Date: September 3, 2019
To: Mayor and Council
Author: Peggy Van Mierlo-West, CAO
RE: Organizational Review RFP Results
Report No.: CAO 19-2019

AIM

To provide Council with the Scope of Work and Results of the Organizational Review Request for Proposal.

BACKGROUND

The Town of Kingsville recently requested proposals for a corporate organizational review. The following was the requested scope of work;

1a. A review of the current organization structure and alignment of departmental service responsibilities.

1b. Recommendations related to identified and projected service and staffing needs leading 5 to 10 years into the future.

2a. An overview of current physical workplace locations.

2b. Recommendations related to identified and projected workplace needs.

3. The Town of Kingsville wishes to conduct a comprehensive review and update of its Council remuneration policy.

It is anticipated that preferred consultant would consult with staff and members of Council during this process to garner an overview of the organization. The Town of Kingsville has never completed a 3rd party review of its organizational structure however have maintained its pay equity and wage review on an annual basis. It is also recommended that Council Remuneration be review on a per term basis.
DISCUSSION

6 proposals were submitted through Bids and Tenders. All proposals were deemed complete submissions. The estimated budget for this project was $45,000 not including HST. The following were the results;

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Ward and Uptigrove</td>
<td>$44,960</td>
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<tr>
<td>Don Seymour Consulting</td>
<td>$42,000</td>
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<tr>
<td>For Evergreen</td>
<td>$39,750</td>
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<tr>
<td>Pesce and Associates</td>
<td>$43,400</td>
</tr>
<tr>
<td>Strategy Corp</td>
<td>$59,500</td>
</tr>
<tr>
<td>Shift Right</td>
<td>$45,000</td>
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Proposals were evaluated on the basis of the following criteria:

a. Experience, Reputation and Resources
b. Work plan and Timelines
c. Financial
d. Quality of Proposal and Value Added

Upon review of all proposals Pesce and Associates were recommended to complete this project. Pesce and Associates have completed project of similar size and scope with other municipalities. It is anticipated that the project will be completed no later then December 20th, 2019.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

It is recommended that this project be funded through the funds received through the Efficiency and Optimization Fund.

CONSULTATIONS

Human Resource Manager
Director of Corporate Services

RECOMMENDATION

That Council award the Request for Proposal to Pesce and Associates to conduct the Kingsville Organization Review and that Council adopt the requisite by-law authorizing the Mayor and Clerk to execute the agreement; And that, the funding for this project be allocated from the Efficiency and Optimization Fund.
Peggy Van Mierlo-West
Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer