February 17, 2011

From: Councillor Janet Davis
To: Ulli Watkiss, City Clerk

RE: Administrative Inquiry of the City Manager’s Use of Consultants

Dear Ms. Watkiss,

I am submitting this Administrative Inquiry (under Municipal Code S27-61) to seek information about a recent REOI issued by the City Manager’s office for consulting services related to two City functions: the recruitment of residents for public appointments; and consultants for a range of complex issues. This Call for Expressions of Interest is number 9144-11-7001.

I am requesting a response from the City Manager to the following questions:

1. Annual consulting costs and budgets:
   a) What is the City Manager’s budget for consultants in 2011?
   b) Can you provide a comparison of the annual budget and actual expenditures for consultants in the City Manager’s Office for the period 2006-2010

2. Boards of directors recruitment consulting services:
   a) What functions related to the Public Appointments process are being considered for contracting out for the 2010-2014 term? How much is allocated in the 2011 budget for this purpose?
   b) What functions related to the Public Appointments process were performed by outside consultants in the 2006-2010 term of Council? How much did it cost?
   c) Have there been staffing changes within the division that might impact on contracting out of work related to Public Appointments?

3. Management consulting services for a range of complex assignments:
   a) What work is being considered for assignment to the successful roster of management of consultants?
   b) What would the projected cost be for completing the same work using in-house staff?
   c) Will an RFP be issued for this work? When? Will the proposed scope of work be reported and approved by Council prior to the issuance of an RFP or tender?

4. Are consultants hired in the CMO for other functions? If so, what are they?

I look forward to your responses to these questions.

Sincerely,

Councillor Janet Davis
Ward 31, Beaches-East York