

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 24-551 for Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework
Recommendation	Staff are recommending the award of the proposal for Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework to J. Macpherson and Associates in the total amount of \$110,000 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>The Strategic Workforce Plan and Competency Framework will seek to effectively optimize the Town's investment in people by identifying and aligning the skills/roles/capabilities required to deliver on current and future municipal priorities, in alignment with the Town's Strategic Plan.</p> <p>The development of a Strategic Workforce Plan has been identified as a key activity of the Strategic Plan's <i>Invest in People</i> theme. It is expected to inform the effective delivery of the Town's recruitment, talent development, succession planning and performance management programs and will serve as a foundational blueprint for the long-term growth and development of the Town's workforce.</p> <p>The last workforce plan was undertaken and finalized in 2014. With the significant growth of the municipality, advancements in technology and the evolution of the labour market, the Town requires a revised plan with a strong emphasis on determining and developing the required skills and competencies needed to effectively meet its goals and future service delivery needs.</p> <p>The Town issued a Request for Proposal for Consulting Services for the Development of a Strategic Workforce Plan and Competency Framework. The proposals were evaluated against the established criteria, and the proposal submission from J. Macpherson and Associates was the highest ranking proposal selected for award.</p>
Purchasing Section: Bid Award Information	
Date bid issued	July 12, 2024
Advertisements	Town of Milton website
Closing Date	August 2, 2024
# of Plan takers	Seven (7)

Proposal Submissions received	Five (5) proposal submissions were received from the following companies: <ul style="list-style-type: none"> • Epitome HR Inc. • J. Macpherson and Associates • Keshill Consulting Associates Inc. • Stratford Group Ltd. • Training Works Inc.
Evaluation Criteria	The proposals were evaluated based on the following criteria: <ul style="list-style-type: none"> • Description of the Firm, Project Team and Structure • Project Team Experience and References • Understanding of the Project • Project Methods, Work Program, Tasks and Deliverables • Project Scheduling • Proposal Costs
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C22010419-N0260-7290 C22010420-N0260-7290 C22010422-N0260-7290 C22010424-N0260-7290
Account Description	Employee Strategic Development
Project Total Budget	\$549,708
Contract Budget	\$166,380
Actual (Net of HST Rebate)	\$111,936
Variance (Note 2)	\$54,444 (F)
Funding Source	Project Variance Account

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

Note 2: Staff is requesting that the favourable variance remain in the projects in order to accommodate any unanticipated costs.