Minute No. 26
Report – Executive Policy Committee – November 5, 2019

Item No. 4 2018 Single Source Assignments for Consultants, Goods and Services

COUNCIL DECISION:

Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That this Report, including Appendices, be received as information.

Report – Executive Policy Committee – November 5, 2019

DECISION MAKING HISTORY:

Moved by His Worship Mayor Bowman,

That the recommendation of the Executive Policy Committee be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On November 5, 2019, the Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and submitted the matter to Council.

ADMINISTRATIVE REPORT

Title: 2018 SINGLE SOURCE ASSIGNMENTS FOR CONSULTANTS, GOODS AND SERVICES

Critical Path: EXECUTIVE POLICY COMMITTEE - COUNCIL

AUTHORIZATION

Author	Department Head	CFO	CAO
B. D'Avignon	P. Olafson	P. Olafson, Interim CFO	M. Ruta, Interim CAO

EXECUTIVE SUMMARY

The Chief Administrative Officer is required to report annually to Council on:

- Single source assignment of consultant services – Appendix A
- Single source assignments for goods and services exceeding $100,000 (not including consultants) – Appendix B

The format of the 2018 report is revised.

On September 12, 2018, Executive Policy Committee concurred that commencing with the 2018 annual report on single source assignments, the Winnipeg Public Service provide a chart that lists the total amount of contracts awards per vendor and the total value of those contracts.

The Report is based on payments/awards during the period of January 1, 2018 to December 31, 2018 and includes:

Appendix A: payments on single source assignments, vendor names, amount of contracts per vendor and the total value of the payments.
Appendix B: single source contracts awarded, exceeding $100,000, vendor names, amount of contracts per vendor and the total value of awards.

This Report includes all City Departments.

RECOMMENDATIONS

1. That this Report, including Appendices, 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 from the Materials Management Policy. Under Administrative Standard FM-002, issued pursuant to the Materials Management Policy, the Chief Administrative Officer is required to report annually to Council on the assignment of consultants.

In March 2016, the Public Service was requested to report on the use of single source authority, exceeding $100,000, on an annual basis.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no implications to receiving this report as information.

HISTORY/DISCUSSION

The Report contains single source procurements approved by:

- Council
- Executive Policy Committee (EPC)
- Public Service

Council, EPC and the Public Service have certain authorities for approving single source transactions under very strict guidelines. The guidelines are included in section B4 of the City's Materials Management Policy (the Policy) and apply to all procurement under the Policy.

Effective January 1, 2020 the Interim Chief Administrative Officer is revising the delegated authority to the Department Heads to award a contract for a departmental purchase where the reasonable estimate of the consideration for the contract does not exceed $10,000 with or without the solicitation of competitive offers. This delegation is increased from $5,000 and is subsequent to a cross-jurisdictional survey in which five of the seven jurisdictions responding have thresholds of $10,000 or higher.

The City is subject to various trade agreements that set thresholds for goods and services requiring public solicitation at:

- $75,000 for goods and services (not including construction)
- $200,000 for construction

APPENDIX A - CONSULTANT ASSIGNMENTS

Appendix A includes all payments on single source assignments, vendor names, the amount of contracts per vendor, and the total value of payments based on the period of January 1, 2018 to December 31, 2018.

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

Executive Policy Committee recommends, where the Chief Administrative Officer approves a single source assignment, pursuant to B4.1 (j) (emergency), which exceeds the dollar amount set out by Executive Policy Committee effective January 1, 2011, such approvals be reported at least annually.

All over-expenditures on single source Consultant assignments exceeding the above amounts are approved by the Chief Financial Officer.

In no cases are over-expenditures approved without funds being available in an approved budget.

Consultant services are either posted to the City's Materials Management website as a Request for Proposal or they are disclosed on this single source report.

On July 19, 2018, Council adopted a report revising the Materials Management Policy to reflect changes introduced by the New West Partnership Trade Agreement (NWPTA). One of the recommendations required single source awards relating to consultant assignments exceeding $75,000 to be tendered effective January 1, 2019. The Public Service applied this provision to consultant assignments which previously included thresholds of $100,000 for capital consulting assignments. However, operating single source thresholds remained at $35,000. To revise operating levels to the same $75,000 threshold recommended by NWPTA, the Interim Chief Administrative Officer will advise the Public Service that effective January 1, 2020, single source awards of all consultant contracts will be permitted, up to $75,000. Anything beyond that level will require public solicitation unless otherwise approved by Executive Policy Committee.

The Mayor and Council assignments are reported in the annual Councillors' Representation Allowance Fund audit.

