
Report of the Commissioner of Finance

Contract Awards and Amendments Requiring Council Approval

1. Recommendations

1. Council authorize the award of new non-standard procurements, extensions, and increases, as per Attachment 1 and Private Attachment 1.
2. Council authorize Commissioners/Department Heads, and Directors, or their delegates (up to the limits defined in the Signing Authority Matrix), to execute the contracts and amendments approved in this report.

2. Purpose

Pursuant to Section 18 of the [Procurement Bylaw 2021-103](#) ('the Bylaw'), this report seeks Council approval to authorize new non-standard procurements, extensions, and increases.

Key Points:

- This report consolidates 54 new non-standard purchases, extensions, and increases requested across three Regional departments, with a total value of \$36,825,900
- All requests within this report have been validated by the Procurement Office to ensure they meet the required criteria to be procured as new non-standard procurements, extensions, and increases
- All requests within this report have been validated by Commissioners/Department Heads to ensure that the requests align with departmental business and budget objectives
- Legal Services has confirmed the specific circumstances outlined in this report where non-standard procurements are permissible under the applicable procurement trade treaties
- Private Attachment 1 to this report will be considered in private session as the items relate to the security of Regional property, pursuant to Section 239(2)(a) of the *Municipal Act, 2001*

3. Background

This report format provides a holistic approach to the approval of non-standard procurements by Council

This report format facilitates a consistent, coordinated, and compliance-focused approach to approving non-standard procurements, as it ensures regular reporting, greater transparency and visibility, increased compliance and oversight with the Bylaw and related policies, and improved departmental planning of procurements.

The Bylaw specifies procurement activities requiring Council approval

Pursuant to Section 18 of the Bylaw, the following circumstances require Council approval prior to authorization:

- The term of a proposed term contract is for a period greater than five (5) years, or where the extension or renewal of a contract would result in an aggregate term of greater than five (5) years (Section 18.1 (c))
- A term contract does not provide for a renewal option, or all renewal options have been exercised (Section 18.1 (d))
- The total cost of a non-standard procurement exceeds \$500,000 (Section 18.1 (e))

4. Analysis

In specific circumstances, provisions of applicable trade treaties allow for deliverables to be purchased through non-standard procurements

A non-standard procurement is the procurement of deliverables using a method other than the one normally required for the type and value of the deliverables. In specific circumstances, trade treaties permit the use of non-standard procurement methods, including purchasing directly without competition, or through limited competitions.

Requests within this report align with permissible reasonings for non-standard procurements, as prescribed by applicable trade treaties, including but not limited, to the following circumstances:

- Where deliverables can only be supplied by a particular supplier, as no reasonable alternative or substitute exists due to compatibility with existing deliverables
- Where existing deliverables must be maintained by the manufacturer or their representative(s) for warranty purposes

For additional deliverables, where a change of supplier cannot be made for economic or technical reasons, as changing the supplier would cause significant inconvenience or substantial duplication

of costs, including scenarios where changing the supplier would result in new requirements for interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement

To ensure the best value for the Region, staff conduct value-for-money analysis

Where non-standard procurements are used, staff conduct value-for-money exercises to ensure these methods represent the best value for the Region. Staff are encouraged to test and research the market before the completion of a contract term to ensure up-to-date awareness and understanding of prices for the required deliverables. Staff can also conduct Requests for Information (RFI) or Expressions of Interest (EOI) to gather additional information from potential suppliers for the required deliverables.

Where contract extensions are negotiated, the cost is validated to be in alignment with departmental budgets, market prices, and inflation values.

5. Financial Considerations

The estimated cost to award or extend and increase the deliverables requested in this report is outlined in Table 1. The requested values within this report factor in annual cost adjustments and forecasted changes in user, business, and operational requirements.

Required funding for these requests is included in the requesting department’s 2023 budget and will be included in future budgets. Where there is Provincial or Federal funding available for the requests in this report, this funding will be used to offset the requested total contract value of individual projects, as approved by Council in the annual budget process.

