



COMMUNICATION UPDATE

Hamilton

TO:	Mayor and Members City Council
DATE:	January 13, 2026
SUBJECT:	Professional and Consultant Services Roster Award Update
WARD(S) AFFECTED:	City Wide
SUBMITTED BY:	Cynthia Graham Director, Environmental Services Public Works Department
SIGNATURE:	A handwritten signature in black ink that reads 'C. Graham'.
SUBMITTED BY:	Tina Iacoe Director, Procurement Corporate Services Department
SIGNATURE:	A handwritten signature in black ink that reads 'Tina'.

This communication update is to provide information to Council regarding the newest cycle for the Professional and Consultant Services Roster ("Roster"), which was competitively procured in 2025 and is now in effect until June 30, 2028.

The procurement timeline for the Roster is always quite extensive, usually spanning 8-10 months from document development to approval to proceed with work, and involves several staff from Corporate Services (Procurement, Finance, Risk Management, Legal Services) as well as staff from several Divisions within Public Works and Planning and Economic Development.

The Roster typically incorporates over 40 different consultant roster categories and, since 2014, has received on average 470 separate proposal submissions from various consultants and firms. Each roster category is treated as its own procurement process, requiring the same due diligence as every evaluative procurement process administered through the Procurement Division. This process requires that each proposal be checked for compliancy and be evaluated independently against criteria set out in the Roster. Each roster category also has its own evaluation team and staff consensus meetings to

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

SUBJECT: Professional and Consultant Services Roster Award Update (City Wide) - Page 2 of 2

arrive at final scores and the determination of successful candidates. Once this process is complete, each consultant is advised of their evaluation results and, if successful, is then required to submit their required documentation including insurance, WSIB as well as other licenses or approvals before any work can be assigned.

Last year's Roster procurement timeline was particularly lengthy (14 months), impacted by a series of compounding events throughout 2025. Most of the impact was affected by pressures on staffing resources such as the HOWEA strike, the redeployment of staff to facilitate the implementation of the interim financial solution (NetSuite) and the development/implementation of the Enterprise Asset Management solution (EAM)).

At the time of this report, Council is advised that the City has completed the procurement process and as a result, 79 different consultants were selected to the Roster and awarded contracts. Of the 79 consultants selected, 77 consultants have successfully submitted their required compliant documentation and are now allowed to commence work on roster assignments awarded to them.

Staff understand that some projects may have been affected by the elongated timeline of the 2025 Roster and were possibly impacted by the delay. However, since all but two consultants are now able to begin work, staff do not foresee any further delay in awarding or proceeding with Roster assignments going forward.

Council is further advised that the Roster Executive Committee will be implementing changes for 2026 in an effort to be more efficient and effective in the administration of the Roster. An Oversight Committee will be established, comprised of managers and/or directors for subject areas, to ensure consistency in the application of policy, to make decisions related to application of procedure, to ensure oversight of reporting and data analysis, and to assist with the prioritization of work in each of the work areas. This change will allow more focused efforts by staff and create more impactful management of the Roster.

In summary, the Roster program as a whole is delivered and administered by a team of staff from several City departments, and it is seen as a significant tool in the facilitation of many projects within the city. It is this significance that makes it imperative that the Roster be competitively procured and administered throughout its term without compromise to ensure its integrity and importance to the City.

APPENDICES AND SCHEDULES ATTACHED

N/A

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.