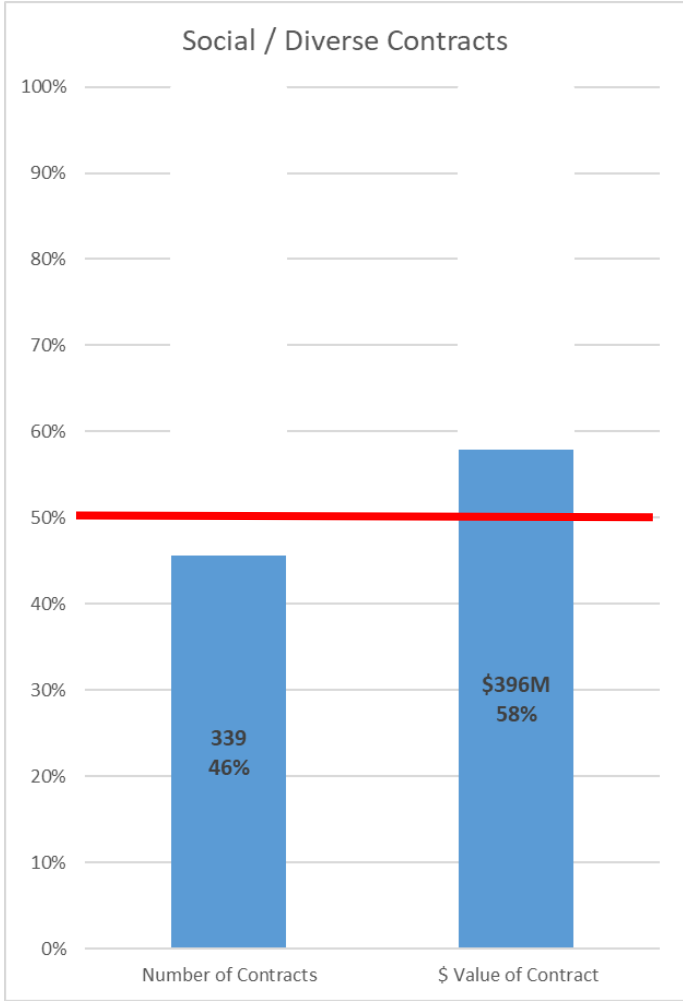
Location	Number of Vendors	Percentage by Number	Contract Value	Percentage by Value
Vancouver	226	30%	\$65,650,269	10%
Metro Vancouver	264	36%	\$517,060,151	76%
Other British Columbia	49	7%	\$8,357,400	1%
Rest of Canada	164	22%	\$89,454,753	13%
United States	34	5%	\$3,761,027	0.5%
Global	4	1%	\$160,895	0.0%
<b>Total</b>	<b>741</b>		<b>\$684,444,495</b>	

**Cumulative**

Location	Number of Vendors	Percentage by Number	Contract Value	Percentage by Value
Vancouver	226	30%	\$65,650,269	9.59%
Metro Vancouver	490	66%	\$582,710,420	85.14%
British Columbia	539	73%	\$591,067,820	86.36%
Canada	703	95%	\$680,522,573	99.43%
North America	737	99%	\$684,283,600	99.98%
Global	741	100%	\$684,444,495	100.00%

## APPENDIX B

**Summary of Sustainable Procurement 2024 Accomplishments**

Social	2024 ACTION/ACCOMPLISHMENTS									
<p>Supplier Diversity</p> <p>Contract Awards 2024</p> <p>Target: On the basis of a 4 - year rolling average starting on 2025 - 50% of contracts in value (\$) and in number (#) on identified service categories to Social/Diverse businesses</p> <p><i>*The social procurement opportunities are focused on identified service categories based on a materiality assessment, industry/best practices and a thorough assessment of the vendor availability and capabilities in the current market. The program targets are based on the following service categories:</i></p> <ul style="list-style-type: none"><li>• Consultants</li><li>• Media/Advertising</li><li>• Management / Finance</li><li>• Education/ Facilitation/Workshops</li><li>• Facilities Management</li><li>• Catering (Services)</li><li>• Janitorial (Services)</li><li>• Operational Services</li><li>• Graffiti Removal</li><li>• Landscaping</li><li>• Maintenance / Repair Services</li></ul>	<p>In 2024, the majority of public procurement bid documents included questions regarding social/environmental sustainability and many incorporated updated language for the Indigenous Participation question. For the year, this resulted in the City identifying 339 (46%) contracts awarded to Indigenous, social/diverse businesses (based on ownership/control or certification) or equitable businesses (based on best practices). The awarded value of these contracts in 2024 is approximately \$396M (58%).</p> <div><p>Social / Diverse Contracts</p><table><tr><th>Category</th><th>Value</th><th>Percentage</th></tr><tr><td>Number of Contracts</td><td>339</td><td>46%</td></tr><tr><td>\$ Value of Contract</td><td>\$396M</td><td>58%</td></tr></table></div>	Category	Value	Percentage	Number of Contracts	339	46%	\$ Value of Contract	\$396M	58%
Category	Value	Percentage								
Number of Contracts	339	46%								
\$ Value of Contract	\$396M	58%								

