

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT EXTENSION

Project Award	Contract Extension for Animal Licensing Services
Recommendation	<p>Staff is recommending a contract extension for animal licensing services to DocuPet for a three (3) year term for the period of April 1, 2024 to March 31, 2027.</p> <p>Staff are also requesting the delegated authority to award up to two (2) one-year optional renewal terms through an internal staff award report, for up to a total five-year contract.</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>On CORS-007-19 Council approved an award to DocuPet for animal licensing services.</p> <p>The animal licensing services provided by DocuPet has enabled the Town to modernize pet licensing by implementing an online process, while also increasing licensing compliance and added efficiencies.</p> <p>As a result of increased community awareness and the convenience of an online process, animal licensing compliance grew by approximately 2.9% or an average of 200 pet licenses being issued each month in the first three years of this program.</p> <p>The Town will receive 100% of pet licensing revenues, minus a monthly rate of \$998 paid to DocuPet for the administration, processing and fulfilment of pet licensing. All net revenues related to pet licensing go back to the animal services program.</p> <p>The total revenue received by the Town fluctuates each year based on the volume of licenses. In 2023 the actual net revenue the Town received was \$93,435.</p> <p>Staff are recommending an extension of the animal licensing services agreement of three (3) years, plus the option to renew for a further two (2) one-year renewal terms.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	2322-3740
Account Description	Animal Control - Contracts
Contract Budget	\$10,417
Actual (Net of HST Rebate) (Note 2)	\$9,140
Variance (Note 2)	\$1,277 (F)

Funding Source

Operating

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

Note 2: Actual is based on a nine-month prorated amount of the monthly rate paid to DocuPet. Spending relative to the approved budgets will be reviewed with Financial Planning and any variances reported through the variance process.