

Report to Corporate Services Committee

To: Chair and Members
Corporate Services Committee

From: Lynne Livingstone, City Manager

Subject: Government Relations Consulting Assignment

Date: March 4, 2024

Recommendation

That, on the recommendation of the City Manager, in accordance with section 15.1 (c) of the Procurement of Goods and Services Policy, that Coriano Capital BE APPROVED to continue to provide consulting services for government relations, strategic advisory services, and advocacy in addressing local issues and advancing the city's interests at the federal, provincial, and local levels for a further two (2) months, which will extend their initial engagement till July 15, 2024.

Analysis

1.0 Background Information

1.1 Background

On November 13, 2023, in accordance with the Procurement of Goods and Services Policy Section 15.3, Other Professional Consulting Services, the City administratively engaged Coriano Capital in the provision of consulting services to undertake a comprehensive review of the Government Relations Division of the City as well as provide strategic advisory services to the Mayor and Council, and the City Manager. This engagement would cover a six (6) month period until May 15, 2024, for a total cost of \$96,000 + HST. The review of the division in terms of reporting structure, role and function was \$12,000 +HST of this contract, with the strategic advisory and advocacy services being approximately \$14,000 +HST per month.

Section 15.3 of the Procurement of Goods and Services Policy outlines the following:

- a. Projects which have estimated fees of less than \$100,000 may be awarded by the Deputy City Manager in consultation with the Senior Manager, Procurement and Supply under the following circumstances:
 - i. the project requires special knowledge, skills, expertise or experience; or
 - ii. another organization is funding or substantially funding the project and has already selected a preferred firm and/or strict timelines have been placed on the funding; or
 - iii. the confidential nature of the project is such that it would not be in the public interest to solicit competitive bids; or
 - iv. the preferred firm has already been selected through a formal procurement process by another public body to provide same or similar services; or
 - v. the project requirement meets the definition of Sole Source, Section 14.3.

2.0 Discussion and Considerations

2.1 Extension Recommended

All deliverables of the original contract have been met – the review was completed on time and budget, and advocacy and advisory services continue to be provided.

In implementing the results of the review, a recruitment process will need to be undertaken for the Manager, Government Relations that will be reporting to the City Manager. With the announcement of the next City Manager commencing their role on May 6, 2024, it is recommended that an amendment to the existing consulting engagement with Coriano Capital be undertaken to extend their services for two (2) months to allow for the necessary time for recruitment and transition to the new structure. The Procurement of Goods and Services Policy outline in section 20.3 what needs to be considered when a contract amendment is brought forward which are:

- a. No amendment to a contract shall be made unless the amendment is in the best interest of the City.
- b. No amendment that changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work.
- c. Amendments to contracts are subject to the identification and availability of sufficient funds in appropriate accounts within City Council approved budgets including authorized amendments.

The recommendation to extend the engagement with Coriano Capital address all of the above criteria. As result, the extension of this contract would increase the value of the contract with Coriano Capital in excess of \$100,000. As such, in accordance with section 15.1(c) of the Procurement of Goods and Services Policy where:

- c) If a consulting engagement that has been awarded administratively exceeds the approval threshold of \$100,000, the Deputy City Manager shall immediately prepare a report to City Council providing a status update and requesting approval to proceed (if applicable).

3.0 Financial Impact/Considerations

The cost of this consulting engagement can be accommodated within 2024 – 2027 Multi-year Operating Budget.

Conclusion

To date, the work done by Coriano Capital has fulfilled the engagement, however, to smooth the transition with the new City Manager, it is recommended that their engagement be extended for an additional two (2) months at a cost of \$10,000 + HST per month to continue to provide advisory and advocacy services.

Recommended by: Lynne Livingstone, City Manager

cc. Mayor Josh Morgan