Social	2024 ACTIONS/ACCOMPLISHMENTS
<p>Supplier Diversity Breakdown 2024</p>	<p>Of the above noted 339 contracts directly awarded, the supplier diversity appears as:</p> <ul style="list-style-type: none"> <li>• Indigenous Peoples: 10 contracts valued at \$2.7M.</li> <li>• Racialized, Black &amp; People of Color: 45 contracts valued at \$26.3M.</li> <li>• Diverse (Women, SOGI): 50 contracts valued at \$3.7M.</li> <li>• Social Enterprise (Non-Profit, Coops): 24 contracts valued at \$1.6M.</li> <li>• Social Business (Certified BCorp, Employee Owned, PWD): 62 contracts valued at \$104M.</li> <li>• Equitable Operations (employment and/or leadership best practices): 148 contracts valued at \$258M.</li> </ul> <p>Indirect contract value:</p> <p>It is important to note that direct awarded contracts also have significant indirect value down-stream to Indigenous, social/diverse suppliers and subcontractors. \$30M of contracts awarded went to 24 vendors that are committed to Indigenous Procurement through their membership with Canadian Council for Indigenous Business) plus another \$10M to vendors with their own supplier diversity programs.</p> <p>Annual contributions:</p> <p>Vendors that have been identified as Indigenous/social/diverse businesses, through ownership/control/certification, received an estimated contribution of \$102M towards equitable and inclusive economy in 2024. Of that approximately</p> <ul style="list-style-type: none"> <li>• \$6.3M. was disbursed to Indigenous Peoples and businesses</li> <li>• \$21M. was disbursed to Black/diaspora &amp; People of Color businesses</li> <li>• \$16.5M. was disbursed to Gender Diverse businesses</li> <li>• \$57.7M. was invested in Non-Profits and their owned businesses (Social Enterprise) to advance employment and economic independence including MOSAIC, Street Youth Job Action (FSGV), Potluck Café &amp; Catering, Embers, MP Enterprises, DreamRider and Green Shield Canada (\$32M)</li> </ul>

Environmental	2024 ACTIONS/ACCOMPLISHMENTS
Leadership	<p>Buyers for Climate Action (BCA) as part of Federal Greening Government Fund: a coalition of large green buyers to accelerate green procurement and supplier disclosure in areas such as net zero and climate resilient buildings, low carbon construction materials, zero emission fleets, and green information and communications technology (ICT). The BCA was established to help drive the transition to a green, net-zero carbon economy by collaborating on green procurement.</p> <p>The City of Vancouver is one of eight Steering Committee members, which represent large governments (municipal and provincial) across Canada that have net-zero targets and are actively greening their procurement.</p> <p>As part of the coalition the City of Vancouver shares knowledge and collaborates on best practices to:</p> <ul style="list-style-type: none"> <li>• accelerate and improve green procurement practices</li> <li>• increase capacity of buyers to work with suppliers to provide greener goods and services</li> </ul>
	<p>Canadian Collaboration for Sustainable Procurement (CCSP) ongoing leadership &amp; resources: As a member of the organization, participated on the working group for Ethical Procurement, sharing existing research and documentation for further enhancement, and sharing to over 48 organizations that represent various public sector agencies.</p> <p>The annual report of the State of Sustainable Public Procurement in Canada and a benchmark of members against the best practice framework for high performance programs can be found in the following link:  <a href="https://www.reeveconsulting.com/wp-content/uploads/2025/03/CCSP-2024-Annual-Report_The-State-of-Sustainable-Public-Procurement-in-Canada.pdf">https://www.reeveconsulting.com/wp-content/uploads/2025/03/CCSP-2024-Annual-Report_The-State-of-Sustainable-Public-Procurement-in-Canada.pdf</a></p>

