

The Regional Municipality of York Police Services Board

Public Board Meeting
January 27, 2021

Report of the Chief of Police

Contract Extensions for Office Furniture and Services and Performance Assessment System

1. Recommendations

1. That the Board authorize the extension of the agreement with Staples Advantage Canada for Furniture Replacements Services for a further term of eight months at an additional cost of \$160,000, for a total contract cost of \$1,625,000, provided that the Contractor has performed the services to the satisfaction of the Chief, and that sufficient funds have been provided in the annual budget;
2. That the Board authorize the renewal of the agreement with The Regional Municipality of York and Korn Ferry (CA) Ltd. for the 360 Performance Assessment system for a further term of five years for a total contract cost of \$37,500 for the renewal term, provided that the Contractor has performed the services to the satisfaction of the Chief, and that sufficient funds have been provided in the annual budget; and
3. That the Chief be authorized to execute the agreements on behalf of the Board, subject to the approval of the Regional Municipality of York's Regional Solicitor, or designate, as to form and content.

2. Summary

This report seeks the Board's authorization to extend existing contracts for further terms of eight months for furniture replacements; and a five year term for the 360 Performance Assessment System as identified in Table 1.

Key Points:

- Compatibility with existing facilities, equipment or devices is the paramount consideration for the recommendations
- Procurements of brand-name equipment, devices, licenses, and services are made to support technology products that are currently used at York Regional Police

3. Background

The following extension of agreements for aggregate terms beyond five years are shown in Table 1 as follows:

FURNITURE REPLACEMENT

At its January 20, 2016 meeting, the Board approved a five year contract for the supply and installation of furniture and related services to Staples Advantage Canada, the highest scoring and lowest cost Proposal. This contract covers the furniture replacement and installation requirements at all existing York Regional Police facilities. Currently underway are two Request for Proposal processes, the first to replace the existing agreement and a second specific to requirements for the new #1 District facility. It is anticipated that the new process will not be completed until September 2021 and requires an eight month extension from the existing five year agreement.

360 PERFORMANCE ASSESSMENT SYSTEM

Since 2016, the Regional Municipality of York and the Board have utilized a 360 Assessment System from Korn Ferry (CA) Ltd. The Region have recently extended the term of the contract by five years ending in 2025. The 360 Performance Assessment System is an online confidential assessment that is designed to provide Leaders feedback from others about their leadership competencies. This tool is used for the YorkLEADS 201 and 301, a partnership management training program jointly delivered with the Region. The system is compatible with existing leadership competency requirements and is the only organization reasonably capable of providing this specific methodology.

4. Analysis

CONTRACT EXTENSIONS FOR 360 ASSESSMENT TOOL, FURNITURE REPLACEMENT AND SERVICES BEYOND FIVE YEARS

Contract Extensions and Associated Costs

Table 1 provides a list of the two existing contracts and associated costs for the request to extend the contracts beyond five years.

Table #1

Contract Extensions Beyond Five Years

Provider	Details	Additional Annual Cost	Total Contract Cost
Staples	Furniture and related services since 2016. Proposed additional eight months.	\$160,000	\$1,625,000
Korn Ferry (CA) Ltd.	360 Assessment Tool since 2016. Proposed additional five years.	\$7,500	\$37,500
Total Costs		\$167,500	\$1,662,500

Reporting Requirements

Compatibility with existing facilities, equipment or devices is the paramount consideration for the recommendations. Section 18.1 (a) of the Purchasing Bylaw requires Board approval, regardless of the value of the purchase, where a direct purchase from an existing vendor results in an aggregate term greater than five years.

5. Financial

Funding is included in the proposed 2021 Capital Budget of \$470,000 for furniture and related services. Funding is included in the proposed 2021 Operating Budget totalling \$1,125,000 for staff training and development. The funding to renew outlook years is included in the Operating and Capital Budget proposals and subject to the annual approval of the Board and Regional Council.

6. Conclusion

It is therefore recommended that the Board approve the contract extensions outlined in Table 1 in accordance with Section 18 of Purchasing Bylaw 10-17.

Accessible formats or communication supports are available upon request

Jim MacSween, B.A.A.
Chief of Police

JMS:jf