



Staff Report

Report To:	South Huron Council
From:	Dan Best, Chief Administrative Officer/Deputy Clerk
Date:	December 17 2018
Report:	CAO 2018.22
Subject:	Fundraising Feasibility Study RFP Results

Recommendations:

That the report of D. Best, Chief Administrative Officer dated December 17, 2018 regarding the Fundraising Feasibility Study for the Community Hub/Recreation Centre Request for Proposal (RFP) results be received; and

That Council authorize the award of RFP-009-2018 to Campaign Coaches in the amount of \$30,000 plus HST to proceed with the Fundraising Feasibility Study for the Community Hub/Recreation Centre.

Purpose:

Approval

Background and Analysis:

On October 1, 2018 RFP-009-2018 was issued to seek out the provision of services for the Fundraising Feasibility Study for the Community Hub/Recreation Centre. The closing date for the RFP was October 19, 2018 @4:00 pm.

The opening was conducted by the Director of Financial Services and the Chief Administrative Officer. Councillor Hebert was present for the bid opening. In addition it should be noted that a *double envelope bid process* was adopted.

For reference, the double envelope system separates the technical proposal (based on and intended to meet the statement of work) from the financing or cost proposal in the form of two separate and sealed envelopes.

An evaluation team consisting of two representatives from the Project Steering Committee analyzed the bids with the assistance of the Chief Administrative Officer.

During the evaluation, all of the technical proposal submissions are opened and evaluated first, followed by the financial proposal submissions. The objective of this process is to ensure a fair evaluation of the proposal. The technical proposal would be evaluated purely on its technical merits and its ability to meet the requirements set forth in the without being unduly skewed by the financial proposal.

A total of seven bids were received. The Evaluation Team established that the goal was to determine the top two bids and have the proponents make a presentation to the Committee and determine a successful proponent to be recommended for Council consideration.

The evaluation was based on the following criteria

Evaluation Criteria	Weighting
Demonstrated performance of the firm for contracts of this size and nature for municipalities of similar size including but not limited to Firm Profile, References	15
Relevant experience and qualifications of key personnel identified to perform the work including but not limited to Project Experience.	10
Approach and methodology to meet the Municipality's requirements	50
Cost	25
Total	100

The top three proponents as a result of the review were Campaign Coaches Goldie and Inspire. All presented to the Project Steering Committee on November 27, 2018. The decision made at Committee was that the Evaluation Team would reconvene and open the pricing envelope. The Evaluation Committee would subsequently make a recommendation to Council.

The Evaluation Team met on December 7, 2018. Based on the analysis, the successful proponent was Campaign Coaches.

Financial Impact:

\$35,000 was estimated for this element of the feasibility studies process. A cumulative amount of \$125,000 was incorporated as part of the 2018 budget process. Campaign Coaches bid \$30,000 plus HST. Disbursements would be in addition to this fee.

Legal Impact:

There are no legal implications as a result of the actions outlined in this report.

Staffing Impact:

There are no staffing implications as a result of the actions outlined in this report.

Policies/Legislation:

Procurement By-law 33-2017

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk