

## COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

<b>Project Award</b>	Proposal Award No. HCPG-962-58-23 – Integrity Commissioner Services
<b>Recommendation</b>	<p><b>Staff is recommending the award of the proposal for the services of an Integrity Commissioner to SC Consulting in the estimated amount of \$57,372 (exclusive of HST) for the period July 1, 2023 to December 31, 2027.</b></p> <p><b>And that staff be delegated the authority to extend the contract for up to four (4) additional one-year periods.</b></p>
<b>Purpose of Report</b>	<b>Council approval is being sought in consideration of Section 10.1 of Purchasing By-law No. 061-2018, as the total value of the RFP has the potential to exceed \$100,000.</b>
<b>Background information</b>	<p>The Regional Municipality of Halton issued a Request for Proposal on behalf of the Halton Cooperative Purchasing Group (HCPG) for the services of an Integrity Commissioner for the period July 1, 2023 to December 31, 2027. With the option to renew the agreement for four (4) additional one-year periods.</p> <p>The Integrity Commissioner shall be responsible for providing Integrity Commissioner services on an as required basis in accordance with sections 223.3 to 223.8 of the Municipal Act, 2001, as amended.</p> <p>The services include, but are not limited to, the following duties and responsibilities to be carried out:</p> <ul style="list-style-type: none"> <li>• act as an advisor to Council</li> <li>• provide assistance on potential amendments to the Council Code of Conduct</li> <li>• guidance on the application of and obligations of Members under the Council Code of Conduct</li> <li>• conducting investigations of alleged breaches of the Council Code of Conduct</li> <li>• provide advice to individual Members on the Council Code of Conduct and policies and legislation governing ethical behavior</li> <li>• provide education and training regarding these policies</li> <li>• provide guidance on the applicability of the Municipal Conflict of Interest Act</li> </ul> <p>The extent of services to be provided will be formalized as part of the agreement with SC Consulting. Upon successful completion of an agreement with SC Consulting, a by-law formally appointing them as the Integrity Commissioner for Halton will be brought forward as part of a subsequent agenda for Council approval.</p> <p>A staff committee consisting of the Regional Clerk, Deputy Regional Clerk and the Clerks from the three Local Municipalities</p>

	<p>evaluated the submission.</p> <p>The technical proposal from the sole proponent, SC Consulting, passed the minimum technical score of 70% and had the related cost proposal opened and evaluated. The score for the cost proposal was then added to the technical proposal score in order to obtain the total score.</p> <p>SC Consulting has served as an Integrity Commissioner since 2009 and is at present the Integrity Commissioner for the following municipalities in Ontario: City of Barrie, City of Vaughan, District of Muskoka, Town of Muskoka Lakes, Town of Bracebridge, Town of Huntsville, Town of Lake of Bays, Town of Gravenhurst, Town of Georgian Bay and Town of Seguin, along with the Ottawa-Carleton District School Board, York Region District School Board and Waterfront Toronto.</p> <p>The following HCPG agencies will be participating in this contract:</p> <ul style="list-style-type: none"> <li>• Regional Municipality of Halton</li> <li>• Town of Milton</li> <li>• Town of Halton Hills</li> <li>• Town of Oakville</li> </ul> <p>It should be noted that the hourly rates contained in the proposal represent an increase of 9% to 74% relative to the existing rates that have been utilized since 2018, with the range dependent on the type of service being provided. Those rate changes are considered in the financial section below.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	March 20, 2023
<b>Advertisements</b>	Bids and Tenders website
<b>Closing Date</b>	April 6, 2023
<b># of Plan takers</b>	Three
<b>Proposal Submissions received</b>	Proposals were received from the following companies: SC Consulting
<b>Evaluation Criteria</b>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Qualifications &amp; Experience – Investigative Experience (25%)</li> <li>• Qualifications &amp; Experience – Knowledge of Ontario Municipal Law and General Municipal Experience (25%)</li> <li>• Community/Media Relations and Education (5%)</li> <li>• Interview (15%)</li> <li>• Cost Effectiveness (30%)</li> </ul>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	1010-3740
<b>Account Description</b>	Mayor and Council-Contracts
<b>Project Total Budget</b>	N/A

<b>Contract Budget</b>	\$20,000
<b>Actual</b> (Net of HST Rebate) (Note 2)	\$12,749
<b>Variance</b> (Note 2)	\$7,251 (F)
<b>Funding Source</b>	2023 Operating Budget

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

Note 2: Actual annual amount is an estimate only and has been based on the historical spend along with the change in the hourly rates. The actual cost realized will be dependent on volume of services required. Any variances to budget will be assessed throughout the year and reported through the Town’s variance reporting.