

REPORTING SYSTEM FOR MAJOR CONTRACTS

Recommendation

The Commissioner of Finance & Corporate Services and the Director of Purchasing Services recommends:

That the following report with respect to the implementation of a reporting system for major contracts and Attachments 1 and 2 be received.

Economic Impact

The implementation of the Contract Management System provides notice of expiring contracts and allows sufficient time to explore all options.

Purpose

To advise Council that a system to track when major contracts will be expiring has been developed and is being implemented.

Background - Analysis and Options

Implementation of a reporting system identifying when major contracts are expiring was identified at the Budget Committee, Report 1 Item 4 February 14, 2005 and subsequently approved by Council.

The Council requested the Commissioner of Finance & Corporate Services to "provide a staff report with respect to implementing a reporting system for all major contracts and that the said report include a spreadsheet listing for all major contracts, renewal dates and related tendering process timelines; and contract further That 60 days be added to the timelines to provide sufficient time for contract renewals".

Contract Reporting System

A contract reporting system has been developed internally. Purchasing, with technical development from the ITM department and input from user departments undertook the initiative. The contract database is developed on Microsoft Access and contract expiry / renewal dates are linked with an automatic email notification system. The system calculates and generates "notification messages" for contact group (respective commissioner, director and purchasing contacts) 120, 90, 60 and 30 days prior to contract expiry / renewal date.

The system has been implemented on a trial basis and is being monitored for its correctness and effectiveness. Changes can be incorporated as required.

Objective

Each department is responsible for managing contracts in their area, including the preparation for subsequent renewals or new bids. The objective of the contract reporting system was:

1. to provide all departments with a contract tracking mechanism that would assist in the timely initiation of a new bid or contract renewal process well in advance of the expiry of existing contracts; and

2. to maintain a record of all major contracts finalized by the City of Vaughan.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

It is appropriate and timely to review contract-reporting system.

Attachments

1. Sample spreadsheet
2. Sample email notification

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Respectfully submitted,

Clayton D. Harris, CA
Commissioner of Finance & Corporate Services

George Wilson
Director of Purchasing Services

ATTACHMENT 1**SAMPLE SPREADSHEET: CONTRACT REPORTING SYSTEM**

Bid #	Description	Start Date	Renewal Date	Expiry Date
Q03-187	Snow Plowing	27-Nov-03		31-July-06
T02-088	Routine & Emergency Sewer & Watermain Repair	27-Aug-02		30-Apr-07
T03-041	CCTV Camera Inspection	11-Sep-03	30-Apr-07	30-Apr-08
T03-171	New Water Meter Installation	27-Oct-03		31-Oct-06
T03-196	Supply of Granular Material	5-Nov-03		5-Nov-06
T03-235	Supply & Delivery of Annual Flowers	4-Jan-04		31-Dec-06
T04-007	Hydrant Maintenance and Painting	1-May-04		31-Dec-06
T04-029	Street Sweeping Services	30-Mar-04		31-Dec-06
T04-056	Security Guard and Patrol Services	1-Aug-04	30-Apr-07	30-Apr-09
T05-101	Watermain Protection	20-Jul-05		30-Jun-07
T05-127	Municipal Waste and Recyclable Collection	1-Jan-06	31-Dec-11	31-Dec-12
T05-151	Crack Routing and Sealing	1-Sep-05		31-Dec-06

ATTACHMENT 2

SAMPLE EMAIL NOTIFICATION: CONTRACT REPORTING SYSTEM

From: ContractManagementSystem [mailto:ContractManagementSystem]
Sent: Tue 6/6/2006 4:00 AM
To: Chughtai, Asad
Cc: Kang, Brian
Subject: Contract Management System - Contract Expiry Advisement

This is a NOTIFICATION MESSAGE. Do not reply to this email.
The contract is due in less than 60 days
Bid Number: T05-151
Project: Crack Routing & Sealing- Multi-Year
Buyer: Elaine Li
End Date: 7/31/2006

Please contact the buyer should you have any questions about this contract.