



BID AWARD PANEL CONTRACT AWARD

Award of Doc4044208417 to various Suppliers for Professional Recruitment Services for People and Equity

Date: December 28, 2023
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

Solicitation Number:
Request for Proposal, Doc4044208417

Description:
For the provision of Professional Recruitment Services. This Request for Proposal has been segmented into the four (4) following categories of services. Each Category is awarded with two Suppliers.

Category A: Professional Recruitment Services
Category B: Temporary Staffing Services
Category C: Contingency Recruiting
Category D: Job Posting Writing and Advertising

The award is to the two highest scoring bidders in each category meeting all the mandatory requirements and specifications of the Request for Proposal. The term of each contract will be from January 31, 2024, ending on December 31, 2026, with two additional optional renewal years as follows:

Option Year 1: January 1, 2027 to December 31, 2027
Option Year 2: January 1, 2028 to December 31, 2028

Should the option year(s) be exercised, the Chief People Officer of People and Equity will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Suppliers:

Category Descriptions	Bidders
Category A: Professional Recruitment Service	1st highest: Quantum Management Services 2nd highest: Drake International Inc
Category B: Temporary Staffing Services	1st highest: Raise Limited (formerly Ian Martin Limited) 2nd highest: Bevertec CST Inc & Clarity Hiring Inc
Category C: Contingency Recruiting	1st highest: Quantum Management Services 2nd highest: HR Associates Incorporated
Category D: Job Posting Writing and Advertising	1st highest: Day Communications (acquired by webTactics) 2nd highest: TalentWorld (Garda Canada Security Corporation)

Contract Award Value:**Category A: Professional Recruitment Services****1. Quantum Management Services**

\$200,000 per contract year, net of all applicable taxes and charges

\$226,000 per contract year, including HST and all applicable charges

\$203,520 per contract year, net of HST recoveries

Contract is expected to start on January 31, 2024, and end on December 31, 2026.

Option Year 1

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Option Year 2

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Total Potential Contract Award including optional periods

\$1,000,000 net of all applicable taxes and charges

\$1,130,000 including HST and all applicable charges

\$1,017,600 net of HST recoveries

2. Drake International Inc

\$200,000 per contract year, net of all applicable taxes and charges

\$226,000 per contract year, including HST and all applicable charges

\$203,520 per contract year, net of HST recoveries

Contract is expected to start on January 31, 2024, and end on December 31, 2026.

Option Year 1

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Option Year 2

\$200,000 net of all applicable taxes and charges
\$226,000 including HST and all applicable charges
\$203,520 net of HST recoveries

Total Potential Contract Award including optional periods

\$1,000,000 net of all applicable taxes and charges
\$1,130,000 including HST and all applicable charges
\$1,017,600 net of HST recoveries

Category B: Temporary Staffing Services**1. Raise Limited (formerly Ian Martin Limited)**

\$200,000 per contract year, net of all applicable taxes and charges
\$226,000 per contract year, including HST and all applicable charges
\$203,520 per contract year, net of HST recoveries

Contract is expected to start on January 31, 2024, and end on December 31, 2026.

Option Year 1

\$200,000 net of all applicable taxes and charges
\$226,000 including HST and all applicable charges
\$203,520 net of HST recoveries

Option Year 2

\$200,000 net of all applicable taxes and charges
\$226,000 including HST and all applicable charges
\$203,520 net of HST recoveries

Total Potential Contract Award including optional periods

\$1,000,000 net of all applicable taxes and charges
\$1,130,000 including HST and all applicable charges
\$1,017,600 net of HST recoveries

2. Bevertec CST Inc & Clarity Hiring Inc

\$200,000 per contract year, net of all applicable taxes and charges
\$226,000 per contract year, including HST and all applicable charges
\$203,520 per contract year, net of HST recoveries

Contract is expected to start on January 31, 2024, and end on December 31, 2026.

