



## BID COMMITTEE CONTRACT AWARD

### Award of Request for Proposal No. 9119-13-7187 to the Canadian Urban Institute for the purpose of carrying out an electoral ward boundary review for Toronto.

<b>Date:</b>	February 20, 2014
<b>To:</b>	Bid Committee
<b>From:</b>	Director, Purchasing and Materials Management

## RECOMMENDATIONS

The Director of Purchasing and Materials Management recommends that the Bid Committee grant authority to award the following contract:

<b>Call No:</b>	Request for Proposal No. 9119-13-7187
<b>Description:</b>	Provision of services to conduct an independent, objective analysis and review of the City of Toronto's electoral ward boundaries.  The contract is for a period of approximately 2.25 years from time of award until May 31, 2016.
<b>Recommended Proponent:</b>	Canadian Urban Institute
<b>Contract Award Value:</b>	\$800,050 net of all applicable taxes and charges \$800,050 including all applicable charges* <b>\$800,050 net of HST recoveries*</b>  <b>Contract is expected to start in March 2014 and end on May 31, 2016.</b>  * Please note that the prime proponent for the consortium, the Canadian Urban Institute, is a registered charitable organization and as such does not charge HST.

### Financial Impact:

The total contract award identified in this report is \$800,050.00 including all applicable taxes and charges. The cost to the City is \$800,050.00 net of HST recoveries. (Note: the prime proponent for the consortium, the Canadian Urban Institute, is a registered

charitable organization and as such does not charge HST.) Funding is included in the 2014 City of Toronto Non-Program Operating Budget for Corporate Studies. Funding details (net of HST recoveries\* - see note above) are provided in the table below:

Account	From date of award to December 31, 2014	January 1, 2015 – December 31, 2015	January 1, 2016 – May 31, 2016	Total
NP2130	\$367,626.00	\$376,342.00	\$56,082.00	\$800,050.00

## CALL SUMMARY

<b>Ward No:</b>	All	
<b>Call Dates:</b>	Issued: November 25, 2013, Closed: January 3, 2014	
<b># of Addenda Issued:</b>	Three (3)	
<b>Number of Proposals:</b>	<p>A total of three (3) Proposals from the following Proponent consortia were received:</p> <ol style="list-style-type: none"> <li>1.*Canadian Urban Institute (consortium lead) / Beate Bowron Etcetera Inc / The Davidson Group Inc</li> <li>2. MASS LBP (consortium lead) / The Planning Partnership / Dr Jonathan Rose / TCI Management Consultants</li> <li>3.Watson &amp; Associates Economists Ltd (consortium lead) / DPRA Canada Ltd / Dr Robert Williams</li> </ol> <p>*Following technical evaluation and scored interviews only one (1) Proposal met the 75% technical threshold (56.3 points) and had its cost of services evaluated.</p>	
<b>Division Contacts</b>	<p><b>PMMD CONTACT</b></p> <p>Victor Tryl            Manager, Professional Services            Purchasing and Materials            Management Division            Telephone: 416-397-4801            email: <a href="mailto:vtryl@toronto.ca">vtryl@toronto.ca</a></p>	<p><b>DIVISIONAL CONTACT</b></p> <p>Brendan Nolan            Corporate Management &amp; Policy            Consultant            Corporate Policy Section            Strategic &amp; Corporate Policy            Division            Telephone: 416-392-5398            email: <a href="mailto:bnolan2@toronto.ca">bnolan2@toronto.ca</a></p>

## COMMENTS

### 1. Fairness Monitor

The firm of J.D. Campbell and Associates was retained through a competitive bidding process to act as Fairness Monitor for this RFP. The Fairness Monitor's scope of work included the following:

- addressing any concerns relating to accountability/fairness (monitoring the level of openness, transparency and competitiveness of the procurement process);
- independent assurance of integrity of the procurement process with a signed attest statement for the RFP;
- preparing a Final Attest Report for the City;
- presenting report findings to committee members, if required.

The Fairness Monitor concluded that the RFP process satisfied the principles of openness, fairness, consistency and transparency. The Attestation Report from the Fairness Monitor on the RFP Evaluation Process is available on file with Purchasing and Materials Management Division.

2. For the recommended contract award, the following requirements have been met:

- (a) The firm recommended for award is the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;
- (b) the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
- (c) the total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract term is:
  - i. for a contract funded by the operating budget, 5 years or less including any option years; or
  - ii. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,being within the authority of the Bid Committee;
- (d) there are no material written objections to the award;
- (e) the call document was advertised on the City's internet website and bids or proposals were opened publicly; and
- (f) the Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above calls are on the file in the Purchasing and Materials Management Division.

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Michael Pacholok  
Director, Purchasing and Materials Management Division