Environmental	2024 ACTIONS/ACCOMPLISHMENTS
<p>Environmental Considerations &amp; Supporting Green Operations Action Plan 2.0:</p> <p><u>Zero Carbon</u> Reducing and eliminating the dependence on fossil fuels and minimizing the release of greenhouse gases (GHG)</p> <p><u>Zero Waste 2040</u> Reducing and Diverting Waste (Facilities, Office related, operational)</p> <p><u>Healthy Ecosystems</u> “become a world leader in preserving and restoring natural habitats by minimizing pollution, conserving natural resources, and regenerating ecological and local food systems”</p>	<p>In 2024, select procurements included environmental disclosure questions for proponents to respond to for products/materials to ensure they are aligned with City goals, initiatives and values including but not limited to:</p> <p>Low/no carbon materials / Circularity / Reduce, Reuse, Recycle</p> <ul style="list-style-type: none"> <li>• Aerial Lifts, apparatus, Trash removal &amp; transport</li> <li>• Technology: Multi-function devices, printers</li> <li>• Food &amp; Beverage</li> <li>• Micromobility- eScooters</li> </ul> <p><u>IT/Asset Management Initiative:</u> City of Vancouver’s IT Hardware vendor (Microserve) and BC Tech for Learning Society end-of-life process for IT (hardware), ensure decommissioned assets are refurbished/reused for donation in the community–</p> <p>2024: over 500 pieces of technology were recirculated into community</p> <p><u>Healthy Ecosystems</u></p> <ul style="list-style-type: none"> <li>• Urban Forest Inventory; Looper Moth Mitigation</li> <li>• Groundwater analysis</li> <li>• Irrigation System supplies</li> </ul>

**APPENDIX C****LIST OF AWARDS APPROVED BY COUNCIL 2024**

<b>RTS #</b>	<b>Bid # (for publicly posted items)</b>	<b>Project Description (name &amp; brief description of goods/services required)</b>	<b>Awarded Amount (approved by Council)</b>
16566	PS20240897-REFM-ITT	Sunset Seniors Centre Building - General Contractor	\$ 11,671,176
17593	PS20240795-ENG-RFP	Construction Services – City-wide Cut Repair Project	\$ 5,423,380
17623	PS20240824-VBPR-RFP	Golf Course Operators	\$ 4,357,401
16215	PS20230593-ENG-RFP	Supply and Delivery of Aerial Fire Ladder Trucks	\$ 6,716,871
16385	PS20230587-ENG-RFP	Supply and Delivery of Light and Medium Duty Vehicles	\$ 43,102,035
17624	PS20240847-VBPR-RFP	Construction of the Early Works for the FIFA World Cup 26 Vancouver Venue Specific Training Sites (VSTS)	\$ 16,250,000
16416	PS20230255-FRSCM-RFP	Debt Collection Agency Services	\$ 2,032,965
16396	PS20230296-ENG-RFP	Supply and Delivery of Vocational Truck Chassis	\$ 8,681,124
16218	PS20230415-ENG-RFA	Pre-Qualification of Professional Eng Services Consultants	\$ 20,000,000
16220	PS20230443-REFM-RFA	Pre-Qualification of Building Management Services Consultants	\$ 8,000,000
16415	PS20230444-ENG-RFP	Supply and delivery of Junction Box and Vault	\$ 1,861,347
16403	PS20230456-COV-RFP	Provision of Mobile Parking Payment System	\$ 6,100,000
16429	PS20230461-ENG-RFP	Consultant for Expo Deck Deconstruction	\$ 1,235,534
16384	PS20230514-ENG-RFP	Shared E-Scooter System Operator	Revenue Generating/ Cost-Neutral Contract
16152	PS20230559-VBPR-RFP	Food and Beverage Broadline Distribution	\$ 6,000,000
16294	PS20230575-ENG-ITT	Bute-Robson Plaza	\$ 6,714,353
16529	PS20230599-COV-RFP	Value Added Reseller for Network and Data Center Hardware, Software Services, Support & Warranty	\$ 49,000,000
16339	PS20230609-ENG-RFA	Bridge Contractor Program	\$ 86,000,000
16398	PS20240683-ENG-RFP	The Supply and Delivery of Water Meters & Water Meter Assemblies	\$ 4,759,223
16569	PS20240711-ENG-RFA	Construction Services for Sewer and Other Utility Work - Contractor Program	\$ 95,000,000
16498	PS20240769-ENG-RFQ	Supply and delivery of Electrical Traffic Control Supplies	\$ 2,107,599
16527	PS20240936-COV-NOITC	SAP SuccessFactors Licenses	\$ 4,024,574
16570	PS20230244-ENG-RFP	Provision of Advanced Water Metering Infrastructure	\$ 6,050,207
17595	PS20240895-OCM-RFP	FIFA WORLD CUP 26 VANCOUVER™ – FIFA FAN FESTIVAL	\$1,478,393 plus 7.5% variable component of the total planning and delivery budget