

Extension of Career Bridge contract

Date:	October 25, 2007
To:	Government Management Committee
From:	Executive Director, Human Resources Director, Purchasing and Materials Management
Wards:	All
Reference Number:	P:\2007\Internal Services\pmmd\gm07036pmmd (AFS #6236)

SUMMARY

The City seeks to renew the current agreement with the Career Edge organisation to continue participation in the Career Bridge program. The current agreement expires on December 31, 2007.

The City set a goal of 15 interns to be placed in 2007, and to date 14 interns have been placed. City divisions have had a very positive experience with the Career Bridge program and the interns have found their work experience at the City very valuable. The City wishes to continue participation in the Career Bridge program.

RECOMMENDATIONS

The Executive Director, Human Resources and the Director, Purchasing and Materials Management recommend that Council:

1. Authorize the Executive Director, Human Resources to extend the existing agreement and sole source contract (Contract # 47012328.), with Career Edge Organization for a one year period beginning January 2, 2008, for a total potential cost of \$500,000 net of GST, with the option to renew for four additional one (1) year periods in the amount of \$500,000 per year. Should the options to renew be exercised, the Executive Director of Human Resources will instruct the Director of Purchasing and Materials Management to process the necessary contract renewals under substantially the same terms and conditions. The total potential contract award identified in this report for the five (5) year period from Jan. 2, 2008 to Dec. 31, 2012 is \$2,500,000, net of GST.

2. Authorize that the Executive Director, Human Resources to execute the agreement referred to in Recommendation 1 and any subsequent renewals on behalf of the City.

Implementation Points

The Staffing, Workforce Transition and Employment Equity unit of the Human Resources Division coordinates the administration of the contract and monitors the expenditures.

Financial Impact

The costs for the internships will be absorbed within the approved annual budgets of the divisions hiring an intern.

DECISION HISTORY

The Employee and Labour Relations Committee Meeting 3 on Friday, June 4, 2004 recommended that the City participate in the Career Bridge internship program for non-union positions.

<http://www.toronto.ca/legdocs/2004/minutes/committees/elr/elr040604.pdf>

The City has participated in the Career Bridge program since 2004. Until 2006 each city division completed a purchase order and sole source agreement to process payment when hiring an intern. In 2006 the City of Toronto signed a contract with Career Edge in compliance with the rules established by the report on "Agreement Execution Process for Goods and/or Services" (Administration Committee Report 1, Clause 15) that was approved by City Council January 31, February 1 and 2, 2006. A city wide sole source contract, incorporating the required legal agreement, was established with a limit of \$500,000. The contract is expiring at the end of 2007 and the City requires Council approval to continue with this sole source arrangement.

ISSUE BACKGROUND

Career Bridge is a paid internship program designed to overcome workplace barriers faced by professionally experienced immigrants seeking to build careers in Canada. The program is administered by Career Edge which is a not-for-profit organization

Career Bridge is an initiative of the Toronto City Summit Alliance and the Toronto Region Immigrant Employment Council (TRIEC) that was launched in 2003 as a pilot program. The City is a member of both the Summit Alliance and TRIEC.

The City's participation in the Career Bridge internship program furthers its commitment to assisting internationally qualified immigrants in accessing employment in their fields of expertise so that they can realize their potential and contribute to the City's economy. It provides a cost-effective process for accessing a pool of highly skilled professionals who contribute to the productivity of host City divisions, and helps the City reflect the diversity of its community

Career Bridge is the only organization that provides the following:

- It focuses on paid internship through which internationally trained professionals can be hired for short term duration.
- Candidates do not add to the City's complement because the interns are not on the City's payroll.
- It provides all the payroll administration, including making payments to the Workplace Safety and Insurance Board on the employer's behalf. The cost is invoiced to the appropriate City divisions.
- The placements are temporary and there is no commitment required to provide ongoing employment
- It pre-screens candidates for their business language skills and establishes a high benchmark; employers are assured that candidates can function in a business environment. Other agencies can refer their candidates to Career Bridge but all candidates need to go through Career Bridge's pre-screening for eligibility.

CONTACT

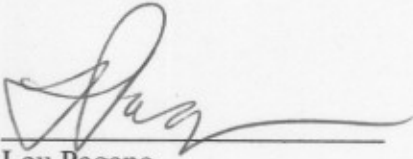
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SIGNATURE



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