

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 30, 2012**

Item 4, Report No. 9, of the Finance and Administration Committee, which was adopted without amendment by the Council of the City of Vaughan on September 25, 2012 under Minute No. 138.

#### **4                    REQUEST FOR PROPOSALS RFP12-392 – SEARCH CONSULTANTS**

**The Finance and Administration Committee recommends:**

- 1)        That the list of firms contained in Attachment 1 of the following report of the Commissioner of Strategic & Corporate Services and the Manager, Compensation / Benefits, Health & Safety, dated September 24, 2012, be approved:**
  - 1.    Organizational Consulting Limited, Toronto;**
  - 2.    The Phelps Group Inc., Toronto;**
  - 3.    Odgers Berndtson, Toronto;**
- 2)        That, at the end of this calendar year, staff provide a report on the annual cost of Search Consultants for 2010, 2011 and 2012; and**
- 3)        That this item be referred to the Council meeting of September 25, 2012 for consideration and adoption given its urgency.**

#### **Recommendation**

The Commissioner of Strategic & Corporate Services, and the Manager, Compensation/Benefits & OHS, in consultation with the Acting Director of Purchasing Services, recommend:

- 1.    That the Search Consultant List shown in Attachment 1 of this report clarify that these firms are added to the roster be approved; and,**
- 2.    That this item be referred to the Council meeting of September 25, 2012 for consideration and adoption given its urgency.**

#### **Contribution to Sustainability**

Not applicable.

#### **Economic Impact**

The City will achieve cost savings for external search consultant services as a result of the discounted rates proposed by search firms selected through the RFP process.

#### **Communications Plan**

All proponents will be notified of the City's acceptance or non-acceptance of their respective Proposals through the Purchasing Services Department, in accordance with standard procedure.

#### **Purpose**

The purpose of this report is to update Council about the outcome of the Request for Proposal process for the provision of search consultant services and to seek authorization for the execution of agreements where applicable.

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#### **Background - Analysis and Options**

The City of Vaughan's Human Resources Department is comprised of a team of Human Resources professionals with expertise in a wide variety of areas, including health and safety, benefits, training and development, recruitment and labour relations. The Human Resources Department under the direction of the Director of Human Resources advises and represents internal City departments on all aspects of human resource management.

On occasion, the City of Vaughan requires the assistance of external search consultants to assist with recruitment of employees, due to resource constraints of the Department, or due to the need for specific search capabilities.

In February of 2012, the City of Vaughan issued a request for proposal (RFP12-055) for the purpose of creating a source list of Search Consultants and/or Consulting Firms ("the Consultants") for the provision of the required search services on an as-needed basis. Five search Consultants were selected and approved by Council in June of 2012.

The City's needs from a recruitment perspective have continued to grow and a number of additional senior vacancies were created by August of 2012 due to variety of reasons. (e.g. retirements, re-structuring and introduction of new roles etc.).

In reviewing the additional senior vacancies it became apparent that the existing roster of search firms that was approved in June of 2012 could not meet the City's growing recruitment needs due to the complexity of the newly roles (e.g. Director of Innovation and Continuous Improvement).

As a result, the City of Vaughan issued a request for proposals (RFP12-392) in September of 2012 for the purpose of expanding the list of Search Consultants and/or Consulting Firms ("the Consultants") for the provision of the additional required search services on an as-needed basis. Up to three additional Consultants will be selected and added to the Search Consultants List. The Search Consultant List would be valid for a period of two (2) years, with an option to renew for selected Consultants at the City's discretion.

RFP was advertised on Biddingo and OPBA Website on September 4, 2012 and picked up by sixteen (16) potential proponents, with closing date of September 18, 2012. One Addendum was issued to clarify questions asked by the proponents. Seven Proposals were received upon bid opening.

Responses to RFP12-392 were evaluated by an evaluation team based on criteria established in the RFP document. Each consultant firm was separately evaluated. In total, 100 points were available, as follows:

No.	Evaluation Factor	Weighting Points
1	Qualifications, experience and availability of specified team leads and members	20
2	Prior experience of the firm in conducting Executive Searches	20
3	Demonstrated ability of the firm to meet the key components and Timelines of an assignment, including the evaluation methodology Used to short-list the candidates	15
4	Service Guarantee	15
5	Reference Checks	10
6	Total fee stated in the proposal submission	20

**Total:**

**100**

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The three consulting firms with the highest scores were selected to be added to the existing Consultant List of qualified Search Consultants to provide search services on an as-needed basis. It is anticipated that the City will experience cost savings for external search services over the next two year (or longer) period.

The list of the successful proponents is provided as attachment 1. Subject to Council direction, these firms will be part of the City's roster of Search Consultants and the City may use their services on an as needed basis.

#### **Relationship to Vaughan Vision 2020**

This report seeks to ensure the most cost effective procurement of quality external search services in support of the City's strategic objective of pursuing excellence in service delivery, as well as in support of strategic initiatives to enhance productivity, cost effectiveness and innovation, and to ensure financial stability.

#### **Regional Implications**

Not applicable.

#### **Conclusion**

The list of qualified consultant search firms will be expanded with the additional three firms to enhance the roster of search firms that the City can use from time to time to meet its recruitment needs.

The list of qualified consultant search firms will be updated and agreements will be entered into with the successful proponents, ensuring that search services will continue to be delivered in a cost-effective and efficient manner. The Acting/ Director of Purchasing Services will execute Agreements on an as-needed basis.

#### **Attachments**

1. List of Additional Successful Proponents for the Provision of Search Services

#### **Report prepared by:**

Demetre Rigakos  
Manager, Compensation/Benefits & OHS

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)