Minutes – Executive Policy Committee – February 15, 2012

REPORTS

Minute No. 150 Consultant Assignments for January 1, 2011 to September 30, 2011

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee received as information the Consultant Assignments report for January 1, 2011 to September 30, 2011.

DECISION MAKING HISTORY:

Moved by Councillor Fielding,
That the Consultant Assignments for January 1, 2011 to September 30, 2011 be received as information.

Carried

ADMINISTRATIVE REPORT

Title: **CONSULTANT ASSIGNMENTS FOR JANUARY 1 TO SEPTEMBER 30, 2011**

Critical Path: **EXECUTIVE POLICY COMMITTEE**

AUTHORIZATION

Author	Department Head	CFO	CAO
B. D'Avignon	M. Ruta	M. Ruta	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 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 Standard 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.

Executive Policy Committee also recommended to Council that the Chief Administrative Officer provide a semi-annual report to 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, pursuant to B4.1 (j) (emergency) of the Materials Management Policy, which exceeds the dollar amount set out above, such approvals will be reported at least semi-annually as recommended by Executive Policy Committee.

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

- Appendix A - Summary of "other than Capital" contracts summarized by Type of Service and Total Payment for **all City departments**.
- Appendix B - Summary of "other than Capital" contracts summarized by Type of Service and Total Payment **for each department**.
- Appendix C - Details of "other than Capital" 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.

Appendix A	Appendix B	Appendix C	Appendix D
Appendix A.pdf	Appendix B.pdf	Appendix C.pdf	Appendix D.pdf

All entries have been reviewed for compliance with Administrative Standard FM-002. Where inconsistencies occur, an explanation is included on the spreadsheet.

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

- 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
- Communications consultants, Information technology consultants, management consultants, and training consultants

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

Summary of Q1, Q2 & Q3 - 2011 Assignments By Type, Other Than Capital

TYPE OF SERVICE	NUMBER OF CONTRACTS TO DATE FOR 2011	TOTAL PAYMENT TO DATE FOR 2011	Percentage of Total
Accountant	10	$157,038.82	5.98%
Architect	16	$251,260.68	9.57%
Doctor	25	$259,660.87	9.89%
Engineering	88	$1,371,598.18	52.22%
IT Consultant	1	$5,000.00	0.19%
Land surveyor	16	$62,351.67	2.37%
Lawyer	10	$230,456.37	8.77%
Management Consultant	7	$103,043.99	3.92%
Occupational Therapist	1	$5,557.51	0.21%
Psychologist	9	$112,321.25	4.28%
Real Estate Appraiser	1	$551.25	0.02%
Training	11	$30,682.77	1.17%
Veterinarian	27	$37,274.16	1.42%
Grand Total	**222**	**$2,626,797.52***	**100.00%**

*Total Payment to Date is reduced from Q2 2011 Report as a large Capital Project was incorrectly reported in the Q2 totals.

Where competitive bids are not required and the 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” Consultant assignments, over-expenditures can be approved by the Department Head up to a total value (including the over-expenditure) of $100,000.**

In future, all 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: December 20, 2011