

Date: 2022-03-03

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

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

Report Number: Corporate Support Services-2022-264

Recommendations:

1. That the report from Evi Mangat, Senior Manager, Talent Acquisition and Total Compensation in association with the staff report ‘Request to Begin Procurement-Recruitment Services for Executive and Specialized Roles for a Three (3) Year Period’ provided at the February 16, 2022, Committee of Council, 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; however both have been extended for the last time to October 2022 to allow for service continuity and the procurement process.

Background:

The Corporation utilizes Executive Search Firms to assist with the recruitment and selection process for executive and specialized positions as the requirement arises. When recruiting for executive level positions and/or job vacancies where a critical hire may be required, the hiring manager will work directly with the selected search firm and the Senior Manager, Talent Acquisition and Total Compensation to provide oversight to the recruitment strategy.

The Corporation utilizes Executive Search Firms on core roles to define needs, ensure alignment around these needs, as well as deal with internal preferences and biases that typically exist in organizations. Executive Search firms help objectively evaluate the Corporation needs and find candidates with required experience, approach and skills for these executive and specialized roles. Executive search firms, which have in-depth capability in leadership assessment, provide far more insight into candidates than the standard recruitment interviews and resumes. The Corporation also uses Executive Search firms for their focused and active marketing, sourcing, networking and leadership assessment to bring quality candidates forward.

In 2016, two public procurement processes were completed for two request for proposal for recruitment services to assist with the recruitment and selection process for executive and specialized positions as requirements arise. The Corporation 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 need arises.

The Request for Proposal calls resulted in the following vendors being selected:

- Feldman Daxon Partners
- The Phelps Group Inc.
- Western Management Consultants of Ontario
- GSI Consulting
- Hudson Technology Corp

Over the 5-year period, 39 positions have been filled by Executive and Specialized search firms (Appendix A). To date, the total amount of \$1,185,516.19 has been spent on Executive and Specialized Searches (Appendix B).

Payment for Services are established as a percentage of the salary per role. The rates being charged by each of these vendors are established in the General Terms and Conditions that the successful bidders have agreed to govern the corresponding contract as part of being awarded. List of all Executive and Specialized Search firms is shared with the Hiring Manager and a firm is selected by the Hiring Manager to start the recruitment.

Current Situation:

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

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 to begin procurement.

Purchasing Implications:

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

Sr. Manager, Talent Acquisition and Total
Compensation

Acting Director, Human Resources

Submitted by: Cynthia Ogbarmey-Tetteh

Acting Commissioner, Corporate Support
Services

Attachments:

1. Appendix A: Recruitment For Executive and Specialized Searches by Position
2. Appendix B: Recruitment Services for Executive and Specialized Searches Spent