



**City of Kingston
Report to Council
Report Number 16-034**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Same
Date of Meeting: December 15, 2015
Subject: Award of Contract for Consulting Services – Workforce/In-Migration Strategy

Executive Summary:

On November 4, 2015 two (2) requests for proposal were received from 8020 Info Inc. and MDB Insight for \$79,800 and \$79,875 respectively for consulting services to develop the Workforce/In-Migration Strategy. This is within the Council approved budget for this project.

In accordance with By-Law Number 2000-134, A By-Law to Establish Purchasing Policies and Procedures, Section 3.4, the approval of Council is required when less than three (3) proposals are received.

Recommendation:

That 8020 Info Inc. be awarded the contract (RFP Number F31-CSG-CO-2015-01) for consulting services for the Workforce/In-Migration Strategy in the amount of \$79,800 plus applicable taxes; and

That the Mayor and Clerk be authorized to execute the contract in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

In October 2015, the City of Kingston issued Request for Proposal Number (RFP) F31-CSG-CO-2015-01 for the provision of consulting services to develop a Workforce/In-Migration Strategy. This strategy was identified as one of Council's priorities through the strategic priority setting process in June 2015. Furthermore, Council approved Report Number 15-387 which provided a high level work plan and a budget of \$100,000 for the development of a Workforce/In-Migration Strategy.

Two proposals from 8020 Info Inc. and MDB Insight were received on November 4th in response to the RFP. Proposals were reviewed by management based on criteria and scoring as set out in the RFP. The table below provides a summary of scoring of both proposals.

	Criteria	Weight	8020 Info Inc.	MDB Insight
1.	Study Approach	20%	16.5%	16.5%
2.	Consultant Team Experience and Capability	20%	16.5%	16%
3.	Study Submission	15%	13.5%	13%
4.	Study Management	10%	9.5%	6.5%
5.	Study Cost	20%	20%	19%
6.	Familiarity with City of Kingston & surrounding metropolitan area	9%	9%	5.5%
7.	Ontarians with Disabilities Act	3%	3%	3%
8.	Compliance with RFP Format	3%	3%	3%
	Total	100%	91%	82.5%

Both firms submitted strong proposals and 8020 Info Inc. scored the highest with 91%. 8020 Info Inc. provided a much more in depth knowledge of the local challenges and the importance and approach to key stakeholder engagement so that the strategy is developed and implemented collectively within the community.

It is anticipated that the work on the Workforce/In-Migration Strategy will begin in January 2016 and target a completion in late 2016. This time frame could change slightly depending on schedules and key stakeholders input. The Youth Employment Strategy, which is expected to be completed in the spring of 2016, will include recommendations that will feed into the broader Workforce/In-Migration Strategy. Additional information will be provided to Council once the work plan has been detailed and the Steering Committee selection has been completed.

Existing Policy/By-Law:

By-Law Number 2000-134 A By-Law to Establish Purchasing Policies and Procedures

Notice Provisions:

Not applicable

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Accessibility Considerations:

Not applicable

Financial Considerations:

There is an approved capital budget of \$100,000 for this project.

Contacts:

Lanie Hurdle, Commissioner, Community Services 613-546-4291 extension 1231

Other City of Kingston Staff Consulted:

Not applicable

Exhibits Attached:

Not applicable