Agenda – Executive Policy Committee – March 10, 2010

REPORTS

Item No. 1 Consultant Assignments – Change to Administrative Standard – Solicitation of Competitive Offers
eFile ST-7

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

That this report be received as information in as much as the public service has revised the Administrative Standard to require the solicitation of competitive offers where the estimated value of the consultant service exceeds one hundred thousand ($100,000) dollars, unless otherwise authorized by the Chief Administrative Officer.

DECISION MAKING HISTORY:

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On February 17, 2010, the Executive Policy Committee laid over the matter to its meeting on March 10, 2010.

On November 13, 2009, the Executive Policy Committee requested the Winnipeg Public Service to:

1. Examine the Procurement / Materials Management Policy, specifically the hiring of consultant services over $10,000, as well as the guidelines for determining which contracts are to be tendered vs. sole sourced;

2. Provide information on both best and general practices for Procurement / Materials Management in other jurisdictions across North America and around the World, including provisions required for this level of engineering, and report back with recommendations (changes) to the Material Management Policy.

ADMINISTRATIVE REPORT

ISSUE: **Recommendations for Change to Administrative Standard regarding Consultant Assignments**

Critical Path: **Executive Policy Committee**

AUTHORIZATION

Author	Department Head	CFO	CAO
Barb D'Avignon	Michael Ruta	M Ruta	G Laubenstein

RECOMMENDATION

That this report be received as information in as much as the public service has revised the Administrative Standard to require the solicitation of competitive offers where the estimated value of the consultant service exceeds one hundred thousand ($100,000) dollars, unless otherwise authorized by the Chief Administrative Officer

IMPLICATIONS OF THE RECOMMENDATION

This recommendation will bring Winnipeg in line with most other large municipal jurisdictions.

HISTORY

Responsibility for solicitation of consultant contracts became part of the Materials Management Policy in 2004. Since then, procedures have been implemented that include solicitation of competitive offers for approximately 60% of the dollars spent on consultants, or $21 million per year.

The Consulting community, including organizations such as the Professional Engineer's organization, and other like organizations, has been satisfied with this method of engaging professional consultants.

At its November 13th, 2009 meeting, the Executive Policy Committee directed the Winnipeg Public Service to examine the City's and other jurisdiction's practices for engaging consultant services over $10,000, and report back to EPC with recommendations for change to the Materials Management Policy.

Consultation was made with similar jurisdictions in Canada. The recommended revision to Administrative Standard will:

- bring the City of Winnipeg consultant procedures more in line with other jurisdictions; and
- ensure that an estimated 90% of dollars spent on consultants, or approx. $31 million per year will be contracted through the solicitation of competitive offers.

FINANCIAL IMPACT

CONSULTATION

In preparing this Report there was consultation with: Legal Services, Similar Canadian Jurisdictions and affected City departments

SUBMITTED BY

Department: Corporate Finance
Division: Materials Management
Prepared by: Barb D'Avignon, Manager of Materials
Date: January 13, 2010
File No.