

## **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

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018**

Item 5, FAA Report No. 3 – Page 2

#### **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:

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018**

#### Item 5, FAA Report No. 3 – Page 3

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

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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%	

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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.

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2018**

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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**

Demetre Rigakos, Chief Human Resources Officer ext. 8297.



C <u>3</u>
Communication
COUNCIL: <u>Mar 20/18</u>
FAA Rpt. No. <u>3</u> Item <u>5</u>

**DATE:** March 20, 2018

**TO:** Mayor and Members of Council

**FROM:** Demetre Rigakos, Chief Human Resources Officer

**CC:** Daniel Kostopoulos, City Manager

**RE:** Finance Administration and Audit Committee Report #3 Item#5 Award of RFP 17-353 Consulting Services to Develop and Facilitate Performance Evaluation Process for the City Manager.

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**Recommendation:**

The Chief Human Resources Officer recommends:

1. That the Council receive the following communication.

**Purpose:**

The purpose of this communication is to report back to Council on the cost associated with expanding the scope of work of the recommended proponent in RFP17-353 to include the development and facilitation of a performance evaluation process for the Director, Internal Audit.

**Discussion**

At the March 5, 2018 Committee of the Whole Closed Session meeting, Council directed staff to review the possibility of expanding the scope of work of the recommended proponent, recommended through the HR Task Force, to develop and facilitate a performance evaluation process for the City Manager.

The approach Council expected was for the recommended proponent to solicit input from Council and the Director of Internal Audit as well as the City Manager and Chief Human Resources Officer and to develop and facilitate a performance evaluation process for the Director, Internal Audit, the only role in addition to the City Manager that reports directly to Council.

Staff contacted the recommended proponent and outlined the revised scope of work as directed by Council. The additional cost will be an extra \$8,000.00 in addition to original quoted amount of \$20,000 in the existing RFP response outlined in the staff report submitted to the Finance

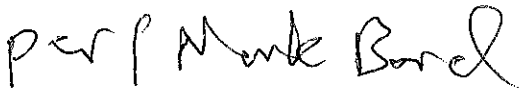
Administration and Audit Committee Report #3 Item#5 Award of RFP 17-353 Consulting Services to Develop and Facilitate Performance Evaluation Process for the City Manager.

Following Council's approval of the recommended proponent the consultant will coordinate with the Chief Human Resources Officer to ensure the that the consultations with each member of Council incorporate both the process for the City Manager and the process for the Director, Internal Audit.

**Conclusion**

Staff has confirmed with the recommended proponent, that the scope of work can be amended to incorporate the development and facilitation of a performance evaluation process for the Director, Internal Audit for the additional cost of \$8,000.00. The consultations with each member of Council will be coordinated to ensure the process is as efficient as possible.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "per Demetre Rigakos". The signature is fluid and cursive.

Demetre Rigakos  
Chief Human Resources Officer

**COPY:** Daniel Kostopoulos, City Manager  
Todd Coles, Deputy City Clerk

Item:



## Finance, Administration and Audit Committee Report

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**DATE:** Monday, March 05, 2018

**WARD(S):** ALL

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

**FROM:**

Demetre Rigakos, Chief Human Resources Officer

**ACTION:** DECISION

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### **Recommendations**

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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 contact; and

### **Report Highlights**

- Background and objectives of the Human Resources Task Force
- RFP Process and evaluation criteria
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### **Background**

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

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### **Financial Impact**

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## **Conclusion**

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## **Prepared by**

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