Minutes – Executive Policy Committee – June 15, 2022

REPORTS

Item No. 18 2021 Single Source Assignments for Consultants, Goods and Services

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommended to Council:

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

DECISION MAKING HISTORY:

Moved by Councillor Chambers,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

Yea:	Bowman, Allard, Browaty, Chambers, Gilroy, Mayes, Rollins	7
Nay:		0

Carried

ADMINISTRATIVE REPORT

Title: **2021 SINGLE SOURCE ASSIGNMENTS FOR CONSULTANTS, GOODS AND SERVICES**

Critical Path: **EXECUTIVE POLICY COMMITTEE – COUNCIL**

AUTHORIZATION

Author	Department Head	CFO	CAO
B. D'Avignon	C. Kloepfer	C. Kloepfer	M. Jack

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

Council, Executive Policy Committee (EPC) and the Public Service have certain authorities for approving single source transactions under very strict guidelines. The guidelines are included in the City of Winnipeg's Materials Management Policy F1-003 and apply to all procurement under the Policy.

On September 12, 2018, Executive Policy Committee directed 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, 2021 to December 31, 2021 and includes:

Appendix A: consultant names, number of contracts per consultant and the total value of the payments on the single source consultant assignments.

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Appendix B: awards of single source (non-consultant) contracts, 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 certain authorities from the Materials Management Policy to the Chief Administrative Officer. 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 for goods and services (not including consultants), 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 of Winnipeg's (City) Materials Management Policy (the Policy) and apply to all procurement under the Policy.

The City is subject to various trade agreements that set thresholds for goods and services requiring public solicitation, the most restrictive being:

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

Generally, solicitations beyond the above dollar thresholds require public solicitation.

Attached to this report are Appendices which include the requested detail on single source assignments for consultant and goods and services contracts. The following is a summary of totals for each appendix:

APPENDIX A - Consultant Assignments	$ 7,111,864.92
APPENDIX B - Goods and Services	$ 8,445,225.59

Note:
The City's Materials Management website publishes all tenders issued for goods and services, including approximately $40 million in publicly tendered Consultant contracts annually.

APPENDIX A - CONSULTANT ASSIGNMENTS

Appendix A includes all payments on single source consultant assignments, vendor names, the amount of contracts per vendor and the total value of payments based on the period of January 1, 2021 to December 31, 2021.

Where the Chief Administrative Officer approves a single source assignment, pursuant to B4.1 (j) (emergency) (not to exceed $5 million), such approvals shall be reported at least annually.

All over-expenditures on single source assignments 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 in this single source report.

This report includes all City Departments. The Mayor and Council consultant expenditures are reported together with all expenditures on a monthly basis on the City's website and, as such, are not repeated in this report.

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, 2021 to December 31, 2021.

FINANCIAL IMPACT

Financial Impact Statement

Date: May 6, 2022

Project Name:

2021 SINGLE SOURCE ASSIGNMENTS FOR CONSULTANTS, GOODS AND SERVICES

COMMENTS:

There are no financial implications to receiving this report as information.

Jocelyn Peters - May 6, 2022

Jocelyn Peters, CPA, CGA
Manager of Finance & Administration (Campus Depts.)

CONSULTATION

This Report has been prepared in consultation with:

All Departments

OURWINNIPEG POLICY ALIGNMENT

N/A

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

N/A

SUBMITTED BY

Department: Corporate Finance
Division: Materials Management
Prepared by: B. D'Avignon
Date: May 9, 2022

Attachments:

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

APPENDIX A		
PAYMENTS to SINGLE SOURCED CONSULTANTS January 1, 2021 to December 31, 2021		
CONSULTANT	**NUMBER of CONTRACTS**	**TOTAL PAYMENTS for 2021**
1X1 Architecture Inc.	2	13,270.00
AECOM Canada Ltd.	10	164,959.28
Alireza Almaleki	1	1,600.00
Allen Sutherland	1	500.00
Alliance Engineering Services Inc.	1	32,492.25
Anokiiwin Training Institute Inc.	1	38,844.93
Artefactual Systems Inc	1	7,350.00
Barnes & Duncan Land Surveyors	3	27,325.50
Bill Johnston	2	11,200.00
Birchwood Animal Hospital	1	7,398.84
Brad Hryhoruk	1	405.00
Brian McLeod	1	2,000.00
Bridgewater Veterinary	1	6,960.21
Bridgman Collaborative Architecture Ltd.	1	48,816.80
Brock McIlroy	1	5,624.00
Bryce Koch	1	320.00
BW Ferguson & Associates Ltd.	10	32,050.00
Canadian National	2	222,581.39
Carole Kurdyck	1	405.00
Carolyn Moar	1	750.00
Catrysse Veterinary Services	1	655.00
Cengys Ltd.	5	162,709.57
Centennial Animal Hospital	1	2,898.42
Central Veterinary Services	1	2,904.12
Chitbhanu Singh	1	2,240.00
Clearspring Animal Hospital	1	150.00
Colliers International Valuation and Advisory Services	1	3,000.00
Colliers Project Leaders Inc	2	39,372.21
Conexus Counselling	1	1,200.00
Crosier Kilgour & Partners Ltd.	19	322,012.81
CWB Group Industry Solutions Ltd	1	2,499.96

