



CITY OF
ST. CATHARINES

Corporate Report

Report from CAO Selection Committee

Date of Report: August 12, 2013

Date of Meeting: August 12, 2013

Report Number: CAO-238-2013

File: 10.4.1

Subject: Recruitment of Chief Administrative Officer – Consultant Selection

Recommendation

That the firm of Organization Consulting Limited be approved to undertake the process of Recruitment of a Chief Administrative Officer for the City of St. Catharines at a cost of \$33,160 plus HST; and

That the City Solicitor be authorized to prepare all necessary by-laws and agreements to implement the contract; and

That Organization Consulting Limited be so advised. FORTHWITH

Summary

As Council is aware, the Chief Administrative Officer will be retiring in February 2014. The following report summarizes the process and recommendations made by the CAO Selection Committee.

Background

As outlined in the June 24, 2013 report from the Chief Administration Office, a process was outlined to recruit a new Chief Administrative Officer for the City of St. Catharines. A CAO Selection Committee with council resources was established to select a Consultant and to work with the chosen Consultant to select a new Chief Administrative Officer.

Report

Process

A Request for Proposal was prepared and forwarded to thirty (30) potential proponents. Eleven bidders responded to the proposal request.

The CAO Selection Committee, comprised of the Mayor and four City Council members, reviewed the proposals submitted and interviewed three firms.

Selection Criteria

Proposal calls are issued in cases where exact specifications desired by the Corporation and Financial Management Services are not predetermined. The following are the key criteria used to evaluate the Proposal:

1. Resources and experience of the agency in successfully completing similar work;
2. Experience, qualifications, and availability of team members;
3. Demonstrated ability of the agency to meet the project timelines and complete the project as proposed;
4. Demonstrated ability of the agency to meet the key components of the project;
5. Fees quoted in the proposal;
6. References provided.

While cost is a very important factor, the City will select a Proponent using all of the criteria listed above.

Review and Evaluation of Proposals

The CAO Selection Committee reviewed the proposals supplied by each company based on the criteria listed above. The objective of the Committee was to select the proposal that best demonstrated competence, qualifications and a proven record in the recruitment process.

Financial Implications

The City's 2013 Operating Budget included a provision of \$15,000 for this consultant engagement. The Director of Financial Management Services has indicated there are sufficient funds to accommodate this amount in the operating budget.

Conclusion

The CAO Selection Committee concluded that the firm that best met the City's requirements was Organization Consulting Limited.

Notification

That Organization Consulting Limited, 251 Consumers Road, 12th Floor, Toronto, ON M2J 4R3, be so advised by the City Clerk. FORTHWITH

Submitted by:

Colin Briggs, Chief Administrative Officer

Approved by:

Colin Briggs, Chief Administrative Office