

Clause 14 in Report No. 18 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on November 19, 2015.

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Direct Purchase of Service and Resources for the  
Office the Chief Administrative Officer

Committee of the Whole recommends adoption of the following recommendations contained in the report dated November 12, 2015 from the Chief Administrative Officer:

1. Recommendations

It is recommended that:

1. Council authorize service agreements between The Regional Municipality of York and the service providers listed in Table 1.
2. The Chief Administrative Officer be authorized to execute the agreements on behalf of the Region for a one-year term effective January 1, 2016 and be authorized to exercise the option to extend each of the agreements annually for four further one-year terms, subject to costs being within the approved annual budget, and provided that vendors perform services to the satisfaction of the Chief Administrative Officer.
3. The Chief Administrative Officer be authorized to delegate authority to staff to execute agreements for purchases outlined in Table 1.

2. Purpose

This report is to seek authorization for the purchase of services between The Regional Municipality of York and service providers in support of programs, projects and activities within the department of the Office of the Chief Administrative Officer (CAO). This report also seeks authorization for an option to renew contracts with these vendors over a period of up to 5 years.

### 3. Background

A revised purchasing bylaw was approved by Council in June 2014

On June 26, 2014, Council adopted an amended Purchasing Bylaw (2014-53) to reflect the current municipal purchasing environment. Prior to this amendment the previous Purchasing Bylaw (2009-49) provided exemptions under Schedule A for the purchasing of professional and special services such as training. As part of the bylaw's revision, Schedule A was removed and direct purchases that were made under this previous provision must now follow a new procedure.

The Purchasing Bylaw (2014-53) permits direct purchases under certain circumstances:

- Section 9.1 (a) allows for the direct purchase where the paramount consideration is the compatibility of a purchase with an existing equipment or service.
- Section 9.1 (b) permits direct purchases where there is only one entity reasonably capable of providing the deliverables.

Council approval is required to award contracts under sections 9.1 (a) and (b) where the total costs exceed \$100,000.

Section 16.1 (a) of the bylaw requires Council approval where the term of a proposed contract is for a period of greater than five years or where the renewal or extension of a contract would result in an aggregate term of greater than five years. As a result of these requirements service agreements listed in Table 1 require Council approval for York Region to continue using these services and resources.

### 4. Analysis and Options

Office of the CAO purchases were reviewed to ensure compliance with the 2014 Purchasing Bylaw

A review was undertaken of all direct purchases within the department of the Office of the CAO that were in place under the previous Schedule A of the former purchasing bylaw (2009-49).

Upon review, these direct purchases of services and resources have been deemed to be ones that are only provided by a specific source or have been

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deemed uniquely compatible with established programs or systems (i.e. training and software). The direct purchases recommended in Table 1 below, meet the requirements under Sections 9.1 (a) and (b) of the current Purchasing Bylaw (2014-53).

The Office of the Chief Administrative Officer is requesting approval for service agreements listed in Table 1

The Office of the CAO uses a range of professional service providers and resources to support delivery of our programs, projects, and activities within the CAO's Office.

Many of the services and resources listed in Table 1 have been in use for several years. Historically, these vendors have continually provided services and resources in a manner that consistently meets agreed upon requirements.

Table 1 provides details, including vendors, descriptions of services, and approximate annual totals per provider for direct purchases that are being requested to be procured in the manner consistent with Sections 9.1 (a) and (b) and Section 16.1 (a) of the current Purchasing Bylaw (2014-53).

Many services and resources listed in Table 1 have annual costs considerably less than the financial thresholds outlined within the 2014 Purchasing Bylaw, however, the total period of annually renewed use will cause these current contracts to exceed financial thresholds and therefore require Council approval.

**Table 1**  
**Direct Purchase of Service and Resources for the Office of the CAO**

<b>Provider</b>	<b>Service or Resource</b>	<b>Estimated Annual Cost</b>
The Municipal Employer Pension Centre of Ontario (MEPCO)	Resources to represent municipal employer interests pertaining to OMERS	\$ 31,000
Excellence Canada	Corporate-wide continuous improvement training	\$ 25,000
Institute for Citizen-Centred Service (ICSS)	Research for customer service strategy and decision making	\$ 18,000
Bruner Communications	Corporate-wide report writing training	\$ 16,000
Justice Institute of British Columbia (JIBC)	Emergency management training including facilitation of annual compliance exercises	\$ 15,000
Excellence Canada	Corporate partnership for best practice sharing and advice on healthy workplace initiatives	\$ 15,000
Results Scorecard	Online software tool that enables recording and monitoring of York Region's Strategic Plan	\$ 2,400

Link to key Council-approved plans

This report is consistent with the 2015 to 2019 Strategic Plan priority area of Good Government. Professional services and training are an integral component of managing the department's service delivery needs and delivering effectively on its responsibilities.

## 5. Financial Implications

The costs for services and resources listed in Table 1 have been assessed to ensure they are comparable to market value for these deliverables. The annual funding for services and resources listed in Table 1 will be provided within York Region's annual approved operating budget.

## 6. Local Municipal Impact

There are no direct municipal impacts as a result of this report. Renewal of established professional services and training will ensure reliable resources that support effective service delivery to the departments serving York Region's residents, businesses and stakeholders.

## 7. Conclusion

Renewal of the current purchase of service agreements will enable York Region to continue with the services currently provided that support the delivery of programs and services within the Office of the Chief Administrative Officer.

For more information on this report, please contact David Rennie, Director Strategies & Initiatives at 905-830-4444 ext. 72013.

The Senior Management Group has reviewed this report.

November 12, 2015

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