



Municipality of North Grenville

To: **Council**

Meeting Date: November 21, 2024

Subject: Award of Organizational and Compensation Review Contract

Report No: CAO-2024-031

Prepared by: Karen Dunlop, Chief Administrative Officer

Recommendation(s)

THAT Council award the Request for Proposal # HR 24-02 to Strategy Corp in the amount of \$112,977.97 (HST inclusive).

Executive Summary

Purpose

- To award the RFP for the Organizational and Compensation Review

Key Findings

- The RFP was issued on October 9, 2024 and closed on November 12, 2024
- Seven (7) submissions were received and evaluated based on the matrix provided within the submission request
- Staff recommend awarding the contract to StrategyCorp Inc. based on overall points received in the evaluation

Financial Implications

- The project has a budget allotment of \$100,000.00 in the 2024 budget
- The recommended award, inclusive of HST, is above the project allotment. However, in consideration of the HST rebate the municipality receives, the total project cost comes to \$101,770.00 which is within 2 % of the budget allotment. While slightly over budget, it is within the allowable overage identified in the procurement and budget by-laws

Background/Analysis

The Municipality of North Grenville issued a Request for Proposal on October 9, 2024 for submissions to complete an organizational and compensation review. This review is for all municipal departments, the library, and council.

The scope of work is inclusive, but not limited to, the following:

- A review of the current organization structure and alignment of department responsibilities.
- Recommendations related to identified and projected service and staffing needs now and leading five (5) years into the future.
- Review of the salary grid and benefits and comparison to similar sized and local municipalities with recommendations to attract and retain staff.

The proposal submission window closed on November 12, 2024 at 11:00 a.m.

Seven (7) submissions were received as follows:

1. True North HR Consulting \$42,500.00 + HST
2. HR Advantage \$42,900.00 + HST
3. Pesce & Associates Human Resources Consultants \$64,400.00 +HST
4. Gallagher Benefit Services (Canada) Group Inc. \$73,755.00 + HST
5. Mercer (Canada) Limited \$85,000.00-\$100,000.00 + HST
6. Oxaro Inc \$99,921.40 + HST
7. StrategyCorp Inc. \$99,980.50 +HST

The submissions were evaluated based on the below criteria:

1. Experience, Reputation, and Resources 35%
2. Work Plan and Timelines 30%
3. Financial 20%
4. Quality of Proposal and Value Added 15%

The project team evaluated and scored each of the submissions. The scores were combined and averaged to produce the following

1. StrategyCorp Inc – 85 Points
2. Oxaro Inc. – 77.75 Points
3. Pesce & Associates Human Resources Consultants -77.25 Points
4. Gallager Benefit Services (Canada) Group Inc. – 73.5 Points
5. HR Advantage – 59.75 Points
6. True North HR Consulting – 57.75 Points
7. Mercer (Canada) Limited – 54.25 Points

The project team recommends awarding the RFP to StrategyCorp Inc. based on their overall score. The submission was fulsome and encompassed the project team's

objectives including key performance indicators, desired outputs, and within the timeline for the project.

This project marks an important milestone in the review of the municipal structure and overall compensation to ensure that North Grenville can attract and retain skilled staff to better serve the community as a whole.

Relevance to Strategic Priorities

Strategic Pillar	4	Efficient Governance and Service Delivery
Goal	4.4	Commit to Continuous Improvement
Key Action	4.4.1	Conduct a review of municipal services and structure to ensure that North Grenville is right-sized to efficiently and effectively deliver services.

Options and Discussion

1. Approve the recommendation
2. Do not approve the recommendation

Financial Impact

This item has been identified in the current budget: Yes No N/A

This item is within the budgeted amount: Yes No N/A

Staffing implications, as they relate to implementing Council’s decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

The project had a \$100,000.00 budgetary allotment. The recommendation comes in over budget inclusive of HST. However, in consideration of the HST rebate the municipality receives, the total project cost comes to \$101,770.00 which is within 2 % of the budget allotment. While slightly over budget, it is within the allowable overage identified in the procurement and budget by-laws

Internal/External Consultation

The Project Team reviewed submissions and made the recommendation.

Communications

Communication of Council’s decision will be made to the successful submitter as well as a robust communication plan to undertake this project will be undertaken to keep staff

informed of the project and how it evolves. The submissions were all required to include communications elements as part of their submissions which will commence with the project.

Attachments

- None