APPENDIX A		
PAYMENTS to SINGLE SOURCED CONSULTANTS January 1, 2021 to December 31, 2021		
CONSULTANT	**NUMBER of CONTRACTS**	**TOTAL PAYMENTS for 2021**
D E M Professional Services	1	1,400.00
Dakota Veterinary	1	5,128.82
Dark Horse Architecture Inc.	1	12,539.00
David Wagner Associates Inc.	2	18,332.00
DD West LLP	1	25,970.28
Dean Spearman Landscape Architect	3	21,495.00
Deloitte LLP	2	1,471,293.72
Dennis Browaty & Associates Ltd	4	10,000.00
Design-Build Institute of America	1	8,866.50
Dillon Consulting Limited	8	248,866.36
Dr John Arnett	1	29,137.50
Dr John L Rabson Medical Corporation	1	1,389.75
Dr. Scott Young	1	1,800.00
Driver Check Inc	1	11,116.85
Duboff Edwards Haight & Schachter	3	298,370.77
Dynacare	1	5,026.52
East St Paul Animal Hospital	1	3,586.38
Encore Business Solutions Inc	1	4,280.00
Eng-Tech Consulting Limited	2	11,650.00
Equitable Solutions Consulting	1	6,910.00
Ernst & Young LLP	1	5,362.50
F.A. Roberts & Associates Ltd.	3	29,392.44
Facilitated Solutions	3	9,230.01
Fillmore Riley LLP	3	124,499.59
Finlayson Reporting	1	3,600.50
Fireseeds North Infrastructure	1	18,945.00
Friesen Drillers Ltd.	1	6,000.00
Gange Collins	1	3,033.45
Grant Park Animal Hospital	1	1,773.30
Hatch Ltd.	1	25,000.00
Heart Beat Inc	1	7,740.00
HLC Consulting Ltd	1	20,096.95

APPENDIX A		
PAYMENTS to SINGLE SOURCED CONSULTANTS January 1, 2021 to December 31, 2021		
CONSULTANT	**NUMBER of CONTRACTS**	**TOTAL PAYMENTS for 2021**
HTFC Inc.	4	42,703.15
Integrated Designs Inc.	2	21,000.00
Intergraph Canada Ltd	1	6,525.00
Intertek	1	9,692.50
InVision Edge	1	16,200.00
J. Redmond, Consulting	1	9,594.00
J. Hogue & Associates	1	6,795.00
Jake Harms	1	10,847.13
Jan Barak	2	22,282.75
Janelle Quintana	1	800.00
John Van Leeuwen Architecture and Design	1	1,250.00
Kanisha Cruz-Kan	1	1,120.00
Kenaston Veterinary Hospital	1	2,343.13
KGS Group	13	173,180.80
Kirby & Associates Human Resource Solutions	1	3,250.00
KPMG LLP	7	87,207.50
Lawson Lundell LLP	2	7,107.00
Lifeworks (Canada) LTD	1	5,980.00
Little Bluestem, Landscape Architecture & Design	1	9,131.57
LM Architectural Group	1	59,710.00
Luke Brueton-Camobell	1	1,120.00
Marr Finlayson Pollock LLP	1	701,089.63
McGowan Russell Group	1	35,015.16
McMullan Associates	1	1,975.00
MCW	1	2,807.78
Meighen Haddad LLP	1	14,001.25
Michael Maksymiuk	1	6,840.00
Microtraffic Inc.	1	29,250.00
Minister of Finance	1	957.18
MLT Aikins LLP	2	75,404.75
MNP LLP	2	81,299.00
Morneau Shepell Ltd	3	97,942.86

