



# BOARD REPORT

**TO:**

**Chair and Directors**

**File No:** 1075 01

**SUBJECT:**

**Asset Management Data Migration Project Sole Source**

**DESCRIPTION:**

Report from Darcy Mooney, Manager, Operations Management, dated June 11, 2018. Board authorization to retain WSP|Opus International Consultants to conduct an Asset Management Data Migration Project.

**RECOMMENDATION  
#1:**

THAT: the Board empower the authorized signatories to enter into an agreement with WSP|Opus International Consultants to conduct an Asset Inventory Migration project for a total cost not to exceed \$50,000 plus applicable taxes.

## SHORT SUMMARY:

At the May 2018 regular Board meeting, the Board approved a grant application be submitted to the Federation of Canadian Municipalities (FCM) Municipal Asset Management Grant program for \$50,000 for data migration of existing CSR D asset management information. The Board also approved utilizing the services of WSP|Opus International Consultants conditional on grant approval.

The CSR D recently received communications from FCM indicating that they are unable to provide additional funding to the CSR D as it has already received project funding under the current intake.

As this is an important next step in the advancement of the CSR D's asset management program and there are funds available in the budget to complete this task, staff is requesting the Board support the sole source of WSP|Opus International Consultants to assist in the data migration process. This data migration project will provide much needed support to migrate existing asset inventory records into the new data design structure and will provide training to staff to complete the remainder of the process.

**VOTING:**

Unweighted  
Corporate

☐

LGA Part 14  
(Unweighted)

☐

Weighted  
Corporate

☒

Stakeholder  
(Weighted)

☐

## BACKGROUND:

The project will be a follow-up to the previously completed data design work. The previous project specified the asset attribute information and format to be stored in the asset management database in a way that allows for useful analysis and reporting to support decision makers. Some preliminary auditing to existing asset inventory was completed to the new structure but the full asset inventory has yet to be migrated into the new structure.

An asset management system integrates the process of inventory, valuation, use, strategic reviews, reporting and auditing of fixed assets. For strategic, operational and financial reasons, asset management is becoming an increasingly important area of decision making.

WSP|Opus International Consultants are recognized leaders in Asset Management provincially, nationally and internationally. The team at WSP|Opus International Consultants have been the sole provider of asset management consulting services to the CSR D since 2015.

**POLICY:**

A Board resolution supporting sole source use of WSP|Opus International Consultants is required in accordance with Policy F-32 "Procurement of Goods & Services", Board authorization must be obtained for any sole sourced contract award over \$10,000.

**FINANCIAL:**

This project can be accommodated within the existing approved budget allocation from the 10% All Area allocation of the Community Works Funds.

**KEY ISSUES/CONCEPTS:**

Asset management systems should be integrated into local government processes in order to make informed decisions that will ensure the sustainable delivery of services, both today and into the future.

**DESIRED OUTCOMES:**

The Board endorse the recommendation to utilize the services of WSP|Opus International Consultants to provide asset management data migration services.

**BOARD'S OPTIONS:**

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

**LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:**

**Report Approval Details**

Document Title:	2018-06-11_Asset_Management_Sole_Source.docx
Attachments:	
Final Approval Date:	Jun 11, 2018

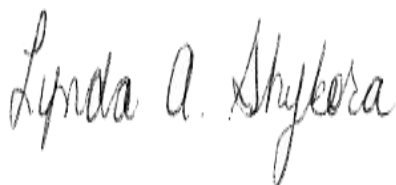
This report and all of its attachments were approved and signed as outlined below:



**Darcy Mooney - Jun 11, 2018 - 11:56 AM**

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

**Jodi Pierce - Jun 11, 2018 - 1:05 PM**



**Lynda Shykora - Jun 11, 2018 - 3:45 PM**

**No Signature - Task assigned to Charles Hamilton was completed by assistant Lynda Shykora**

**Charles Hamilton - Jun 11, 2018 - 3:47 PM**