



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Valerie Critchley	Report Date: February 20, 2023
Author's Phone: 519 736 0012 ext. 2238	Date to Council: February 27, 2023
Author's E-mail: vcritchley@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Community Based Strategic Plan Development – Selection of Consultant

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the CAO entitled "Community Based Strategic Plan Development - Selection of Consultant" dated February 20, 2023 **BE RECEIVED for information.**

2. **BACKGROUND:**

On December 5, 2022, Council passed the following resolution:

Moved By Deputy Mayor Gibb
Seconded By Councillor McArthur

That:

1. Council **DIRECT** Administration to issue a Request for Proposal for a consultant to lead and facilitate the creation of a Community Based Strategic Plan; and,
2. Council **APPROVE** an upset limit of \$70,000 to fund this project, which amount shall be funded from the Contingency Reserve.

Accordingly, on December 8, 2022 a Request for Proposals for a Consultant to lead the Community Based Strategic Plan was issued with a closing date of January 19, 2023. There was excellent response to this RFP and eleven (11) proposals were ultimately received. This large response demonstrates a high level of interest in working with the Council and residents of the Town of Amherstburg.

3. DISCUSSION:

In accordance with the RFP Terms of Reference, all eleven (11) proposals were reviewed and scored by a Selection Committee made up of all members of the Senior Management Team save and except for the Fire Chief, as his schedule did not allow for his participation. Further, all proposals were reviewed and scored against the following criteria:

- Qualifications and experiences of the individuals proposed to perform the services (including references and sub-contractors, if applicable);
- Proponent's experience with similar projects;
- The proposed work plan, strategies, including public and stakeholder engagement strategies, methodologies, any value added services; and,
- Fee structure proposed, including any flexibility and creativity in costs savings and value added services.

As a result of the review process, the successful proponent was Strategy Corp. Inc. and the proposed fee of \$62,625 is within the allocated budget.

Moving forward with the Community Strategic Plan process, the CAO will immediately begin working with the Consultant to refine the proposed work plan and timetable as well as the methods and timing of all public engagement. It is hoped that the project can commence as soon as possible so that this important project can move forward with expediency.

Finally, the Purchasing Division will reach out to all proponents to notify them of the results of the RFP process and to answer any questions they may have.

4. RISK ANALYSIS:

As all corporate policies and procedures were adhered to in the issuance and review of the RFP, the recommendation presents no risk to the Municipality.

5. FINANCIAL MATTERS:

As stated, the fee for this work is \$62,625, which is well within the Council allocated budget for this project.

6. CONSULTATIONS:

Senior Management Team

7. **CONCLUSION:**

Administration recommends receipt of this informational report.


Valerie Critchley
Chief Administrative Officer

Report Approval Details

Document Title:	Community Based Strategic Plan Development - Selection of Consultant.docx
Attachments:	
Final Approval Date:	Feb 23, 2023

This report and all of its attachments were approved and signed as outlined below:



Tracy Prince



Valerie Critchley



Kevin Fox