APPENDIX A		
PAYMENTS to SINGLE SOURCED CONSULTANTS January 1, 2021 to December 31, 2021		
CONSULTANT	**NUMBER of CONTRACTS**	**TOTAL PAYMENTS for 2021**
MORR Transportation Consulting Ltd	2	18,500.00
Morrison Hershfield Limited	2	41,033.64
Myers Weinberg LLP	1	97,700.62
Neil Cooper Architect	2	8,157.50
North/South Consultants Inc.	1	11,119.85
Northern Sky Architecture Inc.	4	34,551.54
Northern Strands Co. Ltd	1	5,160.00
Number Ten Architectural Group	2	485,237.95
Pembina Veterinary Hospital	1	14,754.96
People First HR Services	5	118,394.34
Phare Law Corporation	1	41,106.73
Pico Architecture Inc.	1	37,762.34
Pinchin Ltd	2	4,823.91
Pitblado LLP	3	82,964.51
Polimeni Medical Corporation	1	1,800.00
Pollock & Wright Land Surveying	4	67,945.00
Prosci Canada, ULC	1	39,580.00
Protec Hearing Inc	1	15,906.99
QCA Building Envelope Ltd	1	7,062.50
Radiology Consultants of Winnipeg	1	2,878.52
Red River Group	2	2,745.00
Safety Services Manitoba	3	4,497.00
Scratch Architecture Inc	1	19,941.75
SGS Canada Inc.	1	4,187.50
Silver Heights Veterinary Hospital	1	80.00
Sison Blackburn Consulting Inc.	1	5,500.00
SMS Engineering	4	79,712.83
SQ A Healing Journey	1	450.00
Stantec Consulting Ltd	9	230,096.60
Stefan Cowtan	1	640.00
Stoffel Survey	4	15,340.00
Synergy Interior Design Inc	2	5,200.00

APPENDIX A		
PAYMENTS to SINGLE SOURCED CONSULTANTS January 1, 2021 to December 31, 2021		
CONSULTANT	**NUMBER of CONTRACTS**	**TOTAL PAYMENTS for 2021**
Tapper Cuddy LLP	1	22,286.43
Taylor McCaffrey LLP	2	35,822.04
Tetra Tech Canada Inc.	2	63,508.50
The Winnipeg Humane Society	1	3,854.74
Thompson Dorfman Sweatman LLP	1	83,433.48
Tim Reeve Consulting Inc	2	40,000.00
Toogood Consulting	1	1,300.00
Tower Engineering	1	8,318.65
Transportation Association of Canada	1	7,500.00
Trek Geotechnical Inc.	5	44,209.61
Tuplin Group Inc	1	7,375.00
Tuxedo Animal Hospital	1	130.00
Various Physicians	1	22,965.50
What If? Technologies Inc.	1	10,400.00
Winnipeg Animal Emergency	1	639.69
Winnipeg Clinic	1	981.60
Woven Collaborative	1	9,000.00
WSP Canada Group Limited	5	84,557.48
GRAND TOTAL	**288**	**$7,111,864.92**

APPENDIX B		
SINGLE SOURCED CONTRACTS – Goods and Services (not including Consultants) January 1, 2021 to December 31, 2021		
Contractor	**Number of Contracts**	**Contract Value**
Accela Inc.	1	$103,432.93
Airbus Helicopters Canada Limited	2	$424,261.93
BellMTS Inc.	1	$141,036.00
Calgon Carbon Corporation	1	$291,600.00
Canadian National CN Non-Freight	2	$570,079.00
Canadian Pacific Railway Company	1	$129,197.00
Canem Systems Ltd.	1	$201,829.08
Calytera Software Inc.	1	$160,890.93
Commercial Emergency Equipment Co.	1	$155,988.00
Deloitte LLP	1	$311,680.00
Francotyp-Postalia Canada Inc.	1	$485,000.00
Gartner Canada Co.	1	$253,614.00
GIRO Inc.	1	$152,978.00
Granicus Inc.	1	$825,343.00
HDR Corporation	1	$160,000.00
Industrial Fluid Consultants Inc	1	$114,568.00
Innovations, Science and Economic Development Canada (ISED)	1	$200,000.00
Intergraph Canada Ltd. dba Hexagon Geospatial	1	$407,142.72
Manitoba Hydro	2	$402,254.05
MNP LLP	1	$100,000.00
N. Harris Computer Corporation	1	$170,595.69
Niche Technology Inc.	1	$344,148.72
Oracle Canada ULC	4	$1,252,909.02
Shaw Business Inc.	1	$266,400.00
T2 Systems of Ontario	1	$175,209.81
Thales DIS Canada Inc.	1	$147,473.27
Verint Americas Inc.	1	$147,594.44
Winnipeg Regional Health Authority	1	$350,000.00
GRAND TOTAL	**34**	**$8,445,225.59**