

**Date:** 2022-02-03

**Subject:** **Request to Begin Procurement –Recruitment Services for Executive and Specialized Roles for a Three (3) Year Period**

**Secondary Title:** **To establish contract(s) for the recruitment of executive and the specialized roles**

**Contact:** **Evi Mangat,**  
**Senior Manager Talent Acquisition and Total Compensation**

**Report Number:** Corporate Support Services-2022-150

**Recommendations:**

1. That the report titled: **Request to Begin Procurement – Recruitment Services For Executive and Specialized Roles For a Three (3) Year Period** dated February 3, 2022, be received; and
2. That the Purchasing Agent be authorized to commence the procurement for the Recruitment Services for Executive and Specialized Roles for a Three (3) Year Period

**Overview:**

- 1 The purpose of this report is to obtain Council authorization to begin procurement of Recruitment Services for Executive and Specialized Roles For a Three (3) Year Period With Two (2) Additional One (1) Year Optional Renewal Periods.
- 2 The City's current contracts for Executive and Specialized roles expire March 6, 2022 and April 19, 2022 respectively.

**Background:**

The City requires services to assist with the recruitment and selection process for executive and specialized roles as needs arise. The City's existing contracts for

these services were competitively sourced through public procurement processes in 2016 and currently expire in March and April of 2022.

As a result of the establishment of these contracts, the City has used Recruitment Search firms to assist with Chiefs/Commissioners, Directors, Executive Directors, Senior Managers, Managers, and specialized roles within Digital Innovation and Information Technology and other hard-to-fill roles throughout the Corporation as the needs arise.

### **Current Situation:**

Both contracts are set to expire in March and April 2022. To ensure services are maintained, the City will need to extend the contracts to allow the City to conduct a competitive Request For Proposal (RFP) for Recruitment Services for Executive and Specialized Roles to establish a contract to be in place by October 2022.

The RFP will combine both contracts into one to allow for better utilization of services and funding.

### **Corporate Implications:**

#### Financial Implications:

This procurement will be funded from various cost centres throughout the City. The Goods and Services Inventory account 720000.001 will be used for the purpose of the procurement, and as services are rendered, expenses will be charged to the respective cost centres. Staff will monitor and ensure that sufficient funding is in place until the end of the contract, pending Council approval.

#### Purchasing Comments:

A public Procurement Process will be conducted and the Bid submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

### **Term of Council Priorities:**

This report has been prepared in consideration of the Term of Council Priority of "Brampton is a Well-Run City", demonstrating value for money of City Programs and services through open, fair and transparent procurement processes.

**Conclusion:**

It is recommended that the Purchasing Agent be authorized to begin the procurement as described in this report.

Authored by: Evi Mangat

Reviewed by: Cynthia Ogbarmey-Tetteh

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Sr. Manager, Talent Acquisition and Total Compensation

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Acting Director, Human Resources

Approved by: Cynthia Ogbarmey-Tetteh

Submitted by: David Barrick

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Acting Commissioner, Corporate Support Services

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Chief Administrative Officer