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COMMUNICATION
FAA - <u>April 4 / 16</u>
ITEM - <u>9</u>

DATE: April 1, 2016

TO: Honourable Mayor Maurizio Bevilacqua and Members of Council

FROM: Laura Mirabella Siddall, Chief Financial Officer and City Treasurer

**RE: COMMUNICATION – FINANCE, ADMINISTRATION AND AUDIT COMMITTEE –
APRIL 4, 2016 ITEM 9 REPORT NO.5**

**AWARD OF RFP16-124: CONSULTANT TO CONDUCT AN ORGANIZATIONAL
ASSESSMENT AND DEVELOP A MODERNIZATION AND TRANSFORMATION
ROADMAP FOR PROCUREMENT**

Recommendations:

The Chief Financial Officer & City Treasurer, Director of Procurement Services, and Director of Financial Services & Deputy City Treasurer, in consultation with Director of Financial Planning and Development Finance & Deputy City Treasurer recommend:

1. That RFP16-124 to conduct an organizational assessment and develop a modernization and transformation roadmap for the City of Vaughan procurement function be awarded to the Carly Rian Group, Toronto Ontario, in the amount of \$130,000.00, plus applicable taxes;
2. That a 15% contingency allowance in the amount of \$ 19,500.00 plus applicable taxes be approved within which the CFO and City Treasurer or her designate is authorized to approve amendments to the contract, if any, and;
3. That the Mayor and City Clerk be authorized to sign the appropriate documents.

Background – Analysis and Options

The RFP was advertised on Biddingo.com, OPBA, and the City's Bids and Tenders website on March 07, 2016 with a closing date of March 24, 2016. One addendum was issued on March 21, 2016 to provide clarifications. Documents were downloaded / picked up by fourteen (14) Plan Takers and proposal submissions were received from the following seven (7) Proponents:

1. Carly Rian Group, Toronto Ontario
2. Ernest and Young LLP, Toronto Ontario
3. Optimus SBR, Toronto Ontario
4. MNP LLP, Toronto Ontario
5. PricewaterhouseCoopers LLP, Toronto Ontario
6. RFP Solutions Inc. Ottawa, Ontario
7. Western Management Consultants of Ontario, Toronto Ontario



memorandum

The RFP Evaluation Committee comprised of 6 members from various departments evaluated the submissions based on the criteria outlined in the RFP document. The following three proponents scored over 75 % on their technical submissions and were invited to participate in an interview.

1. Carly Rian Group, Toronto Ontario
2. Optimus SBR, Toronto Ontario
3. PricewaterhouseCoopers LLP, Toronto Ontario

Two proponents, the Carly Rian Group and PricewaterhouseCoopers LLP, scored above 75% during the interview and proceeded to the Envelope 2 Stage where their financial proposals were evaluated.

Carly Rian Group received the highest total score based on the evaluation criteria as outlined in the RFP document and are being recommended for award of the contract.

Communication Prepared by:

Asad Chughtai
Director, Procurement Services

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Laura Mirabella-Siddall'.

Laura Mirabella-Siddall

Chief Financial Officer and City Treasurer

A handwritten signature in dark ink, appearing to read 'Asad Chughtai'.

Asad Chughtai
Director, Procurement Services

A handwritten signature in dark ink, appearing to read 'Dean Ferraro'.

Dean Ferraro,
Director, Financial Services and Deputy City Treasurer