



City of
Peterborough

To: Members of the Committee of the Whole

From: Sandra Clancy, Director of Corporate Services

Meeting date: September 5, 2017

Subject: Report CPHR17-002
Award of Request for Proposals P-09-17 Recruitment Firm of Record

Purpose

A report to recommend award of Request for Proposals P-09-17 for a Recruitment Firm of Record.

Recommendation

That Council approve the recommendation outlined in Report CPHR17-002 dated September 5, 2017, of the Director of Corporate Services as follows:

That Request for Proposals P-09-17 for a Recruitment Firm of Record for a five year period from September 15, 2017 to September 14, 2022, with the option to extend for an additional 5 years, be awarded to The Phelps Group Inc., at a total estimated cost of \$162,500 and HST of \$21,125 for a total of \$183,625.

Budget and financial implications

The total cost of \$165,360, after applicable HST rebates will be accommodated within each operating budget in the next five years as the need to use the Recruiting Firm arises. There is no commitment as to the number of recruitments for the duration of the term.

Background

Prior to 2009, the City retained the services of an Executive Search firm to conduct the recruitment for senior level positions on an “as needed” basis.

In 2009, the City issued an RFP for a Recruitment Firm of Record for a two year term. In 2011, another RFP was issued for the same service for a five year term. That arrangement has now expired.

Request for Proposals P-09-17 was prepared and issued by City staff and closed on May 25, 2017. The term for this service is for a five year period, with the option to extend for an additional five years. There is no commitment as to the number of recruitments for the duration of the term.

Seven submissions were received. The submissions were reviewed by an Evaluation Committee comprised of the CAO, Director of Corporate Services, Director of Community Services, Director of Legal Services, Director of Utility Services, Director of Planning and Development Services, and the Division Head of Human Resources.

Proposal Summary

Appendix “A”, attached, provides a summary of the RFP P-09-17 results.

The top two rated firms were invited to attend an interview with the Evaluation Committee.

The proponents were asked to come prepare to discuss a specific scenario in their work experience. They were also asked several other questions regarding the service they could provide.

Following the interviews, the committee reviewed the ratings previously assigned and made amendments where they felt was appropriate.

The Phelps Group scored the highest and is the recommended firm. They have provided similar services for a variety of Ontario municipalities and Public Sector organizations such as the City of Brampton, the City of Toronto, the Regional Municipality of York and many others.

The overall cost of this award is calculated using an estimated five recruitments over the five year term.

Under Part 8, Section 8.2.1 of the City’s Purchasing Bylaw 14-127, Council must approve an award greater than \$100,000. Upon approval of the award, an agreement between the City and The Phelps Group will be signed.

Submitted by,

Sandra Clancy
Director of Corporate Services

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Attachment: Appendix A – Summary of Results

**P-09-17
Summary of Results**

Evaluation Criteria	Maximum Score	Altis	Odgers Berndtson	WMC	Bay St.	SHRP	MaxSys	Phelps
Project Understanding & Approach	15	13.33	14.00	13.33	9.00	13.00	10.67	14.00
Methodology & Workplan	20	17.00	17.67	16.33	10.00	14.33	12.00	19.00
Similar Work Experience	40	31.33	37.33	35.33	14.34	21.67	25.00	39.67
Price	25	20.83	19.20	15.07	25.00	18.75	25.00	16.69
Overall Total	100	82.49	88.20	80.06	58.34	67.75	72.67	89.36
Ranking		3	2	4	7	6	5	1