

June 7, 2017

To: Toronto Local Appeal Body

From: Susan Garossino, A/Director  
Court Services

**Re: Recommendation for purchase order as per RFP# 9134-17-7159 Legal Services for the Local Appeal Body.**

On May 1st, the City of Toronto issued, on behalf of the Toronto Local Appeal Body, a "Request for Proposals" (RFP) to select a qualified law firm for the provision of legal services to the Toronto Local Appeal Body for three (3) years. The RFP included a copy of the proposal evaluation form, identifying mandatory requirements within their proposals and assuming they met the mandatory requirements clearly identified for the proponents the available points that could be awarded for each of the areas within their proposal. When the RFP was closed, three (3) proposals were received for provision of Legal Services.

In order to evaluate the proposals, an "Evaluation Committee" was established. The Committee was comprised of four (4) members:

Ian James Lord, Chair, Toronto Local Appeal Body  
Ian Duke, Solicitor 1, Legal Services  
Russ Brownell, Policy Planning and Project Advisor Court Services  
Susan Garossino, A/Director, Court Services.

The Evaluation Committee performed the consensus method of evaluation.  
No interviews were conducted as part of this this evaluation process.

In order for a Proponent to move to the short list, the technical proposal required a minimum of 70 percent (or 52.5 points).

After a comprehensive review of each of the proponents' submission, Duxbury Law provided the highest scoring proposal meeting the minimum technical threshold.

**Proponent**

- 1) Duxbury Law Professional Corporation
- 2) DLA Piper (Canada) LLP\*
- 3) Stockwoods LLP\*

\* Did not meet the minimum technical threshold of 75% and therefore did not have their cost of services evaluated.

**Financial Impact**

Current Funding for this project is available in the ct6001 Budget for Court Services as per the table below:

WBS Element	Description	TOTAL
4010	Legal Services	\$200,000
TOTAL		\$200,000

The maximum total value of the contract award identified in this report is \$200,000.00 net of HST.

**Recommendation**

Based on the analysis of the proposals, the evaluation by the committee of the proposals and the overall costs, the Committee recommends that the contract for legal services be awarded to Duxbury Law Professional Services being the highest scoring proponent meeting all the requirements of the RFP.

A Formal Legal Agreement is required and will be prepared upon adoption of this recommendation by the Toronto Local Appeal Body.

The A/Director, Court Services recommends that:

1. The Local Appeal Body authorize A/Director, Court Services to negotiate, and authorize the Chair, Local Appeal Body to enter into an agreement with Duxbury Law Professional Services being the highest overall scoring proponent meeting the requirements of RFP No. 9134-17-7159 for the supply of Legal Services for the Local Appeal Body, for three years from the date of award, the total amount of the Contract not to exceed \$200,000.00 net of HST, in accordance with the agreement terms and conditions as set out in the Request for Proposal and any other terms and conditions satisfactory to the A/Director, Court Services, and the Chair, Local Appeal Body and in a form satisfactory to the City Solicitor.



Susan Garossino  
A/Director, Court Services