**Table 1
Overall Summary of Requests**

Department and Stream	Volume of Requests	Value of Requests (\$)
Community and Health Services	28	6,793,614
Stream 2 - Extensions and increases resulting in a total contract term over five (5) years	13	2,162,272
Stream 3 - Extensions and increases for contracts that do not provide renewal options, or where all renewal options have been exercised	6	651,393
Stream 4 - Extensions and increases for existing non-standard procurements over \$100,000	9	3,979,950

Department and Stream	Volume of Requests	Value of Requests (\$)
Corporate Services	8	18,358,340
Stream 1 - New direct purchases over \$500,000	1	850,000
Stream 2 - Extensions and increases resulting in a total contract term over five (5) years	6	17,478,340
Stream 3 - Extensions and increases for contracts that do not provide renewal options, or where all renewal options have been exercised	1	30,000
Public Works	18	11,673,946
Stream 1 - New direct purchases over \$500,000	1	3,850,000
Stream 2 - Extensions and increases resulting in a total contract term over five (5) years	7	2,014,846
Stream 3 - Extensions and increases for contracts that do not provide renewal options, or where all renewal options have been exercised	9	5,525,100
Stream 4 - Extensions and increases for existing non-standard procurements over \$100,000	1	284,000
Summary	54	36,825,900
Stream 1 - New direct purchases over \$500,000	2	4,700,000
Stream 2 - Extensions and increases resulting in a total contract term over five (5) years	26	21,655,457
Stream 3 - Extensions and increases for contracts that do not provide renewal options, or where all renewal options have been exercised	16	6,206,493
Stream 4 - Extensions and increases for existing non-standard procurements over \$100,000	10	4,263,950

The following outlines additional context for departmental requests, at the branch level

Tables 2 through 5 present an overview of departmental requests at the branch level.

Full request details can be found in Attachment 1 and Private Attachment 1 where applicable.

**Table 2
Community and Health Services**

Branch	Volume of Requests	Value of Requests (\$)
Housing Services	1	87,370
Integrated Business Services	3	77,000
Paramedic and Seniors Services	8	2,024,900
Public Health	15	4,549,243
Social Services	1	55,102
TOTAL	28	6,793,614

Requests from Community and Health Services are related to administrative services, asset branding supplies, food items, fuel and universal fuel-card services, hardware and software and associated maintenance services, external hosting services, dentistry and denturist services, training services, equipment, medical equipment and supplies, nursing services, and physician services.

**Table 3
Corporate Services**

Branch	Volume of Requests	Value of Requests (\$)
Information Technology Services	7	17,930,000
Property Services	1	428,340
TOTAL	8	18,358,340

Requests from Corporate Services are related to alarm monitoring services, cellular communication devices and services, print services, and software and associated maintenance services.

Table 4
Public Works

Branch	Volume of Requests	Value of Requests (\$)
Capital Delivery - Water and Wastewater	1	3,850,000
Digital and Process Transformation	8	5,400,100
Infrastructure Asset Management	3	1,232,000
Waste Management & Forestry	2	805,000
Water & Wastewater	4	386,846
TOTAL	18	11,673,946

Requests from Public Works are related to parts and associated installation services, professional services, replacement equipment, security camera maintenance, software and associated maintenance services, and training services.

6. Local Impact

Approval of the new non-standard procurements, extensions, and increases requested within this report will allow the Region to continue to deliver services to residents.

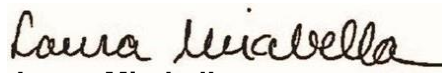
7. Conclusion

Council authorization is requested for the award of new non-standard procurements, extensions, and increases, as per Attachment 1 and Private Attachment 1 where applicable.

Requests within this report are critical to ensure business continuity of programs and a consistent and stable business environment, enabling delivery of Regional business objectives.

For more information on this report, please contact Fadi Samara, Director, Procurement Office at 1-877-464-9675 ext. 71650. Accessible formats or communication supports are available upon request.

Recommended by:



Laura Mirabella

Commissioner of Finance and Regional Treasurer



Approved for Submission:

Erin Mahoney

Chief Administrative Officer

October 26, 2023
15791893

Attachment 1 - Contract Awards and Amendments for Council Approval (15791897)
Private Attachment 1 - Contract Awards and Amendments for Council Approval (15791900)