

EMERGENCY CONTRACT INCREASE

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| Project Award | Emergency Contract Increase to Forum Research relating to the Citizen Engagement Survey |
| Recommendation | Staff proceeded with the emergency contract increase for additional work required for the Citizen Engagement Survey to Forum Research Inc. in the total amount of \$9,525 (exclusive of HST). This emergency contract increase is being received for information. |
| Purpose of Report | As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information. |
| Background information | <p>The Request for Proposal (RFP) 22-575 for Consulting Services to conduct a Citizen Engagement Survey was awarded to Forum Research Inc. in the total amount of \$37,320 (exclusive of HST).</p> <p>The RFP indicated that each telephone survey conducted should take an average of 15 minutes in duration. Upon the onset of the surveys, and based on the questions proposed by the internal working group, the telephone surveys were averaging 26 minutes in duration. The internal working group reviewed the set of questions posed and removed a number in an attempt to bring the average length down to what was originally agreed upon but there was only a minor reduction to 22 minutes in duration.</p> <p>As time was of the essence in order to present the data to Council and leverage it for strategic planning purposes, Staff proceeded with a change order for additional consulting services for the additional time required to conduct the telephone surveys.</p> <p>The final contract total is \$46,845 (exclusive of HST).</p> |

Financial Planning Section: Budget Impact (Note 1)

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| Account Number(s) | C10112721-N0250-7290 |
| Account Description | Council Staff Work Plan |
| Project Total Budget | \$317,169 |
| Contract Budget | \$0 |
| Actual (Net of HST Rebate) | \$9,693 |
| Variance (Note 2) | \$9,693 (U) |
| Funding Source | Reallocation within the project |

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: The unfavourable variance will be managed through the reallocation of other expenditure lines within the project.