



## REPORT FOR ACTION

### Non-Competitive Contract for BMA Municipal Study

**Date:** August 1, 2017  
**To:** Government Management Committee  
**From:** Deputy City Manager & Chief Financial Officer  
Director, Purchasing and Materials Management  
**Wards:** All

#### SUMMARY

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This report seeks City Council authority to approve and enter into a non-competitive contract with BMA Management Consulting Inc. for a one year period commencing from the date of contract issuance with the option to renew for four (4) additional one (1) year periods. The contract with BMA Management Consulting Inc. is for the provision of their annual study of municipal competitiveness which includes general municipal statistics, financial indicators, property taxes and tax rates and other benchmark cost and fee comparisons.

City Council approval is required in accordance with Municipal Code By-law Chapter 195-Purchasing under Section 7.3 (D) where past and future commitments to the vendor exceeds five years.

#### RECOMMENDATIONS

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The Deputy City Manager & Chief Financial Officer recommends that:

1. City Council grant authority to the Director of Purchasing and Materials Management to enter into a non-competitive contract with BMA Management Consulting Inc. to purchase the BMA Municipal Study for a 1 year period commencing from the date that the contract is issued, with the option to renew for an additional four (4) consecutive one (1) year periods, at the sole discretion of the City and subject to budget approval, for the total potential amount of \$30,500 net of HST (\$31,040 net of HST Recoveries) on terms satisfactory to the Director of Purchasing and Materials Management.

## FINANCIAL IMPACT

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The total potential contract award identified in this report including all option years is \$34,465 including all applicable taxes and charges. The total potential cost to the City is \$31,040 net of HST recoveries.

Funding in the amount of \$6,208 net of HST recoveries is available in the 2017 Approved Operating Budget of the Office of the Chief Financial Officer.

Should the City of Toronto choose to exercise its options to renew for an additional four (4) separate one year periods, then appropriate additional funding will be included in the 2018-2021 annual Operating Budget Submissions of the Office of the Chief Financial Officer.

Funding details are shown in Table 1.

Table 1: Financial Impact Summary of Contract (Net of HST recoveries):

Cost Centre/ Cost Element	2017	2018	2019	2020	2021	Total
FS0002 C/E 4085	\$6,208	\$6,208	\$6,208	\$6,208	\$6,208	\$31,040

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

## DECISION HISTORY

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The City of Toronto has previously obtained the service through a divisional sole source DPO, however, City Council approval is required to be compliant with Article 7 of the City's Purchasing By-law requiring that Standing Committee & City Council approval for non-competitive purchases where the commitment for the vendor exceeds 5 years.

## COMMENTS

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The BMA Municipal Study was first developed in partnership with 44 municipalities across Ontario in 2001 and has since expanded to include participation from 105 Ontario municipalities. The report provides one-of-a-kind analyses of the most current municipal competitiveness information available annually including:

- Current Value Assessment
- Property tax rates, average property taxes & tax policies
- Levy Bylaws
- Development Charges

- Water/Sewer Rates
- Financial Information Return Information/Financial Indicators
- User Fees
- Economic Development Programs

The information is used by various Divisions of the City to inform policy issues, provide comparative municipal budget information and to help understand financial, economic and demographic trends.

## **CONTACT**

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## **SIGNATURE**

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Roberto Rossini  
Deputy City Manager &  
Chief Financial Officer

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Michael Pacholok  
Director, Purchasing and  
Materials Management