



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	June 17, 2021
SUBJECT/REPORT NO:	Professional and Consultant Services Roster 2019-2020 (PW21037/PED21133/FCS21062) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Stuart Leitch (905) 546-2424 Ext. 7808 Cynthia Graham (905) 546-2424 Ext. 2337
SUBMITTED BY: SIGNATURE:	Dan McKinnon General Manager Public Works
SUBMITTED BY: SIGNATURE:	Jason Thorne General Manager Planning and Economic Development Department
SUBMITTED BY: SIGNATURE:	Mike Zegarac General Manager Finance and Corporate Services Department

COUNCIL DIRECTION

Not Applicable.

INFORMATION

This report summarizes the use of the Professional and Consultant Services Roster for the 2019-2021 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 the Public Works Department. The 2020 Roster Information by Category; 2019-2021 Successful Roster Consultants; and an image of the 2019/2020/2021 Roster Period Program Dashboard are attached to Report PW21037/PED21133/FCS21062 as Appendices “A”, “B” and “C”.

In 2019, the Roster Committee implemented an 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. This method of training ensures that all 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.

In 2020, several changes were implemented in the Roster program including:

- As a result of the impacts of COVID-19, Council approved Report FCS20054, dated June 2020, which contained a recommendation that Contract C12-06-18 Professional and Consultant Services Roster be extended by one year to the end of 2021.
- Council approved Report FCS20022 dated September 30, 2020, amending Procurement Policy #9, Section 4.9 - Consulting and Professional Services to allow the two (2) year period for roster assignments be extended to three (3) years effective the commencement of the next Request for Roster Consultants (RFRC) to be issued in (August 2021 for the period 2022-2024).
- Council approved Report FCS20022 dated September 30, 2020, amending Procurement Policy #9, Section 4.9 - Consulting and Professional Services to include roster assignments with an estimated procurement value between \$150,000 and \$249,999. The results of the trial for the 2019–2020 Roster period are included as part of Table 1.
- The Roster Committee created a Category Specific Form of Submittal template that is consistent across all Roster Categories. This new format is expected to provide a more efficient evaluation for City of Hamilton (City) staff. Additionally, a consistent format will provide efficiencies for consultants bidding on multiple categories. The new format will be utilized for the RFRC to be issued in August 2021 for the upcoming 2022-2024 Roster period.

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- A new online 2019/2020/2021 Roster Period Program Dashboard available to City staff was created to track various metrics associated with financial, category usage and quality assurance (QA) review highlights. The QA review showed vast improvements since 2015 regarding the number of assignments without administrative issues such as proposal and invoice discrepancies. In 2019/2020, however, the percentage of proposals and invoices that showed discrepancies dropped slightly from previous years. The drop is attributed to minor administrative errors, such as not recording costs according to task in the proposal. The vast majority of proposals were compliant in this regard. Roster Captains have reviewed this information closely and will monitor for these errors going forward. No financial impacts were identified in the QA review, rather they were administrative in nature.

During the 2020 Roster period, a total of 33 Roster categories issued assignments. An overall summary of the total dollar value and number of assignments allocated during this Roster period (2019 - 2021) is summarized in Table 1 below

Table 1

	2019 Roster Year	2019 Roster Trial Period ¹	2020 Roster Year	2020 Roster Trial Period ¹
Total Dollar Value	\$19.2M	\$828K	\$17.5M	\$563K
Total Number of Assignments	334	4	255	3
Average Value of Each Assignment	\$58K	\$207K	\$68.4K	\$188K
Number of Roster Firms in Program	87			

Note 1: Represents Roster candidates for work assignments with an estimated procurement cost between \$150,000 and \$249,999.

The third year (2021) term of assignments for the 2019-2021 Roster (C12-06-18) period will be reported to Council in 2022.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PW21037/PED21133/FCS21062 - 2019-2021 - Roster Information By Category (C12-06-18)

Appendix "B" to Report PW21037/PED21133/FCS21062 - 2019-2021 Successful Roster Consultants (C12-06-18)

Appendix "C" to Report PW21037/PED21133/FCS21062 - 2019/2020/2021 Roster Period Program Dashboard