Minutes – Executive Policy Committee – November 14, 2007

REPORTS

Minute No. 15 Consultant Assignments – January 1 to June 30, 2007
File ST-7

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee received as information the Consultant Assignments for the period January 1 to June 30, 2007.

DECISION MAKING HISTORY:

Moved by Councillor Swandel,
That the Consultant Assignments for the period January 1 to June 30, 2007, be received as information.

Carried

ADMINISTRATIVE REPORT

RE: CONSULTANT ASSIGNMENTS FOR JANUARY 1 TO JUNE 30, 2007

FOR SUBMISSION TO: **Executive Policy Committee**

SUBMITTED BY: **Chief Financial Officer**

REPORT DATE: **November 7, 2007**

RECOMMENDATION: **That this report be received as information.**

Report Summary

Key Issues:

- Administrative Directive FM-002 requires that the Chief Administrative Officer report quarterly to Council on all Consultant Contracts.

Implications of the Recommendation(s):

General Implications

X None
☐ For the organization overall and/or for other departments
☐ For the community and/or organizations external to the City of Winnipeg
☐ Involves a multi-year contract
Comment:

Policy implications

X No
☐ Yes
Comment:

Regulatory implications

X None
☐ Eliminates or reduces regulatory impact
☐ Proposes regulatory impact
Comment:

Environmental Implications

X No
☐ Yes

Comment:

Human Resource Implications

X No

☐ Yes

Comment:

Financial Implications

X Within approved current and/or capital budget

☐ Current and/or capital budget adjustment required

Comment: There are no financial implications as this is an informational report.

REASON FOR THE REPORT:

On March 24, 2004, Council adopted Item 1 of the Report of the Executive Policy Committee, dated March 10, 2004, delegating to the Chief Administrative Officer certain authorities of the Materials Management Policy. Under this policy, the Chief Administrative Officer is required to report quarterly on the assignment of consultants.

On August 11, 2004, Administrative Directive FM-002 was approved by the Chief Administrative Officer, re-confirming the previous direction that the Chief Administrative Officer is required to report quarterly to Council on the assignment of consultants.

DISCUSSION:

Consultant Assignments – January to June, 2007

Attached is information obtained from each department relating to consulting assignments for the first and second quarters of 2007. The new reporting format incorporates Recommendation 11 from the City Auditor's report on Use of Consultants dated June 2006.

For purposes of preparing this new report, consulting services are professional services provided directly to the City of Winnipeg. Professionals are defined in Directive FM-002 (Materials Management):

- Medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries (AIT* Professionals) (*Agreement on Internal Trade).

- Information technology consultants, communications consultants, management consultants, training consultants, accredited real estate appraisers, agrologists, dietitians, home economists, interior designers, occupational therapists, optometrists,

physiotherapists, psychiatric nurses, psychologists, trainers, speech and hearing therapists and landscape architects (non-AIT Professionals).

The above definition excludes service contracts (e.g. elevator service, public surveys).

With respect to the solicitation of competitive offers, Directive FM-002, dated January 18, 2006 states:

- When the cost of the Consultant Services is estimated not to exceed $100,000, single source negotiations are permitted unless the work is major and/or complex in which case proposals must be invited from no less than three qualified firms or individuals and evaluated by the review committee.

- When the cost of the Consultant Services is estimated to exceed $100,000, the following shall apply:

    1) **AIT Professionals:** single source negotiations are permitted unless the work is major and/or complex in which case proposals shall be invited from no less than three qualified firms or individuals. Solicitation of Competitive Offers is available through the Materials Management Branch if desired.

    2) **Non AIT Professionals:** must be forwarded to the Materials Management Branch for Solicitation of Competitive Offers unless approval has been received for single source negotiations.

Changes have been made to Directive FM-002, and the revised Directive dated June, 2007 requires the following with respect to the solicitation of competitive offers:

- When the estimated value of the Consultant Services does not exceed $100,000, single source negotiations are permitted.

