



BOARD REPORT

TO: Chair and Directors

File No: 0112-05 Area C
Incorporation

SUBJECT: Sole Source Contract Award, Sorrento-Blind Bay Incorporation Study

DESCRIPTION: Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated September 9, 2019. Authorize contract work for Sorrento-Blind Bay Incorporation Study project.

RECOMMENDATION THAT: the Board empower the authorized signatories to enter into an agreement with Neilson Strategies Inc. for the provision of contract services for the Sorrento-Blind Bay Incorporation Study project for the term commencing September 20, 2019 and expiring on February 28, 2021, at a cost of \$118,500, plus applicable taxes, this 19th day of September, 2019.

SHORT SUMMARY:

CSRD Purchasing Policy No. F- 32 "Procurement of Goods & Services" states that Board authorization must be obtained for any sole sourced contract over \$10,000.

Staff is recommending a sole source contract award to Neilson Strategies Inc. based upon the attached Proposed Work Program dated September 9, 2019. The principal consultant, Allan Neilson, led the consulting work for both the Electoral Area C (South Shuswap) Governance Study in 2017 and the Electoral Area C Boundary Analysis Study in 2018. The background knowledge derived by Neilson Strategies Inc. as a result of conducting the two past projects is invaluable leading into the Incorporation Study service work. The work proposal is an extensive one that includes details for each stage of the project.

VOTING:	Unweighted Corporate	<input type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input checked="" type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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BACKGROUND:

Staff requested a proposal and an associated quote from Neilson Strategies Inc. for services associated with the Sorrento-Blind Bay Incorporation Study project. As mentioned in the short summary, the consultant has the needed credentials and background to effectively conduct this project. The project itself will take approximately 17 months from start (September, 2019) through completion (anticipated by February 28, 2021). Neilson Strategies has worked on other incorporation studies in the past, including the City of West Kelowna.

Staff recommends the sole source award as outlined in the recommendation.

POLICY:

In accordance with Policy No. F-32 "Procurement of Goods & Services", Board authorization must be obtained for any sole sourced contract over \$10,000.

FINANCIAL:

The cost associated with the recommended proposal is \$118,500, plus applicable taxes. The CSRD has budgeted \$20,000 towards this project within the approved 2019 Five Year Financial Plan (Special Projects). The remainder of costs for the project will be funded through approved Restructure funding (Ministry of Municipal Affairs) in the amount of \$100,000 over a two-year period.

KEY ISSUES/CONCEPTS:

To award the Sorrento-Blind Bay Incorporation Study project work to a well-qualified contractor that has suitable background, education, proven ability in community engagement, as well as a solid understanding of the governance, local services and financial frameworks in place in Electoral Area C.

IMPLEMENTATION:

Upon Board approval, Neilson Strategies Inc. will be engaged on contract for the provision of services associated with the Incorporation Study project.

COMMUNICATIONS:

Neilson Strategies Inc. will be notified of the Board's decision. The information will also be posted to the CSRD website and will be subject of a CSRD media release for the public's information.

DESIRED OUTCOMES:

The Board approve staff recommendation for a sole source contract award.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

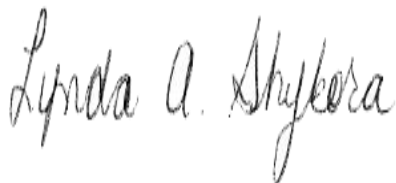
Report Approval Details

Document Title:	2019-09-19_Board_CA_Sole_Source_Contract_Award_Sorrento-Blind_Bay_Incorp_Study.docx
Attachments:	<ul style="list-style-type: none">- Proposed Work Program Incorporation Study, Neilson Strategies.pdf- Terms of Reference, Final, Sorrento-Blind Bay Incorporation Study August 2019.pdf- Terms of Reference Map Area_C_Sorrento_Blind_Bay_Scenario_Base_11x17.pdf- Terms of Reference Map Area_C_Two_Electoral_Areas_Scenario_Base_11x17.pdf
Final Approval Date:	Sep 11, 2019

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines

Jodi Pierce



Lynda Shykora



Charles Hamilton