

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
SINGLE SOURCE AWARD**

Project Award	Single Source Award from OECM Standing Agreement for Payment Recovery and Advisory Services
Recommendation	Staff are recommending a contract award to Deloitte LLP for Payment Recovery and Advisory Services utilizing OECM Standing Agreement #2024-453 for the period ending no later than September 2, 2030
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The Ontario Education Collaborative Marketplace (OECM) undertook a competitive RFP process for Payment Recovery and Advisory Services, through which Deloitte LLP, Stratos Solutions Inc. and BGI Benchmark Group International Inc. were the successful providers selected. Payment recovery services includes:</p> <ul style="list-style-type: none"> - Identifying opportunities for payment recovery and savings, as well as support in the recovery process - Efficiency improvements on payment processes - Advisory services <p>Terms and pricing for the firms were established through the OECM process. The OECM arrangement extends to September 2, 2030. Municipalities that utilize the services of the successful vendor(s) are required to execute a Client-Supplier agreement with the firm under the Master Agreement for those services.</p> <p>The Town intends to utilize the OECM agreement for reviews in the area of Commodity Tax Payment Recoveries. The scope will include annual reviews of historical payment transactions to identify recovery opportunities. It will also include the review of commercial activity to support annual submission of the related rebates.</p> <p>The payments for these types of reviews is determined on a contingency basis, where the amount paid is determined as a % of the recovery value identified through the review and recovered by the Town. The agreement does also include hourly fees which are only applied should the Town request additional services outside of the contingency-based scope.</p> <p>Deloitte has been recommended as the vendor with which the Town will proceed on a single source basis (from the OECM shortlisted firms) based on the success that the Town has achieved to date working with the firm (through the awards made in reports CORS-057-20 and CORS-003-18), the efficiencies that can be attained in having continuity between review processes, as well as the pricing and terms that were established through OECM's most recent RFP process. Deloitte's bid included a fixed recovery of 18% of the total annual amount recovered.</p>

Purchasing Section: Bid Award Information	
Date bid issued	April 29, 2024
Advertisements	OECM
Closing Date	May 31, 2024
Proposal Submissions received	Proposals were received from the following companies: <ul style="list-style-type: none"> - BGI Benchmark Group International Inc. - Deloitte LLP - National Credit Recovery Inc. - Stratos Solutions Inc.
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> - Proponent's Skills, Experience and Qualifications 210 Points - Proponent's Proposed Methodology and Services 180 Points - Knowledge Transfer 50 Points - Account Management and Customer Support 100 Points - Environmental, Social and Governance (ESG) Considerations 60 Points <p>Minimum thresholds were applied to the Technical responses. Three proponents passed the Technical minimum thresholds and proceeded to have their Commercial response evaluated. Master agreements were finalized and executed, effective September 3, 2024, with BGI Benchmark Group International Inc., Deloitte LLP and National Credit Recovery Inc.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	2230-3735
Account Description	Accounting - Consultants
Total Budget	N/A
Contract Budget	\$38,000 (Note 2)
Actual (Net of HST Rebate)	Note 2
Variance	\$0
Funding Source	Recoveries (Note 2)

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: As noted above, the value of the scope of work is contingency based, where the amount payable will be based on recoveries/savings identified by the supplier and recovered. The budget amount presented reflects the estimated annual cost, which over the entire 6 year potential contract term could total approximately \$228,000.