

**Date:** 2021-08-25

**Subject:** **Consulting Service Contracts with a Value up to \$25,000 from December 1, 2014 to July 31, 2021**

**Contact:** **Gina Rebancos, Director, Purchasing Corporate Support Services**

**Report Number:** Corporate Support Services-2021-990

**Recommendations:**

1. That the report titled **Consulting Service Contracts with a value up to \$25,000 from December 1, 2014 to July 31, 2021** to the Committee of Council meeting of September 22, 2021 be received.

**Overview:**

- **The following recommendation from the Committee of Council Meeting of June 9, 2021 was approved, as amended, by Council on June 16, 2021:**  
  
*That staff be requested to report to Council with periodic summaries of the consulting service contracts of value less than \$25,000, since 2014.*
- **This report provides the number of consulting service contracts with a value up to \$25,000 in the previous and present terms of Council.**

**Background:**

On June 16, 2021, Council directed staff to report back on the total number of consulting service contracts entered into by the City of Brampton for the previous term of Council from December 1, 2014 to November 30, 2018 (48 months) and the current term of Council from December 1, 2018 to July 31, 2021 (32 months).

**Current Situation:**

During the previous term of Council, direct purchases were permitted for acquisitions with a value up to \$5,000. As part of the changes to the current Purchasing By-Law that came into effect March 1, 2018, the direct purchase threshold was amended to \$25,000. These low-value procurements do not require a competitive process and Departments are authorized to execute. There are no Purchase Orders issued, but instead a purchasing card or cheque requisition may be used for payment.

The table below summarizes the number of consulting service contracts with a value up to \$25,000 from December 1, 2014 to July 31, 2021.

|                     | Previous Term of Council<br>Dec 1, 2014 to Nov 30, 2018<br>(48 months) |            |                              | Current Term of Council<br>Dec 1, 2018 to July 31, 2021<br>(32 months) |             |                              |
|---------------------|--|------------|------------------------------|--|-------------|------------------------------|
|                     | QTY  | TOTAL COST | AVERAGE COST<br>PER CONTRACT | QTY  | TOTAL COST  | AVERAGE COST<br>PER CONTRACT |
| Up to \$5k          | 41   | \$132,861  | \$3,241                      | 25   | \$73,443    | \$2,938                      |
| Above \$5k to \$25k | 21   | \$368,902  | \$17,567                     | 50   | \$946,511   | \$18,930                     |
| TOTAL               | 62   | \$501,763  | \$8,093                      | 75   | \$1,019,953 | \$13,599                     |

**Corporate Implications:**

There are no corporate implications from reporting this information.

**Term of Council Priorities:**

This report has been prepared in full consideration of the Term of Council Priority of “Brampton is a Well-Run City”, demonstrating value for money of City programs and services through open, fair and transparent procurement processes.

**Conclusion:**

This report provides a summary of the consulting service contracts with a value up to \$25,000 that were procured through direct purchases during the previous term of Council (December 1, 2014 to November 30, 2018) and during the current term of Council (December 1, 2018 to July 31, 2021).

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