

Total Procurement Estimate (including all renewal options): Choose an item.

Requisition: Choose an item.

## Limited Tendering (LT) Checklist – Client Driven Pricing (All Values over \$25K)

Bid Call No.: Choose an item.

Buyer: Choose an item.

PO Number: Choose an item

PAA: Choose an item.

Agreement Required Choose an item. If Yes, Agreement Type: Choose an item Review **eContracts** 6. Purchasing Administrative Assistant 1. Buyer ☐ Generate Bid Call Number 🍣 ☐ <u>Create Electronic Case File</u> ☐ Complete Dates and Amounts ❖ ☐ Create Checklist in Case File 🥸 ☐ Complete Document section ❖ ☐ Transit 180 Notice ☐ N/A ☐ Upload WSIB – WSIB category ☐N/A ☐ <u>Create Procurement Status Log</u> ☐ Upload approved COI & template – Insurance category ☐ N/A ☐ Supervisor to approve before PA/Delegate approval ☐ Upload Approved LT form – Other category ☐ Obtain PA/Delegate's approval ☐ Upload Executed Agreement – Supplier Doc category ☐N/A ☐ Verify Recommended Award Bidder has an Account in ☐ Upload Corporate Status Certificate — Supplier Doc category ☐N/A Bids & Tenders, if NO: 🧇 ☐ Upload Bonds and/or Security – Bonds and Security category ☐N/A ☐ PAA to contact Bidder to create an Account ☐ Upload Begin Procurement Report ☐N/A (from Council Agenda) – Other category □N/A ☐ Complete the <u>Build Phase</u> ◆  $\square$  Upload Council Correspondence Email – Other category  $\square$  N/A ☐ Register Vendor to WSIB Contractors List Wsib ☐ N/A ☐ Add Supplier in Contract Phase ❖ ☐ Check if Successful Bidder(s) is a Diverse Supplier □ Upload Begin Procurement Report (from Council Agenda) 🔮 □N/A ☐ Upload Council Correspondence Email 

N/A 2. Purchasing Administrative Assistant ☐ Verify Recommended Award Bidder has an Account in PeopleSoft PeopleSoft  $\square$  If new Supplier, <u>email</u> the <u>Direct Deposit Form</u> and advise to forward form to accountspayable@brampton.ca 📴 🗆 N/A ☐ If Direct Deposit Form was sent to Supplier, cc. accountspayable@brampton.ca on Vendor Maint. Email 📴 🗆 N/A 🗆 Verify Insurance requirements with Risk 🛂 🗆 Obtain Risk Management Approval on COI 🍑 🗆 N/A Purchase Order Execution (If Applicable) □ N/A 3. Purchasing Administrative Assistant 7. Purchasing Administrative Assistant ☐ Draft Purchase Order PeopleSoft ☐ <u>Draft Execution Memo</u> ☐ <u>Create Purchasing General Information</u> PeopleSoft ☐ Prepare Execution File Folder with all Requirements <a>
</a> ☐ Close Requisition PeopleSoft 8. Buyer ☐ Review File and Sign Memo ☐ Review and Approve Purchase Order PeopleSoft Review and Approve Purchasing General Information Panel PeopleSoft PO Dispatch PeopleSol ☐ Buyer up to <\$250K ☐ Senior Buyer <\$500K ☐ Purchasing Supervisor <\$1M ☐ Deputy Purchasing Agent \$1M Performance Security (If Applicable) Contract 5. Purchasing Administrative Assistant 9. Buyer ☐ Award Contract <a> ☐ N/A</a> ☐ Deposit of Performance Security Cheques ☐ Review the Contract Phase 🧇  $\square$  Complete Performance Security deposit slip and send to ☐ <u>Upload PO in Documents section</u> – Supplier Document ☐ Email Accounting a copy of Award Letter, Deposit Slip and ☐ Upload PO in Purchase Order section Cashiers receipt  $\square$  Review the Dates and Amounts section ☐ Review the Documents section Letter of Credit (LOC) ☐ Review the Purchase Order section ☐ Provide Susie original LOC along with Bid Call No., Description & ☐ Start the Contract Supplier Name  $\ \ \, \square \, \underline{\mathsf{Send}\, \mathsf{'New}\, \mathsf{Contract}\, \mathsf{Documents'}}_{}\, \mathsf{email}\, \mathsf{using}\, \mathsf{Email}$ Wizard 4 ☐ <u>Update Procurement Status Log</u> **10. Purchasing Administrative Assistant**  $\square N/A$ ☐ Courier Agreement to Vendor ☐ Official Record File Folder with all Requirements 11. Buyer ☐ Review Official Record File ☐N/A

☐ Delete Checklist from Case File <a>
</a>

Purchasing General Information Panel																
PROCUREMENT PROCESS TYPE																
Process Typ	e: Choose an	item.	Negotiable: Y		Contract Type: Choose an item.						Architectural or Engineering Services: Y			es: Y	Cons	sultant: Y 🗆
PROCESS	PROCESS															
Start Date: Click or tap to enter a date			e.	# of Docume		nt Takers:		# of Bids Re		ceived:		# of Disqualified Bids:			ds:	
Target: Cho	oose an item.	Constru	Construction: Y			Council Date: Click or tap to enter a date.					Limited Tendering (Schd C): Choose an item.					
PCard: Y □		Departn	Department Estimate: \$			Irregu			ular Results: Choose			-	Diverse Supplier: Y □			
CONTRACT																
Funds Approved on PAR or Council not found on PO (s): \$			# of Optional Approval Approved Renewals:			Length of Renewal Period: Choose an item. Choose an item.					Destruction Date: Click or tap to enter a date.					
WARD																
1 🗆	2 🗆	3 🗆	4 🗆	5 [		6 🗆		7 🗆		8 🗆		9 🗆		10 🗆		All 🗆