

Feasibility of Establishing Database of Consulting Services

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| Date: | February 25, 2010 |
| To: | Government Management Committee |
| From: | Treasurer |
| Wards: | All |
| Reference Number: | P:\2010\Internal Services\acc\gm10001acc (AFS# 10818) |

SUMMARY

This report confirms that a database of consulting services can be developed and provided on an on-going basis within the Accounting Services Division Intranet site. Development of the database is expected to be completed by September 30, 2010.

Financial Impact

There are no financial implications arising from this report

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

At its meeting of October 14, 2009 the Government Management Committee, in its consideration of item GM25.10 titled "2008 Consulting Services Expenditure – City Divisions and Major Agencies, Boards and Commission", requested the Treasurer to explore the possibility of providing a database of consulting services (e.g. on an Excel Spreadsheet) on an on-going basis and submit a report thereon to the Government Management Committee.

<http://www.toronto.ca/legdocs/mmis/2009/gm/reports/2009-10-14-gm25-cr.htm#GM25.10>

COMMENTS

Staff have reviewed the current processes followed to prepare the annual consulting services expenditure report and related detailed appendices and believe that a database

detailing consulting services during the previous five years, providing the same level of detail currently reported, is the simplest and most cost-effective approach to compile and manage the database requested. This database will be stored within the Accounting Services Division website and be available to City Intranet users. Appropriate security settings will be applied to ensure that the files cannot be changed, but the data is available for review and analysis. The database will contain a consolidated summary of the last five years' expenditures: 2005 to 2009 inclusive, with separate tabs for the individual years. The key pieces of information to be provided are: Vendor Name, Category or type of consulting service provided (i.e. as per the categories outlined in the Selection and Hiring of Consulting Services policy approved by Council in May 2007);, City Division or ABC, Budget Charged (i.e. Capital or Operating), Description of Work, Expenditure Amount. A sample of the layout and content is attached in Appendices 1 (a) and (b) respectively. Accounting Services staff will be working with the Information and Technology Division in finalizing the database design and format.

The database, which will be accessible to City staff and Councillors, will be useful for management purposes as a reference in terms of the type of consultant projects undertaken by City Divisions over the past five years, the consultants retained to provide those services, and the level of expenditure associated with each project.

It is anticipated that the development of the database will be completed by September 30, 2010.

The database will be reviewed once it has been operational for a year or so, in consultation with City Divisions, to identify opportunities for improvements / enhancements.

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SIGNATURE

Giuliana Carbone
Treasurer

ATTACHMENTS

- Appendix 1 (a) : Consolidated summary of consulting services expenditure by year
(Sample Only)
(b) : Annual consulting services expenditure details for the year 2008
(Sample Only)

Appendix 1 (b)

Annual Consulting Services Details for the year 2008

2008 Consulting Services Expenditure

(SAMPLE ONLY)

| Vendor | Category | CITY/ABC | Division/Board | Budget | Contract#/ PO #/ DPO # | Contract Date (mm-dd-yr) | Description of Work | 2008 Expenditure \$ | Subtotal By Vendor \$ |
|---------------------------------------|---------------|----------|--------------------------------|-----------|------------------------------|--------------------------------|--|---------------------------|-----------------------------|
| Blake, Cassels & Graydon LLP | LEGAL | CITY | Legal Services | OPERATING | various | various | Legal advice on voluntary disclosure of GST on property taxes. | 114,818 | |
| Blake, Cassels & Graydon LLP | LEGAL | ABC | Sony Centre for the Performing | OPERATING | As billed | Jun/08 | Advice on copyright issues. | 2,080 | |
| Blake, Cassels & Graydon LLP | LEGAL | ABC | Toronto Transit Commission | OPERATING | PC50322 | May 18/07 | Legal service re: Wheelchair Accessible Taxi RFP. | 135 | |
| Blake, Cassels & Graydon LLP | LEGAL | ABC | Toronto Transit Commission | CAPITAL | C09PD07790 | Jun 15/07 | Legal services re: Canadian Content Process Investigation & Recommendation Report. | 58,569 | 175,602 |
| Conestoga-Rovers & Associates Limited | TECHNICAL | CITY | Solid Waste Management | CAPITAL | 47008294 | Jul 24/03 | Assessment of old municipal landfills in Group B. | 109,620 | 109,620 |
| EMA Canada Inc | TECHNICAL | CITY | Toronto Water | CAPITAL | 6025805 | Sep 10/08 | Consulting services to assist in developing, implementing and supporting an asset reliability program at various Toronto Water facilities. | 538,568 | 538,568 |
| KPMG LLP | MGMT/R&D | CITY | Accounting Services | OPERATING | 6024634 | Mar 07/08 | Accounting Services Program Review. | 114,376 | |
| KPMG LLP | MGMT/R&D | CITY | Employment & Social Services | OPERATING | 6020990 | Nov 13/06 | To develop a three to five year business plan. | 23,601 | |
| KPMG LLP | IT | ABC | Toronto Transit Commission | OPERATING | PC0051859 | Jan 07/08 | External & Internal Internet Security assessment. | 47,355 | 185,332 |
| Roundtable Advertising | COMMUNICATION | ABC | Toronto Parking Authority | OPERATING | 32695 | Jan 25/08 | Advice in developing and implementing Toronto Parking Authority's annual marketing plan. | 71,000 | 71,000 |
| 2008 Total | | | | | | | | 1,080,122 | 1,080,122 |