Minutes – Executive Policy Committee – July 15, 2011

REPORTS

Minute No. 408 Consultant Assignment – 2011 First Quarter

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and received as information the report dated July 11, 2011.

DECISION MAKING HISTORY:

Moved by Councillor Fielding,

That the recommendation of the Winnipeg Public Service be concurred in and the report be received as information.

Carried

ADMINISTRATIVE REPORT

ISSUE: CONSULTANT ASSIGNMENTS FOR JANUARY 1 TO MARCH 31, 2011

Critical Path: EXECUTIVE POLICY COMMITTEE

AUTHORIZATION

Author	Department Head	CFO	CAO
B. D'Avignon	M. Ruta	M. Ruta Deputy CAO/CFO	P Sheegl CAO

RECOMMENDATIONS

That this report be received as information

IMPLICATIONS OF THE RECOMMENDATIONS

This report is for information purposes only.

HISTORY

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. Aside from this policy, the Chief Administrative Officer is required to report quarterly on the assignment of consultants.

Professional Services (Consultants) related to Capital Projects are tendered in accordance with the City's Materials Management Policy and posted publicly on the City's Materials Management website. As a result, this report deals with Consultant contracts paid from an account other than Capital and single source contracts.

On May 12, 2010, Executive Policy Committee approved a recommendation that, effective January 1, 2011, competitive bids are required for:

a) consultant services relating to capital projects included in the capital budget, where the estimated value of the consultant service exceeds $100,000 in total, including all phases of any given project;

b) consultant services, other than those related to capital projects, where the estimated value of the consultant service exceeds $35,000 in total, including all phases of any given project.

unless otherwise authorized by Executive Policy Committee.

As a result of the above noted changes, the attached spreadsheets are revised as follows:

- Appendix A - Summary of "other than Capital" Consultant contracts summarized by Type of Consultant and Total Payment for Q1 2011 (January 1, 2011 to March 31, 2011) for **all City departments**.
- Appendix B - Summary of "other than Capital" Consultant contracts summarized by Type of Consultant and Total Payment for Q1 2011 (January 1, 2011 to March 31, 2011) **for each department**.
- Appendix C - Details of "other than Capital" Consultant contracts.
- Appendix D - New single source for 2011 with an explanation for any single source exceeding the limits set out by Executive Policy Committee effective January 1, 2011.
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Appendix A



Appendix A.pdf

Appendix B



Appendix B.pdf

Appendix C



Appendix D



Appendix D.pdf

CONSULTANT ASSIGNMENTS

The attached Appendices contain information obtained from each department relating to consultant assignments for the period of January 1 to March 31, 2011.

Consultant services are services provided directly to the City of Winnipeg (City), as defined in Administrative Standard FM-002:

- Professional* Services: Medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries (*as defined under the Agreement on Internal Trade).

- Consultant Services: Information technology, communications, management, training, 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).

A summary of consultant assignments “other than Capital” (not related to Capital Projects) for the period of January 1 to March 31, 2011 is provided below.

Summary of Q1 - 2011 Consultant Assignments By Type, Other Than Capital

TYPE OF CONSULTANT	NUMBER OF CONSULTANT CONTRACTS TO DATE FOR 2011	TOTAL PAYMENT TO DATE FOR 2011	% OF SUM
Accountant	5	$37,248.07	9.76%
Architect	9	$26,936.22	7.05%
Doctor	9	$25,331.20	6.63%
Engineering	42	$76,613.38	20.06%
IT Consultant	1	$103,790.00	27.18%
Land Surveyor	11	$16,009.25	4.19%
Landscape Architect	2	$0.00	0.00%
Lawyer	3	$56,108.25	14.69%
Psychologist	5	$26,513.75	6.94%
Training	8	$13,285.00	3.48%
GRAND TOTAL	**95**	**$381,835.12**	**100.00%**

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.

Where competitive bids are not required and the Consultant assignment is approved by the Department Head, the following applies:

> For “other than Capital” Consultant assignments, over-expenditures can be approved by the Department Head up to a total value (including the over-expenditure) of $35,000.**
>
> For “Capital” Professional Services (Consultant) assignments, over-expenditures can be approved by the Department Head up to a total value (including the over-expenditure) of $100,000.**

Over-expenditures on assignments exceeding the **above amounts are approved by the Chief Financial Officer.

In no case are over-expenditure approvals made without funds being available in an approved budget.

FINANCIAL IMPACT

Financial Impact Statement Date: June 16, 2011

No financial impact as this report is for informational purposes.

Radhika Abeysekera
Radhika Abeysekera
Corporate Controller

CONSULTATION

In preparing this Report there was consultation with:

Corporate Controller's Division

SUBMITTED BY

Department: Corporate Finance
Division: Materials Management Division
Prepared by: T. Schirlie
Date: July 11, 2011