# 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 |
| PREPARED BY: Stuart Leitch (905) 546-2424 Ext. 7808  
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| SUBMITTED BY: Dan McKinnon  
General Manager  
Public Works Department |
| SIGNATURE: |
| SUBMITTED BY: Jason Thorne  
General Manager  
Planning and Economic Development Department |
| SIGNATURE: |
| SUBMITTED BY: Mike Zegar  
General Manager  
Finance & Corporate Services Department |
| SIGNATURE: |

**COUNCIL DIRECTION**

Not Applicable

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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.
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

<table>
<thead>
<tr>
<th></th>
<th>2019 Roster Year</th>
<th>2019 Roster Trial Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Dollar Value</td>
<td>$19,243,548</td>
<td>$828,409</td>
</tr>
<tr>
<td>Total Number of Assignments</td>
<td>334</td>
<td>4</td>
</tr>
<tr>
<td>Average Value of Each Assignment</td>
<td>$57,615</td>
<td>$207,102</td>
</tr>
<tr>
<td>Number of Roster Firms in Program</td>
<td>87</td>
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</tr>
</tbody>
</table>

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