Option Year 1

\$200,000 net of all applicable taxes and charges
\$226,000 including HST and all applicable charges
\$203,520 net of HST recoveries

Option Year 2

\$200,000 net of all applicable taxes and charges
\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Total Potential Contract Award including optional periods

\$1,000,000 net of all applicable taxes and charges

\$1,130,000 including HST and all applicable charges

\$1,017,600 net of HST recoveries

Category C: Contingency Recruiting

1. Quantum Management Services

\$200,000 per contract year, net of all applicable taxes and charges

\$226,000 per contract year, including HST and all applicable charges

\$203,520 per contract year, net of HST recoveries

Contract is expected to start on January 31, 2024, and end on December 31, 2026.

Option Year 1

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Option Year 2

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Total Potential Contract Award including optional periods

\$1,000,000 net of all applicable taxes and charges

\$1,130,000 including HST and all applicable charges

\$1,017,600 net of HST recoveries

2. HR Associates Incorporated

\$200,000 per contract year, net of all applicable taxes and charges

\$226,000 per contract year, including HST and all applicable charges

\$203,520 per contract year, net of HST recoveries

Contract is expected to start on January 31, 2024, and end on December 31, 2026.

Option Year 1

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Option Year 2

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Total Potential Contract Award including optional periods

\$1,000,000 net of all applicable taxes and charges

\$1,130,000 including HST and all applicable charges

\$1,017,600 net of HST recoveries

Category D: Job Posting Writing and Advertising

1. Day Communications (acquired by webTactics)

\$200,000 per contract year, net of all applicable taxes and charges

\$226,000 per contract year, including HST and all applicable charges

\$203,520 per contract year, net of HST recoveries

Contract is expected to start on January 31, 2024, and end on December 31, 2026.

Option Year 1

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Option Year 2

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Total Potential Contract Award including optional periods

\$1,000,000 net of all applicable taxes and charges

\$1,130,000 including HST and all applicable charges

\$1,017,600 net of HST recoveries

2. TalentWorld (Garda Canada Security Corporation)

\$200,000 per contract year, net of all applicable taxes and charges

\$226,000 per contract year, including HST and all applicable charges

\$203,520 per contract year, net of HST recoveries

Contract is expected to start on January 31, 2024, and end on December 31, 2026.

Option Year 1

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Option Year 2

\$200,000 net of all applicable taxes and charges

\$226,000 including HST and all applicable charges

\$203,520 net of HST recoveries

Total Potential Contract Award including optional periods

\$1,000,000 net of all applicable taxes and charges

\$1,130,000 including HST and all applicable charges

\$1,017,600 net of HST recoveries

The total potential combined contract award identified in this report including option years is \$8,000,000 net of all applicable taxes and charges, \$9,040,000 including all applicable taxes and charges. **The total potential cost to the City including option years is \$8,140,800 net of HST recoveries.**

FINANCIAL IMPACT

The total potential combined contract award identified in this report including option years is \$8,000,000 net of all applicable taxes and charges, \$9,040,000 including all applicable taxes and charges. **The total potential cost to the City including option years is \$8,140,800 net of HST recoveries.**

These contracts are Blanket Contracts to be used if and when required, up to the total potential contract award value for each category of services for each service supplier, and for the stated contract term. City usage of these service suppliers will vary depending on the category of services required. City Divisions will have access to these Blanket Contracts through the People & Equity Division as the contract owner. There are no incremental financial impacts resulting from the recommendation to award these Blanket Contracts to the specified service suppliers to the 2024 Operating Budgets submitted for either People & Equity Division or other City Divisions. The use of these Blanket Contracts as required during the contract term will be accommodated within the Council Approved Operating Budget of the City Division which requires and uses the services.

Should the City choose to exercise its options to renew for the two (2) additional one (1) year periods, the contracts will also be set up as Blanket Contracts.

