

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018

Item 5, Report No. 3, of the Finance, Administration and Audit Committee, which was adopted, as amended, by the Council of the City of Vaughan on March 20, 2018, as follows:

By approving that staff are directed to include the revised scope of work outlined in the March 20, 2018 communication to the existing RFP 17-353 for the cost of \$8,000.00 plus appropriate contingency; and

By approving the following in accordance with Communication C3, from the Chief Human Resources Officer, dated March 20, 2018:

That the Council receive the following communication.

5 AWARD OF RFP17-353 CONSULTING SERVICES TO DEVELOP AND FACILITATE PERFORMANCE EVALUATION PROCESS FOR THE CITY MANAGER

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Chief Human Resources Officer, dated March 5, 2018:

Purpose

The purpose of this communication is to seek Council approval to award Request for Proposal RFP17-353 Consulting Services to Develop and Facilitate Performance Evaluation Process for the City Manager to the highest scoring proponent.

Recommendations

1. That RFP17-353 Consulting Services to Develop and Facilitate Performance Evaluation Process for the City Manager be awarded to Western Management Consultants in the amount of \$19,950. plus, applicable taxes; and
2. That a contingency allowance in the amount of \$1,950.00 plus applicable taxes, be approved within which the Chief Human Resources Officer or his designate is authorized to approve amendments to this contract.

Report Highlights

- Background and objectives of the Human Resources Task Force
- RFP Process and evaluation criteria
- Recommendation to approve successful proponent

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Background

At a Committee of the Whole (Closed Session) meeting of October 2, 2017, Committee recommended the establishment of a Human Resources Task Force with a mandate to recommend a Terms of Reference for a performance evaluation process for the City Manager and the engagement of an independent third party to conduct the review.

The Human Resources Task Force shall be responsible for recommending to Council:

1. An external Human Resources consultant to act as a facilitator and assist Council in conducting the City Manager Performance Evaluation; and
2. A Performance Evaluation process for the City Manager that is consistent with similar senior executive evaluation processes and takes into consideration best practices in the industry.

In order for the HR Task force to fulfil the first objective RFP17-353 Consultant Services to develop and facilitate performance evaluation process for the City Manager was advertised in Vaughan Bids and Tenders, Biddingo and OPBA website on November 27, 2017, with closing date of December 18, 2017. Bids and Tenders generated over one thousand email notifications advising consultants about the RFP opportunity. Five (5) potential proponents registered as plan takers to download the document and proposal submissions were received from first two proponents:

1. Western Management Consultants
2. Governance Solutions Inc.

An Evaluation Committee comprised of Task Force Member and facilitated by Procurement Services and Chief Human Resources Officer carried out the evaluation process. The City's bid package provided details of the terms of Reference including the following criteria to be used in the evaluation of the submissions:

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The Proposal was evaluated on the basis of the following criteria:

25%	The Proponent's experience and qualifications in working with broader not-for-profit (preferably municipal) sector projects of a similar scope or magnitude. Satisfactory client references from the broader not-for-profit sector for whom similar work has been performed.
25%	The Proponent's understanding of the requirements, the approach and methodology proposed to address the requirements of the terms of reference.
25%	Relevant expertise, experience and qualifications of key personnel who will be involved in the service requirements. Demonstrated ability and personnel to fulfill the requirements of the proposal; CV's included.
25%	Proposed budget, fees (all-inclusive services fee, which will include the cost of all disbursements necessary to complete the project), number of hours on account and terms and conditions.
100%	

Submissions from both compliant proponents were evaluated and scored based on the above criteria.

Both Proponents were invited to make a short formal presentation to the Task Force to establish the finalist for Preferred Proponent status. Based on the Evaluation Committee's review, Western Management Consultants scored the highest and successfully fulfilled the requirements set forth in the RFP.

Financial Impact

The costs associated with this project are within the approved operating budget.

Broader Regional Impacts/Considerations

Not Applicable.

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Conclusion

The Human Resources Task Force conducted a detailed evaluation of both submissions including interviewing the two proponents that responded to the RFP. Western Management Consultants was the highest scoring compliant proposal based on the evaluation criteria set forth in the Request for Proposal documents. Therefore, it is recommended Western Management Consultants be retained by the City of Vaughan to develop and facilitate a performance evaluation process for the City Manager.

For more information, please contact: Demetre Rigakos, Chief Human Resources Officer.

Prepared by

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