- When the estimated value of the Consultant Services exceeds $100,000, the following shall apply:

    1) **AIT Professionals:**
        (a) Where the estimated value of the Consultant Service does not exceed $500,000, single source negotiations are permitted.
        (b) Where the estimated value of the Consultant Service exceeds $500,000 but does not exceed $2,000,000, proposals must be invited, by the department, from no less than three qualified firms or individuals, unless otherwise authorized by the Chief Administrative Officer.
        (c) Where the estimated value of the Consultant Service exceeds $2,000,000, a Solicitation of Competitive Offers must, unless otherwise authorized by the Chief Administrative Officer, be issued through Materials Management.

2) **Non AIT Professionals:**
   (a) Where the estimated value of the Consultant Service exceeds $100,000, a Solicitation of Competitive Offers must, unless otherwise authorized by the Chief Administrative Officer, be issued through Materials Management.

The 2007 Consultants Report for the period of January 1 to June 30 has been prepared in accordance with Directive FM-002 dated January 18, 2006, as many consultants hired to work for the City in 2007 were hired in 2006. As a result, there will be a transition period as departments move to the more restrictive process for consultant assignments outlined in revised Directive FM-002, dated June, 2007.

Effective January 1, 2007, the Consultant Report reflects contract prices that contain applicable taxes. (2006 Report did not include taxes.)

A summary of 2007 consultant assignments retained by The City of Winnipeg for the period of January 1 to June 30, 2007 are as follows:

Summary of 2007 Consultant Assignments

Department	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Total
Audit	0.00	0.00	0.00	0.00	0.00
CAO Secretariat	27,660.00	108,717.98	0.00	0.00	136,377.98
City Clerk's	1,743.75	1,231.88	0.00	0.00	2,975.63
Community Services	32,948.88	4,084.71	0.00	0.00	37,033.59
Corporate Finance	79,919.69	54,636.74	0.00	0.00	134,556.43
Corporate Information Technology	5,016.80	5,000.00	0.00	0.00	10,016.80
Corporate Services	24,745.02	40,041.68	0.00	0.00	64,786.70
EPC Secretariat	0.00	0.00	0.00	0.00	0.00
Fire Paramedic Service	14,754.23	90,864.43	0.00	0.00	105,618.66
Fleet Management Agency	266.64	49,146.60	0.00	0.00	49,413.24
Planning, Property and Development	252,439.04	777,654.91	0.00	0.00	1,030,093.95
Property Assessment	14,733.00	23,583.00	0.00	0.00	38,316.00
Public Works	1,651,567.80	2,171,909.52	0.00	0.00	3,823,477.32
Transit	100,154.10	134,114.10	0.00	0.00	234,268.20
Water and Waste	3,157,276.78	3,811,371.85	0.00	0.00	6,968,648.63
Winnipeg Golf Services	0.00	15,909.00	0.00	0.00	15,909.00
Winnipeg Parking Authority	0.00	4,815.00	0.00	0.00	4,815.00
Winnipeg Police Service	13,470.00	16,516.55	0.00	0.00	29,986.55
Total	**5,376,695.73**	**7,309,597.95**	**0.00**	**0.00**	**12,686,293.68**

Detailed department consultant assignments are attached. Where the **Total Payment to Date for Entire Consultant Contract** does not exceed $100,000, no explanation has been provided for over-expenditures. However, where the **Total Payment to Date for Entire Consultant Contract** exceeds $100,000, an explanation has been provided for over-expenditures greater than or equal to 10% or $1,000,000, whichever is less.

Financial Impact Statement **Date:** October 29, 2007

No financial impact as this report is for informational purposes.

"Original Signed By"
Michael P. Ruta
Chief Financial Officer

IN PREPARING THIS REPORT THERE WAS:

Internal Consultation With and Concurrence By:
All departments have submitted their list of consultant assignments for the creation of this report.

External Consultation With:

This Report Submitted By:

Department: Corporate Finance
Division: Corporate Controller's Division
Prepared by: Carrie Erickson



Revised (Oct 29 by Carrie)2007 1st 2nd