Table 1: Financial Impact Summary of Recommended Contract

	Initial Term Year 1 (January 31, 2024 to December 31, 2024)	Initial Term Year 2 (January 1, 2025 to December 31, 2025)	Initial Term Year 3 (January 1, 2026 to December 31, 2026)	Option Year 1 (January 1, 2027 to December 31, 2027)	Option Year 2 (January 2, 2028 to December 31, 2028)	Grand Total
Total cost, net of all applicable taxes and charges	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$8,000,000

	Initial Term Year 1 (January 31, 2024 to December 31, 2024)	Initial Term Year 2 (January 1, 2025 to December 31, 2025)	Initial Term Year 3 (January 1, 2026 to December 31, 2026)	Option Year 1 (January 1, 2027 to December 31, 2027)	Option Year 2 (January 2, 2028 to December 31, 2028)	Grand Total
Total cost, including all applicable taxes and charges	\$1,808,000	\$1,808,000	\$1,808,000	\$1,808,000	\$1,808,000	\$9,040,000
Total cost, net of HST recoveries	\$1,628,160	\$1,628,160	\$1,628,160	\$1,628,160	\$1,628,160	\$8,140,800

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

SOLICITATION SUMMARY

Solicitation Issued: July 13, 2023
Number of Addenda Issued: Two (2)
Number of Bids: Seventy (70)

Solicitation Closed: August 3, 2023

Table 2: Summary of Bids Received

Category A	Category B	Category C	Category D	Others
10059455 Canada Inc	10059455 Canada Inc	10059455 Canada Inc	Cincotek Consulting LLC*	2302726 Ontario Inc. Enqueue Staffing*
Altis Human Resources Inc	Advanced Care Solutions For Seniorsinc	Altis Human Resources Inc	Day Communications	
Arch Staffing and Consulting Canada Corp.	Altis Human Resources Inc	Arch Staffing and Consulting Canada Corp.	Delphath INC	

Avanciers Incorporated	Arch Staffing and Consulting Canada Corp.	Avanciers Incorporated	Garda Canada Security Corporation	
Besc Ottawa INC	Avanciers Incorporated	Bevertec CST Inc	Joveo	
Bevertec CST Inc	AVERSAN Inc	Cincotek Consulting LLC *	VTRAC Consulting Corporation	
Cincotek Consulting LLC *	Bevertec CST Inc	Delphath INC		
Delphath INC	Consulting LLC *	Drake International INC		
Drake International INC	Canadian Executive Search Group Inc.	Design Group Staffing Inc.		
Garda Canada Security Corporation	Delphath INC	Garda Canada Security Corp.		
HR Associates	Drake International INC	HR Associates		
Mandrake Management Consultant Corp.	Design Group Staffing Inc.	Marberg Ltd		
MERIDIA Recruitment Solutions	Garda Canada Security Corporation	MERIDIA Recruitment Solutions		
Manpower Services Canada Ltd	HR Associates	Manpower Services Canada Ltd		
Morson International Inc.*	I4C Information Technology Consulting Inc	Morson International Inc.*		
Quantum Management Services Ltd	IAN Martin Information Technology	Quantum Management Services Ltd		
VTRAC Consulting Corporation	Marberg Ltd	Safe Umbrella Inc.		

	Manpower Services Canada Ltd	Team recruiter COM. Inc		
	Morson International Inc.*	Tundra Technical Solutions Inc.		
	Quantum Management Services LTD	VTRAC Consulting Corporation		
	Staff Shop Inc.			
	Staffy INC			
	Synergie Hunt International Inc			
	Safe Umbrella Inc.			
	Team recruiter COM. Inc.			
	Tundra Technical Solutions Inc.			

* Suppliers were found non-compliant with mandatory requirements.

Range of Scores: 68.53 to 87.87

DIVISION CONTACTS

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COMMENTS

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

a. The firm recommended for award is the lowest Supplier meeting specifications or to the highest scoring Supplier based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;

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:

1. for a contract funded by the operating budget, 5 years or less including any option years; or

2. 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 Award Panel;

d. the Solicitation document was advertised on the City's internet website and bids or proposals were submitted electronically in Ariba; and

e. 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 Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Geneviève Sharkey
Chief Procurement Officer