APPENDIX B - SINGLE SOURCE ASSIGNMENTS *(not including Consultant Services)*

In March 2016, the Public Service was requested to provide EPC with a report on the use of single source authority, on an annual basis.

Appendix B includes all single source awards exceeding $100,000, vendor names, amount of contract awards per vendor and the total value of awards based on the period of January 1, 2018 to December 31, 2018.

FINANCIAL IMPACT

Financial Impact Statement **Date:** October 9, 2019

Project Name:

2018 SINGLE SOURCE ASSIGNMENTS FOR CONSULTANTS, GOODS AND SERVICES

COMMENTS:

There is no financial impact as this report is for information only.

(Original signed by T. Yanchishyn)
Tanis Yanchishyn
Manager of Finance (Campus)

CONSULTATION

In preparing this report there was consultation with:

Corporate Controller's Division

OURWINNIPEG POLICY ALIGNMENT

N/A

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

SUBMITTED BY

Department: Corporate Finance
Division: Materials Management Division

Prepared by: B. D'Avignon
Date: October 9, 2019

APPENDIX A

PAYMENTS to SINGLE SOURCED CONSULTANTS January 1, 2018 to December 31, 2018

CONSULTANT NAME	NUMBER OF CONTRACTS	TOTAL PAYMENT FOR 2018
1x1 Architecture Inc.	4	$27,693.10
8099227 Canada Ltd.	1	$2,500.00
Aboriginal School of Dance	1	$240.00
Access Changes Everything	1	$1,075.00
Accutech Engineering Inc.	1	$1,220.00
Achieve Engineering	1	$1,152.00
Addictions Foundation of Manitoba	1	$1,000.00
Adrijana Krawchenko-Shawarsky	1	$1,600.00
AECOM Canada Ltd.	17	$379,113.11
AJP Engineering Services	1	$8,442.90
Alison Cox	1	$700.00
Alkarim Velji	1	$960.00
Allen Sutherland	3	$38,000.00
Alpine Animal Hospital	2	$5,335.15
Altus Group	1	$4,850.00
Amanda Nash	1	$1,800.00
AMEC Foster Wheeler Environment	2	$7,918.97
Anne Finlyson	1	$640.00
Anthony Battad	1	$320.00
Barnes & Duncan Land Surveyors	6	$54,617.75
Birchwood Animal Hospital	2	$4,667.44
Bob Wilson	1	$2,700.00
Brad Hryhoruk	1	$800.00
Brandy Catton Veterinary Services	1	$231.00
Brian McLeod	2	$26,500.00
Bridgman Collaborative Architecture Ltd.	1	$4,520.01
Bridgwater Veterinary Hospital	2	$15,518.60

BW Ferguson & Associates Ltd	11	$34,852.50
Campbell Gunn Inness Seib	1	$2,207.40
Canadian National Railway	2	$505,180.12
Canadian Pacific Railway	1	$26,865.92
Canadian Risk Services Ltd	1	$1,134.00
Carole Kurdydyk	1	$9,310.00
Carolyn Moar	2	$6,225.00
Centennial Animal Hospital	2	$9,076.25
Cibinel Architecture Ltd.	1	$88,557.25
Clara L Baricz	1	$2,500.00
Colliers International Valuation and Advisory Services	1	$3,500.00
Comcor Environmental Ltd.	2	$14,065.72
Conexus Counselling	1	$730.00
Crestview Veterinary Hospital	2	$595.00
Crosier Kilgour & Partners Ltd.	17	$192,996.57
D Robinson & Associates Inc	1	$8,000.00
Dakota Veterinary Hospital	2	$5,590.73
David Hewko Planning & Program Management	1	$18,194.00
David Lussier	1	$960.00
David Wagner Associates Inc.	11	$72,264.20
Dean Spearman Landscape Architect	3	$25,079.50
DEM Professional Services	1	$1,400.00
Demand Side Energy Consultants	1	$2,889.10
Dennis T Browaty & Associates Ltd.	4	$12,500.00
Dillon Consulting Limited	12	$3,337,374.34
Dr. A S Abdulrehman	1	$150.00
Dr. Alaa Awadalla	1	$50.00
Dr. Deborah Hill	1	$480.00
Dr. Erin Weldon	1	$110,217.75
Dr. F.L. Webster	1	$105.00
Dr. Jennifer Laforce	1	$3,942.50
Dr. John Arnett	1	$8,650.00

