



Hamilton

INFORMATION REPORT

TO:	Chair and Members Audit, Finance & Administration Committee
COMMITTEE DATE:	June 18, 2020
SUBJECT/REPORT NO:	Professional and Consultant Services Roster 2019-2020 (PW20037 / PED20118 / FCS20058) (City Wide)
WARD(S) AFFECTED:	City Wide
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COUNCIL DIRECTION

Not Applicable

INFORMATION

This report summarizes the use of the Professional and Consultant Services Roster for the 2019-2020 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 is attached to Report PW20037 / PED20118 / FCS20058 as Appendices "A", "B" and "C".

In 2019, the Roster Committee implemented a new online 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.

Council Report PW18036 / PED18121 / FCS18056 dated May 17, 2018, contained a recommendation that Procurement Policy #9, Section 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 2019-2020 Roster period are included as part of Table 1.

During the 2019 Roster period, a total of 36 out of 39 Roster categories issued assignments.

An overall summary of the total dollar value and number of assignments allocated during this Roster period (2019 - 2020) is summarized in Table 1.

Table 1

	2019 Roster Year	2019 Roster Trial Period ¹
Total Dollar Value	\$19,243,548	\$828,409
Total Number of Assignments	334	4
Average Value of Each Assignment	\$57,615	\$207,102
Number of Roster Firms in Program	87	

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.

The second year (2020) term of assignments for the 2019-2020 Roster (C12-06-18) period will be reported to Council in 2021.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PW20037 / PED20118 / FCS200582019-2020 - Roster Information (C12-06-18)

Appendix "B" to Report PW20037 / PED20118 / FCS20058 - 2019-2020 Successful Roster Consultants (C12-06-18)

Appendix "C" to Report PW20037 / PED20118 / FCS20058 - 2019-2020 Roster Dashboard Summary