



BID AWARD PANEL CONTRACT AWARD

Award of Doc4681367135 to HUB International Ontario Ltd. for the General Benefits Consulting Services, for the Pension Payroll and Employee Benefits Division.

Date: November 7, 2024
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 Doc4681367135

Description:

For general benefits consulting services, on a fee for service basis, for the provision of subject matter expertise during collective bargaining, review of underwriting methodologies, future marketing of benefit programs as well as auditing of the benefits carrier(s) on behalf of the City (i.e. mapping audit, claims and adjudication audit, disability file audit) for the City of Toronto, Toronto Transit Commission and Toronto Police Service Board, with a base term of four (4) years, with one (1) separate option year period.

Should the option(s) be exercised, then the Executive Director, Finance Shared Services will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

HUB International Ontario Ltd.

Contract Award Value:

\$1,423,375 net of all applicable taxes and charges
\$1,608,414 including all applicable taxes and charges
\$1,448,426 net of HST recoveries

Contract Period is expected to start on January 1, 2025 and end on December 31, 2028

Option Year 1 - January 1, 2029 - December 31, 2029

\$492,503 net of all applicable taxes and charges

\$556,528 including all applicable taxes and charges

\$501,171 net of HST recoveries

The total potential award, including the option year \$1,915,878 net of all applicable taxes and charges and \$2,164,942 including all applicable taxes and charges. **The total potential cost including the optional year is \$1,949,597 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,915,878 net of applicable taxes and charges. The total potential cost to the City including option years is \$1,949,597 net of HST recoveries.

Funding will be included in the 2025 Operating Budget submissions for Non-Program and Pension, Payroll and Employee Benefits Division (PPEB) within Financial Operations and Control (formerly the Office of the Controller) and future years as appropriate.

Should the City choose to exercise the option to renew for the additional one (1) year term, then appropriate additional funding will be included in the 2029 Operating Budget submissions for Non-Program and Financial Operations and Control. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract (net of HST recoveries)

Fund Centre / Commitment Item	2025	2026	2027	2028	Option Year 2029	Total
Pension, Payroll and Employee Benefits Division (FS400-4078)	\$252,161	\$184,618	\$252,161	\$184,618	\$264,769	\$1,138,328
Non-Program	\$150,096	\$124,580	\$0	\$300,192	\$236,401	\$811,269
Grand Total	\$402,257	\$309,198	\$252,161	\$484,810	\$501,171	\$1,949,597

The Chief Financial Officer and Treasurer has been advised of the financial impacts associated with this contract award to be considered along with other priorities in 2025 and future budget processes.

SOLICITATION SUMMARY

Solicitation Issued: August 2, 2024 **Solicitation Closed:** September 3, 2024
Number of Addenda Issued: Two (2)
Number of Bids: 6

Table 2: Summary of Bids Received

Supplier
Burke & Orion Ltd.
Eckler Ltd.
HUB International Ontario Ltd.
Mercer Canada Ltd.
Normandin Beaudry, Consulting Actuaries Inc.
People Corporation

Table 3: Range of Scores

Supplier	Total Score (100)
Highest Scoring Supplier	85.00
Lowest Scoring Supplier	64.26

DIVISION CONTACTS

Francesco McGrillis, Manager, Purchasing Client Services, Purchasing & Materials Management, 416-392-0205, francesco.mcgrillis@toronto.ca

La-Verne Georgiadis, Manager Policy, and Program Management, 416-392-3901, la-verne.georgiadis@toronto.ca

COMMENTS

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

a. the firm recommended for award is the Supplier with the lowest bid meeting specifications or 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