

Municipality of East Ferris

Report to Council

Report No.: CAO-2023-03

Date: April 25, 2023

Originator: Jason H. Trottier, CAO/Treasurer

Subject: Request for Proposal – Professional Consulting Services for a Municipal Pay Equity & Compensation Review

RECOMMENDATION

1. That Council for the Municipality of East Ferris award the Pay Equity & Compensation Review to Pesce & Associates Human Resources Consultants at a price of \$24,500 plus HST.

BACKGROUND

Ontario's *Pay Equity Act, R.S.O. 1990, c. P.7* requires that Municipalities establish and maintain a Pay Equity Plan and that the Plan be reviewed. The Municipality's last approved Pay Equity Plan is from 2010. Although the Plan was implemented, it has never been maintained over the years. For several years, the Municipality has identified the need for a more comprehensive pay equity and compensation study. This type of review was approved in the 2021 and 2022 budgets, but staff did not proceed with the study due to the pandemic and other more pressing matters and priorities.

On March 20th, 2023, staff released Request for Proposal (RFP) – Consulting Services for a Municipal Pay Equity & Compensation Review. Attached as Appendix A is a copy of the Request for Proposal. Two addenda were released to provide additional information, answers to questions, and a deadline extension. Submissions were due Tuesday, April 11th, 2023. Two (2) consulting firms submitted a response to the RFP: Pesce & Associates Human Resources Consultants; and Gallagher Benefit Services (Canada) Group Inc.

ANALYSIS/OPTIONS

The submitted proposals were evaluated based on the following criteria:

- a) Experience and Qualifications (25%)
 - i. Knowledge of Municipal Organizations and Operations
 - ii. Planning and Project Management
 - iii. Resumes
 - iv. References

- b) Approach (35%)
 - i. Quality of the Consultant's Approach
 - ii. Proposed Frameworks and Methodologies
 - iii. Type of Consultation Activities and Events
 - iv. Timeline and Duration
 - v. Implementation Plan

- c) Budget (40%)

Pesce & Associates submitted a proposal at a cost of \$24,500 plus HST and Gallagher Benefit Services at a cost of \$23,515.00 plus HST.

Based on our internal review and evaluation of the submitted proposals, Pesce & Associates scored the highest of the two firms.

Recommended Options:

Option #1: To award the Pay Equity & Compensation Review to Pesce & Associates at a price of \$24,500 plus HST.

Option #2: To not award the Pay Equity & Compensation Review to any firm and the Municipality will not be in compliance with the *Pay Equity Act*.

RECOMMENDATION

Option #1: That Council for the Municipality of East Ferris award the Pay Equity & Compensation Review to Pesce & Associates at a price of \$24,500 plus HST.

FINANCIAL IMPLICATIONS

If Council approves the recommendation to proceed with Option #1, the cost of the study, net of our HST rebate, is \$24,931.20. Since the Municipality budgeted \$25,000.00 in the 2022 budget and has not used these funds, there is no effect on the 2023 budget as the cost of the accepted submission is below the value of \$25,000 which has been built into the budget.

Respectfully submitted,



Jason H. Trottier, HBBA, CPA, CMA
CAO/Treasurer