

INFORMATION REPORT

TO:	Chair and Members Audit, Finance & Administration Committee
COMMITTEE DATE:	August 16, 2017
SUBJECT/REPORT NO:	Professional and Consultant Services Roster 2015-2016 (PW17062/PED17151/FCS17074) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Stuart Leitch (905) 546-2424, Extension 7808 Emil Prpic (905) 546-2424, Extension 4203
SUBMITTED BY:	Dan McKinnon General Manager Public Works Department Jason Thorne General Manager Planning and Economic Development Department Mike Zegarac General Manager Finance & Corporate Services Department
SIGNATURE:	

Council Direction:

Not Applicable

Information:

2015 -16 Roster Use

This report summarizes the use of the Professional and Consultant Services Roster for the second year of the roster period 2015-2016, as required under Policy 9 of the currently approved Procurement Policy. The roster process for acquisition of services is currently used by Planning and Economic Development, Corporate Services and Public

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Works Departments. A listing of Successful Consultants, by Roster category, is attached to this report as Appendices A and B. As part of the continuous improvement for this initiative, the Roster Committee has arranged, developed and implemented an improved training methodology for both new and existing roster Captains. It is expected this training will continue to evolve and expand to ensure that roster users that are involved in the implementation and administration of Roster assignments are fully trained in all aspects of procurement and financial reporting required.

In 2016, thirty-nine Roster categories issued assignments. Note that during the 2016 Roster year, Council approved a staff recommendation to amend Procurement Policy #9 Consulting and Professional Services to increase the threshold for roster assignments from \$100,000 to \$150,000, which reflected the impact of inflation on the roster rates since its original inception in 2001. In 2016 forty-one assignments were issued between \$100,000 and \$150,000 (utilized by nineteen categories), which represented 10% of the total assignments completed. The average value of the assignments above \$100,000 is \$130,340.

The following table illustrates the total dollar values allocated during the last term of this Roster (2016):

	2015 Roster Year	2016 Roster Year
Total Dollar Value	\$16,829,290	\$20,063,874
Total Number of Assignments	444	440
Average Value of Each Assignment	\$37,904	\$46,068
Number of Roster Firms in Program	115	115

Note that the 2015 Roster year information was submitted to the Audit, Finance & Administration Committee on June 6, 2016 (Report No. PW16045/PED16130/FCS16054) and is shown in the table above for comparison purposes.

The first year term of assignments for the 2017-2018 Roster (C12-07-16) period will be reported to Council in 2018.

Appendices and Schedules Attached

Appendix A: 2015 - 2016 Roster Information

Appendix B: 2015 - 2016 Successful Roster Consultants