



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance & Administration Committee
<b>COMMITTEE DATE:</b>	June 20, 2019
<b>SUBJECT/REPORT NO:</b>	Professional and Consultant Services Roster 2017-2018 (PW19048/PED19130/FCS19052) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
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<b>SUBMITTED BY:</b>  <b>SIGNATURE:</b>	Dan McKinnon General Manager Public Works Department
<b>SUBMITTED BY:</b>  <b>SIGNATURE:</b>	Jason Thorne General Manager Planning and Economic Development Department
<b>SUBMITTED BY:</b>  <b>SIGNATURE:</b>	Mike Zegarac General Manager, Finance and Corporate Services Corporate Services Department

## COUNCIL DIRECTION

Not Applicable.

## **INFORMATION**

### 2017-2018 Roster Use

This report summarizes the use of the Professional and Consultant Services Roster (Roster) for 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 Roster Firms, Successful Consultants by Roster category and the Roster Dashboard Summary are attached to Report PW19048/PED19130/FCS19052 as Appendices "A", "B" and "C".

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 333 Roster assignments issued in 2018, 66 assignments were issued between \$100,000 and \$150,000 (utilized by up to 15 categories), which represents 20% of the total assignments completed. The average value of the assignments above \$100,000 is \$136,133.

Council Report FCS18056/PED18121/PW18036 dated May 17, 2018, contained a recommendation that Procurement Policy #4.9 Consulting and Professional Services be amended to prolong the 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 2019 – 2020 Roster period. The results of the trial for the 2017 – 2018 Roster period are included as part of Table 1.

The 2017 – 2018 Roster period, a total of forty (40) of forty-two (42) Roster categories issued assignments.

In order to continue providing valuable consulting services through the Roster, a review was completed ahead of the issuance of the 2019 - 2020 Request for Roster Consultant

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procurement process. In order to maintain an efficient process and enhance the Roster program moving forward, adjustments were made to the 2019 – 2020 Roster categories as follows:

- Consolidation of categories with similar scope: 2017 - 2018 Roster Category 22 Interior Design Services and Category 23 Accessibility Compliance Support were combined with Category 11 Architectural Services. Category 33 Structural Engineering Services – Facilities was combined with Category 30 Mechanical and Electrical Engineering.
- Category 40 Information Services – Security: this category did not receive any assignments and was therefore not continued.
- Addition of new categories: Category 22 Street Light and Electrical Engineering Services and Category 23 Public Engagement and Facilitation to fulfil a need not previously addressed.

An overall summary of the total dollar value and number of assignments allocated during this Roster (2017 - 2018) is summarized in Table 1 below.

	2017 Roster Year	2018 Roster Year	2017 - 2018 Roster Trial Period <sup>1</sup>
Total Dollar Value	\$17,477,125	\$18,149,168	\$444,295
Total Number of Assignments	347	333	2
Average Value of Each Assignment	\$47,008	\$53,013	\$222,148
Number of Roster Firms in Program	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.

Note that the 2017 Roster year information was submitted to the Audit, Finance & Administration Committee on May 17, 2018 (Report No. PW18037/ PED18122/ FCS18057) and is shown in the table above for comparison purposes.

The first year (2019) term of assignments for the 2019 - 2020 Roster (C12-06-18) period will be reported to Council in 2020.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" to Report PW19048/PED19130/FCS19052 - 2017 - 2018 Roster Information

Appendix "B" to Report PW19048/PED19130/FCS19052 - 2017 - 2018 Successful Roster Consultants (C12-07-16)

Appendix "C" to Report PW19048/PED19130/FCS19052 - Roster Dashboard 2017 - 2018 Summary