Minutes – Executive Policy Committee – November 9, 2011

REPORTS

Minute No. 4 Professional Services/Consultant Services Assignments for January 1 to June 30, 2011

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and received as information the report dated October 7, 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

Title: **PROFESSIONAL SERVICES/CONSULTANT SERVICES ASSIGNMENTS FOR JANUARY 1 TO JUNE 30, 2011**

Critical Path: **EXECUTIVE POLICY COMMITTEE**

AUTHORIZATION

Author	Department Head	CFO	CAO
B. D'Avignon	M. Ruta	M. Ruta Chief Financial Officer	D. Joshi Chief Operating Officer

RECOMMENDATIONS

That this report be received as information

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.

IMPLICATIONS OF THE RECOMMENDATIONS

This report is for information purposes only.

HISTORY

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.

The Executive Policy Committee also recommended to Council that the Chief Administrative Officer provide a semi-annual report to the Executive Policy Committee listing all consultant contracts that exceed the dollar amount set out above which have been sole sourced pursuant to section B4 of the Materials Management Policy.

Therefore, where the Chief Administrative Officer approves a sole source assignment that exceeds the dollar amount set out above, such approvals will be reported at least semi-annually as recommended by Executive Policy Committee.

Sole source assignment approval by the Chief Administrative Officer should only occur when an emergency exists as provided for in B4.1 (j) of the Materials Management Policy.

The attached spreadsheets are as follows:

- Appendix A - Summary of “other than Capital” Consultant contracts summarized by Type of Consultant and Total Payment for Q1 & Q2 2011 (January 1, 2011 to June 30, 2011) for **all City departments**.
- Appendix B - Summary of “other than Capital” Consultant contracts summarized by Type of Consultant and Total Payment for Q1 & Q2 2011 (January 1, 2011 to June 30, 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 B Appendix C Appendix D


Appendix A.pdf


Appendix B.pdf


Appendix C.pdf


Appendix D.pdf

The attached Appendices contain information obtained from each department relating to Professional Services/Consultant services for the period of January 1 to June 30, 2011.

Professional Services/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 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

- Consultant Services: Communications, Information technology, management, training

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

A summary of assignments “other than Capital” (not related to Capital Projects) for the period of January 1 to June 30, 2011 is provided below.

Summary of Q1 &Q2 - 2011 Assignments By Type, Other Than Capital

TYPE OF SERVICE	NUMBER OF SERVICE CONTRACTS TO DATE FOR 2011	TOTAL PAYMENT TO DATE FOR 2011	% OF SUM
Accountant	5	$42,384.07	1.09%
Architect	16	$2,270,724.95	58.17%
Doctor	19	$156,607.39	4.01%
Engineering	74	$984,693.54	25.22%
IT Consultant	5	$136,144.30	3.49%
Land Surveyor	12	$33,939.25	0.87%
Landscape Architect	2	$0.00	0.00%
Lawyer	5	$135,623.73	3.47%
Management Consultant	3	$46,500.00	1.19%
Psychologist	8	$67,901.25	1.74%
Training	9	$22,430.00	0.57%
Veterinarian	2	$1,420.63	0.04%
Occupational Therapist	1	$5,557.51	0.14%
GRAND TOTAL	**161**	**$3,903,926.62**	**100.00%**

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

> For “other than Capital” 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

COMMENTS: **No financial impact as this report is for informational purposes.**

original signed by Radhika Abeysekera
Radhika Abeysekera
Manager of Finance & Administration

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: October 7, 2011