

**REQUEST FOR PROPOSALS RFP12-055 – SEARCH CONSULTANTS**

**Recommendation**

The Commissioner of Legal & Administrative Services & City Solicitor, and the Director of Human Resources, in consultation with the Acting Director of Purchasing Services, recommend:

1. That the Search Consultant List shown on Attachment 1 of this report be approved.

**Contribution to Sustainability**

Not applicable.

**Economic Impact**

The City will achieve cost savings for external search consultant services as a result of the discounted rates proposed by search firms selected through the RFP process.

**Communications Plan**

All proponents will be notified of the City's acceptance or non-acceptance of their respective Proposals through the Purchasing Services Department, in accordance with standard procedure.

**Purpose**

The purpose of this report is to update Council about the outcome of the Request for Proposal process for the provision of search consultant services and to seek authorization for the execution of agreements where applicable.

**Background - Analysis and Options**

**Background:**

The City of Vaughan's Human Resources Department is comprised of a team of Human Resources professionals with expertise in a wide variety of areas, including health and safety, benefits, training and development, recruitment and labour relations. The Human Resources Department under the direction of the Director of Human Resources advises and represents internal City departments on all aspects of human resource management.

On occasion, the City of Vaughan requires the assistance of external search consultants to assist with recruitment of employees, due to resource constraints of the Department, or due to the need for specific search capabilities.

## RFP 12-055

In February of 2012, the City of Vaughan issued a request for proposals (RFP12-055) for the purpose of creating a source list of Search Consultants and/or Consulting Firms ("the Consultants") for the provision of the required search services on an as-needed basis. Up to five Consultants will be selected for the Search Consultants List. The Search Consultant List would be valid for a period of two (2) years, with an option to renew for selected Consultants at the City's discretion.

Responses to RFP12-055 were evaluated by an evaluation team based on criteria established in the RFP document. Each consultant firm was separately evaluated. In total, 100 points were available, as follows:

No.	Evaluation Factor	Weighting Points
1	Qualifications, experience and availability of specified team leads and members	20
2	Prior experience of the firm in conducting Executive Searches	20
3	Demonstrated ability of the firm to meet the key components and Timelines of an assignment, including the evaluation methodology Used to short-list the candidates	15
4	Service Guarantee	15
5	Reference Checks	10
6	Total fee stated in the proposal submission	20
	Total	100

The five consulting firms with the highest scores were selected to be part of the Consultant List of qualified Search Consultants to provide search services on an as-needed basis. It is anticipated that the City will experience cost savings for external search services over the next two year (or longer) period.

Attached as attachment 1 is a list of the successful proponents. Subject to Council direction, these firms will be invited to enter into agreements with the City for a set term, based on the Terms of Reference, and the Proponent's respective Proposal documents.

## **Relationship to Vaughan Vision 2020**

This report seeks to ensure the most cost effective procurement of quality external search services in support of the City's strategic objective of pursuing excellence in service delivery, as well as in support of strategic initiatives to enhance productivity, cost effectiveness and innovation, and to ensure financial stability.

## **Regional Implications**

Not applicable

**Conclusion**

A list of qualified consultant search firms will be created and agreements will be entered into with the successful proponents, ensuring that search services will continue to be delivered in a cost-effective and efficient manner. The Acting/ Director of Purchasing Services will execute Agreements on an as-needed basis.

**Attachments**

Attachment 1: List of Successful Proponents for the Provision of Search Services

**Report prepared by:**

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Respectfully submitted,

Janet Ashfield  
Director of Human Resources

Janice Atwood-Petkovski  
Commissioner of Legal and Administrative Services  
and City Solicitor

## **ATTACHMENT 1:**

### **List of Successful Proponents for the Provision of Search Consultant Services**

- |  |         |
|--|---------|
| <b>1. Waterhouse Executive Search Partners</b> | Toronto |
| <b>2. Feldman Daxon Partners Inc.</b>          | Toronto |
| <b>3. Ravenhill Group Inc.</b>                 | Markham |
| <b>4. VTRAC Consulting Corp.</b>               | Toronto |
| <b>5. PeopleFind Inc.</b>                      | Markham |