Dr. John L. Rabson Medical Corporation	1	$1,011.00
Dr. Matthews Christopher M	1	$50.00
Dr. Michael Raabe	1	$50.00
Dr. Neda Anssari	1	$281.00
Dr. Rob Grierson Medical Corporation	1	$335,725.50
Dr. Valerie Holms	1	$360.00
Dr. Waheed Lawal	1	$50.00
Duboff Edwards Haight & Schachter	1	$2,500.00
Dutch Hill Vet Services	1	$170.43
Earned Value Management Services Inc	1	$13,700.00
East St Paul Animal Hospital	2	$1,815.00
Eclectic Communications	1	$14,700.00
Elias Occupational Hygiene	2	$10,150.00
Enabling Access	2	$7,979.88
Eng-Tech Consulting Limited	4	$18,125.00
Epp Siepman Engineering Inc.	2	$1,950.00
Erhard Associates	1	$6,750.00
Erica Daniels	1	$100.00
Evoqua Water Technologies Ltd.	1	$5,428.48
F.A. Roberts & Associates Ltd.	4	$44,599.01
Facilitated Solutions	1	$15,000.00
Fireseeds North Infrastructure	3	$50,884.98
FPS Psychological Health Services	1	$360.00
Gabriel Teixeira	1	$750.00
Gibbs Gage Architects	2	$81,065.00
Gladys Marinko	1	$450.00
Golder Associates Ltd.	1	$5,303.50
Grant Golf	1	$6,900.00
Halladay Appraisal Services Ltd	1	$3,000.00
Harrison Workshop Manitoba	2	$1,750.00
Heart Beat Inc	1	$12,540.00
Henderson Animal Hospital	1	$55.00
HLC Consulting Ltd	1	$2,300.00
HTFC Planning & Design	5	$57,182.86

Ian Surdhar	1	$1,120.00
Integrated Designs Inc.	2	$9,059.95
Islamic Social Services Association Inc.	1	$700.00
J. Harper & Associates	1	$6,675.00
Jared Moroz	4	$17,300.00
John Van Leeuwen Architecture and Design	2	$17,714.59
Judy Redmond – Access Consulting	1	$1,120.00
Kemp Engineering Inc.	1	$5,515.60
Ken Rech Landscape Architects Inc	2	$41,932.00
KGS Group	18	$452,070.61
KPMG LLP	1	$9180.00
Lankhout Land Surveying & Geomatics	1	$3,885.00
Lavergne Draward & Associates	1	$1,200.00
Levene Tadman Golub Law Corporation	1	$45,075.00
Lillian Cook	1	$100.00
Lincoln Park Gallery	1	$600.00
Linden Ridge Animal Hospital	2	$150.00
Lisa Lewis	1	$1,200.00
Lissa Currie	1	$1,280.00
Little Bluestem Landscape Architecture and Design	1	$11,558.40
M Block & Associates Ltd	1	$8,468.48
Machray Animal Hospital	2	$5,331.44
Manitoba Blue Cross	2	$3,150.00
Manitoba Clinic	1	$350.00
Manitoba Motor Dealers Association	1	$1,200.00
Margaret Lavallee	2	$2,500.00
Marr Finlayson Pollock LLP	1	$39,964.71
Martin H. Freedman	1	$11,600.00
Matthew Kulas	1	$1,600.00
McGowan Russell Group	7	$57,723.57
McPhillips Animal Hospital	2	$4,969.17
Mediation Services	2	$4,500.00

MFL Occupation Health Centre Inc.	1	$115.00
Midwest Veterinary Purchasing	1	$1,249.97
Mitch Enns	2	$1,100.00
MMM Group Limited	1	$10,603.48
MNP LLP	1	$100,531.20
MORR Transportation Consulting Ltd	2	$21,889.50
Morrison Hershfield Limited	2	$8,712.42
Mountain View Vet	1	$70.00
Myers Weinberg LLP	1	$118,414.94
Nancy Phillips	1	$3,450.00
Northern Sky Architecture Inc.	1	$22,978.80
Nova 3 Engineering	1	$2,000.00
Number Ten Architectural Group	1	$4,308.01
Oakbank Bird's Hill Animal Hospital	1	$55.00
Pamela M Clarke Law Corp	1	$26,265.60
Partners in Discovery	1	$6,000.00
Patrick Boreskie	1	$960.00
Pattern Interactive	1	$5,887.50
Pembina Veterinary Hospital	1	$8,317.85
Phillips - Stevens Land Surveys	1	$1,901.74
Pinchin Ltd.	1	$5,850.00
Pollock & Wright	4	$72,834.13
PricewaterhouseCoopers LLP (PwC)	1	$9,285.00
Pro Engineering Inc.	2	$7782.40
PTV America Inc.	1	$4,245.70
QCA BUILDING ENVELOPE LTD	1	$18,225.00
Quick Think Consulting	1	$3,000.00
R J Bartlett Engineering Ltd.	1	$5,750.00
Red River Group	3	$10,840.00
RMIS Engineering	3	$17,781.88
Robert Maytwayashing	1	$1,000.00
Robert Wilson	1	$1,500.00
Robyn Rodger	1	$1,920.00
Roger King	1	$3,053.70

