

Peterborough County KCPG – Kawartha Collaborative Purchasing Group



September 12, 2013 – OECM
Presented by: Sheridan Graham and Kim Squires – County of Peterborough

Kawartha Collaborative Purchasing Group (KCPG)

Purpose:

KCPG is an unincorporated association, established to facilitate effective and cost efficient procurement of goods and services for publicly funded organizations located in the boundaries of the Peterborough, Kawartha Lakes and Northumberland.

Kawartha Collaborative Purchasing Group (KCPG)

Mandate:

This mandate is accomplished by:

- Jointly identifying and inviting competitive bids for commonly used goods and services
- Promoting closer cooperation – exchange of information and professional development opportunities
- Meeting any legislated procurement directives

Kawartha Collaborative Purchasing Group (KCPG)

Members:

- City of Kawartha Lakes
- County of Peterborough
- Fleming College of Applied Arts and Technology
- Kawartha Pine Ridge District School Board (“KPRDSB”)
- Northumberland County
- Peterborough County-City Health Unit
- Peterborough Utility Services Inc.
- Peterborough Victoria Northumberland and Clarington Catholic District School Board (“PVNCCDSB”)
- Trent University
- The Corporation of the City of Peterborough
- Trillium Lakelands District School Board (“TLDSB”)

Kawartha Collaborative Purchasing Group (KCPG)

Members are expected to:

- Attend a minimum of two (2) regularly scheduled meetings per year;
- Take a turn at hosting a regularly scheduled meeting;
- Actively participate in collaborative initiatives by representing the organization and providing prompt response to the specific organization requesting information required for a competitive bid;
- Assign a Lead Contact from their organization for any competitive bid;
- Assume the role of Project Co- coordinator for a reasonable number of bid solicitations;
- Share Recording Secretary duties as requested.

Kawartha Collaborative Purchasing Group (KCPG)

Meetings:

- Meetings are held 4 x per year or more often if needed
- Meetings are rotated between member locations – member is responsible for hosting costs (refreshments/room)
- Meeting host is responsible for minute taking

Kawartha Collaborative Purchasing Group (KCPG)

Executive:

- The officers of the KCPG include:
 - Chairperson
 - Vice-Chairperson
 - Treasurer

Election and Term:

- January 1st to December 31st
- The annual elections take place at the last regularly scheduled meeting of each year
- Newly elected officers take office effective January 1st, the following year.
- Term of office can be a maximum of two (2) concurrent years

Kawartha Collaborative Purchasing Group (KCPG)

Financial:

- KCPG is solely funded by annual membership fees
- Fees are determined at the last meeting of each year and are due by March 15th of the next year
- *Presently no fees are being collected as the KCPG is using surplus funds accumulated from past years.

Kawartha Collaborative Purchasing Group (KCPG)

Cooperative Purchasing Ventures:

- Purchase Cards
- Mat Rentals
- Courier Services
- Elevator Inspection Services
- Short Term Vehicle Rentals
- Furnace Filters

Kawartha Collaborative Purchasing Group (KCPG)

Professional Development Initiatives:

- WSIB
- Surety Canada
- CCDC (Canadian Construction Documents Committee)
- US Bank
- OECM (Ontario Education Collaborative Marketplace)

County of Peterborough – Purchasing & Lower Tier Townships

The County of Peterborough is made up of 8 lower tier Townships:

- Asphodel-Norwood
- Cavan Monaghan
- Douro-Dummer
- Havelock-Belmont-Methuen
- North Kawartha
- Otonabee-South Monaghan
- Selwyn
- Trent Lakes

County of Peterborough – Purchasing & Low Tier Townships



The County initiated discussions with the Townships to identify opportunities for the Townships to piggy-back on County procurements.

- County has purchasing department (certified professional public buyer – CPPB designated)
- Knowledge of applicable legislation
- Member of Ontario Public Buyers Association (OPBA) – access to public procurement officials across Ontario and member connect email service
- Broader scope to provide specifications and forms
- Offer training opportunities (County Hosting: OPBA Introduction to Public Purchasing – Townships attending)

County of Peterborough – Purchasing & Lower Tier Townships

Examples of cooperative purchases – County & Townships:

- Calcium Chloride
- Snowplow Trucks
- Micro-Surfacing (roads)
- Surface Treatment (roads)
- Courier Services
- Copy Paper
- Sand
- Salt (Sodium Chloride)
- Granular Crushing
- Depot Organics
- Leaf and Yard Waste

Collaborative Purchasing

Benefits:

- Streamline process – time and staff savings
- Cost efficiencies – economies of scale
- County knowledge of procurement and legislation
- Standardization
- Public perception – good use of public funds & resources
- Council support

Challenges:

- Coordinating timelines
- Council meetings – approvals required
- Formal Contracts and Agreements
- Communication – getting everybody on-board (more buy-in at some Townships than others)
- Commitment
- Geographic location (in some instances)

Questions?



County of Peterborough

Sheridan Graham

Director, Procurement, Facilities & Communication

Tel: 705-743-0380 ext 323

Email: sgraham@county.peterborough.on.ca

Kim Squires

Purchasing Clerk

Tel: 705-743-0380 ext 343

Email: ksquires@county.peterborough.on.ca