



ADMINISTRATIVE REPORT

Report Date: May 12, 2009
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Meeting Date: May 19, 2009

TO: Vancouver City Council
FROM: City Manager
SUBJECT: Core and Shared Services Review - Award of Consulting Contract PS09096

RECOMMENDATION

- A. THAT, subject to the conditions set out in Recommendations B, C, and D, Council authorize the award of a consulting contract to Sierra Systems Consulting for a core service review as well as a review of the potential for an accelerated implementation of shared services across all City departments, including Parks and Recreation, affiliated agencies (Vancouver Public Library, Vancouver Police, Vancouver Civic Theatres) and owned/controlled entities (Parking Corporation of Vancouver, Pacific National Exhibition) up to a maximum amount of \$300,000 plus applicable taxes; source of funds by one-time funding from the 2008 Operating Budget surplus as approved in Regular Council meeting of March 24, 2009.
- B. THAT, the Director of Legal Services be authorized to execute and deliver on behalf of the City all legal documents required to implement Recommendation A.
- C. THAT, all such legal documents be on terms and conditions satisfactory to the General Manager of Financial Services, Manager of Supply Management and the Director of Legal Services.
- D. THAT, no legal rights or obligations will be created or arise by Council's adoption of Recommendation A, B or C above unless and until such legal documents are executed and delivered by the Director of Legal Services.

COUNCIL POLICY

Consulting agreements exceeding \$30,000 require Council authorization. Contracts are to be *awarded on the basis of best overall value for the City.*

PURPOSE

The purpose of this report is to recommend that Council authorize the award of a consulting contract for the review of core City services and a review and recommendations on the expedited implementation of shared services.

BACKGROUND

On February 3, 2009 City Council requested that the City Manager immediately take all necessary steps to produce a 2009 Operating Budget that will protect taxpayers and mitigate any compromise of key City services. Specifically, Council requested expedited implementation of shared services across all City departments, including Parks and Recreation, affiliated agencies (Vancouver Public Library, Vancouver Police, Vancouver Civic Theatres) and owned/controlled entities (Parking Corporation of Vancouver, Pacific National Exhibition). As well, Council requested the City Manager review and adjust City business activities to align with the City's core mandate under the *Vancouver Charter*; and FURTHER THAT the City Manager continue these efforts as necessary to limit future property tax increases in 2010 and 2011.

DISCUSSION

A Request for Proposals (RFP) was issued by Supply Management on April 2, 2009 and publicly posted on BC Bid until April 24, 2009. A cross-functional evaluation team reviewed all four proposals that were submitted in response to the RFP. Proposals were evaluated based on the Proponent's:

- a) demonstrated experience in similar projects within the public and/or private sector;
- b) ability to meet the Requirements as set out in Schedule A;
- c) ability to deliver the Requirements when and where required;
- d) financial offer including, but not limited to, prices;
- e) business and technical reputation and capabilities; experience and where applicable, the experience of its personnel, financial stability; track record and references of current and former customers;
- f) proposed project resource and the skills, knowledge and previous experience of that resource;
- g) proposed plan of approach and work schedule;
- h) proposed methodology for coordinating with City staff;

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- i) environmental responsibility as demonstrated in its proposal;
 - j) proposal quality, including any innovative concepts; and
 - k) compliance with all City insurance requirements.

The evaluation team conducted a complete review of all proposals and interviewed the top three proponents. Based on its evaluation the evaluation team determined that the best value proposition was from Sierra Systems Consulting.

FINANCIAL IMPLICATIONS

On April 7, 2009, Council approved the 2009 Operating Budget which includes \$300,000 in funding, for the retention of an external auditor.

CONCLUSION

Staff recommends that Council authorize the award of a consulting contract to Sierra Systems Consulting to review core services and to review and develop recommendations for expedited implementation of shared services across all City departments, including Parks and Recreation, affiliated agencies (Vancouver Public Library, Vancouver Police, Vancouver Civic Theatres) and owned/controlled entities (Parking Corporation of Vancouver, Pacific National Exhibition), thereby facilitating the City Manager's mandate to review and adjust City business activities to align with the City's core mandate under the *Vancouver Charter*.

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