Roma Thorlakson Executive Search	1	$5,000.00
Ruchi Chhibba	1	$2,080.00
Safety Services Manitoba	1	$1,499.00
Sage Creek Animal Hospital	1	$185.00
Sam Sanders	1	$1,120.00
Scatliff + Miller + Murray Inc.	3	$34,625.01
Sever Lupu Construction Cost Consultants, Inc.	1	$4,500.00
SGS Canada Inc.	1	$5,687.97
Sherry Copenace	1	$400.00
Silver Heights Veterinary Hospital	1	$474.86
Sison Blackburn Consulting Inc.	1	$45,168.40
Smith + Andersen	1	$2,150.40
SMS Engineering Ltd.	4	$3,946.00
SNC Lavalin Inc.	1	$9,373.50
Society for Manitobans with Disabilities	1	$650.00
South End Veterinary Hospital	1	$110.00
Southglen Veterinary Hospital	1	$1,622.50
Sport Medicine Clinic	1	$2,831.60
Stantec Consulting Ltd.	16	$752,670.99
Stoffel Surveys	2	$19,735.00
Stonewall Veterinary Clinic	1	$130.00
Straight To The Top	1	$3,190.00
Susan Majetic	1	$3,900.00
Susan Petriew	1	$1,800.00
SYLVIS Environmental Services Inc.	1	$13,289.78
Taylor McCaffrey LLP	7	$15,237.64
Testlabs Materials Failure Analysis	1	$6,250.00
The Software Consulting Group	1	$43,146.00
Thompson Dorfman Sweatman LLP	1	$368.66
Training Plus Inc.	1	$33,000.00
Transportation Association of Canada	1	$10,000.00
Trek Geotechnical Inc.	5	$75,626.63

Tuplin Group Inc.	2	$19,530.00
Tuxedo Animal Hospital	1	$75.00
University of Manitoba	2	$13,750.00
Urban Systems Ltd.	2	$100,195.97
Various Physicians	225	$22,461.04
VEMAX Management Inc.	1	$4,602.00
Vern Dano	1	$200.00
Victor Suen Architect	1	$12,581.62
W.L. Gibbons & Associates Inc.	1	$8,950.00
Winnipeg Animal Emergency	1	$394.88
Winnipeg Humane Society	3	$12,257.52
Wood Environment and Infrastructure	1	$1,159.49
Workplace Engineering Solutions	3	$6,032.18
WSP Canada Inc.	2	$17,715.90
Total		**$8,399,141.40**

APPENDIX B		
SINGLE SOURCED CONTRACTS – Goods and Services (not including Consultants) January 1, 2018 to December 31, 2018		
CONTRACTOR	**NUMBER OF CONTRACTS**	**CONTRACT VALUE**
AB Transit Inc.	1	$416,650.00
ABB Inc.	1	$709,987.00
Bell MTS	2	$838,901.00
Calgon Carbon Corp.	1	$300,000.00
Canadian Pacific Railway Company	1	$150,000.00
CSDC Systems Inc.	1	$138,275.34
Datatrail Corporation	2	$553,845.00
Franco Postalia Canada Inc.	1	$450,000.00
Gemalto Cogent Inc.	1	$134,929.82
Genesis Labs Canada Inc.	1	$150,799.42
Halton Recycling Ltd. dba Emterra Environmental (Approved by Council April 26, 2017 - not included in 2017 Report - 2 year contract)	1	$20,626,684.72
Innovative Traffic Solutions	1	$190,845.00
Innovyze Inc.	1	$238,940.00
Intergraph Canada Ltd.,	2	$1,006,749.14
Mani Handi Transit Ltd.	1	$205,130.00
Manitoba Hydro	10	$8,126,037.79
Niche Technologies Inc.	1	$346,475.60
Oracle Canada ULC	7	$3,176,110.08
Ovivo Inc.	1	$150,935.82
Pembina Trails School Division	1	$121,880.00
Precise Parklink Inc. (2018 & 2019 - 2 contracts)	2	$3,973,222.05
Revay and Associates	1	$250,000.00
Shoal Lake Band No. 40	1	$463,591.55
Urban Transit Ltd.	1	$485,199.00
Verint Americas Inc	1	$358,519.39
Winnipeg Arts Council Inc	1	$450,000.00
Winnipeg Free Press	1	$320,000.00
Winnipeg Regional Health Authority	2	$1,285,793.00

Zoll Medical Canada Inc.	1	$478,815.80
Total		**$46,098,316.52**