



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

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

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## **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 3<sup>rd</sup> 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;

Ward and Uptigrove	\$44,960
Don Seymour Consulting	\$42,000
For Evergreen	\$39,750
Pesce and Associates	\$43,400
Strategy Corp	\$59,500
Shift Right	\$45,000

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 than December 20<sup>th</sup>, 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