



INFORMATION REPORT

TO:	Chair and Members Audit, Finance & Administration Committee
COMMITTEE DATE:	May 17, 2018
SUBJECT/REPORT NO:	Professional and Consultant Services Roster 2017-2018 (PW18037/PED18122/FCS18057) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Stuart Leitch 905- 546-2424, Extension 7808 Emil Prpic 905-546-2424 Extension 2796
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:

2017 -18 Roster Use

This report summarizes the use of the Professional and Consultant Services Roster (Roster) for the first year of the 2017-2018 roster period, as required under Policy #9 Consulting and Professional Services of the currently approved Procurement Policy. The roster process for the acquisition of consulting services is currently used by Planning and Economic Development, Corporate Services and Public Works Departments. A listing of Successful Consultants, by Roster category, is attached to this report as Appendices A and B.

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.

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As part of the on-going continuous improvement of the roster process, the Roster Committee has arranged, developed and implemented an improved training methodology for both new and existing roster Captains. Additionally, any other Roster users (non-Captains) are also required to complete formal roster use training prior to using the Roster. It is expected this training will continue to evolve and expand to ensure that roster users involved in the implementation and administration of Roster assignments are fully trained in all aspects of procurement and financial reporting requirements pertaining to the Roster.

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. Of the 346 Roster assignments issued in 2017, sixty-one assignments were issued between \$100,000 and \$150,000 (utilized by nineteen categories), which represents 18% of the total assignments completed. The average value of the assignments above \$100,000 is \$135,849.

Council Report FCS16020/PED16053/PW16009 dated February 24, 2016, contained a recommendation that Procurement Policy #4.9 Consulting and Professional Services be amended to include a trial period to extend the value of Roster assignments. Specifically, the trial is to allow for work assignments with an estimated procurement value between \$150,000 and \$249,999 during the 2017 – 2018 Roster period. The results of the trial for 2017 are included as part of Table 1.

In 2017, a total of thirty-nine Roster categories issued assignments. An overall summary of the total dollar value and number of assignments allocated during the first year of this Roster (2017) is summarized in Table 1.

Table 1.

	2016 Roster Year	2017 Roster Year	2017 Roster Trial Period¹
Total Dollar Value	\$20,063,874	\$17,477,125	\$444,295
Total Number of Assignments	440	348	2
Average Value of Each Assignment	\$46,068	\$49,307	\$222,148
Number of Roster Firms in Program	115	100	100

Note 1: Represents the trial period to extend the use of the Roster and consider roster candidates for work assignments with an estimated procurement cost between \$150,000 and \$249,999 for the 2017 – 2018 roster term.

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Note that the 2016 Roster year information was submitted to the Audit, Finance & Administration Committee on August 16, 2017 (Report No. PW17062/PED17151/FCS17074) and is shown in the table above for comparison purposes.

The second year (2018) term of assignments for the 2017-2018 Roster (C12-07-16) period will be reported to Council in 2019.

Appendices and Schedules Attached

Appendix A: 2017 - 2018 Roster Information

Appendix B: 2017 - 2018 Successful Roster Consultants (C12-07-16)

Appendix C: Roster Dashboard 2017 Summary