



City of North Bay Report to Council

Report No: CORP-2022-092

Date: July 29, 2022

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

Erin Richmond, Ec.D., CEcD
Manager, Economic Development

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Proposal 2022-57 Workforce Initiative Human Resource (HR) Consultant

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to TROIS Collective Inc. in the amount of \$125,857.00 (plus HST) for the provision of professional support in Human Resource (HR) for Economic Development Department's Workforce Attraction and Retention Initiative.

Background

The Business Retention & Expansion Program (BR&E) has identified workforce attraction and retention as a key priority for local businesses. The recent report indicated 50% of BR&E survey respondents have workforce attraction related challenges. The BR&E Report recommendation suggests the City take a leadership role in bringing together community workforce partners to develop and implement timely and impactful measures to help address business workforce challenges.

As such, the North Bay Workforce Attraction and Retention Initiative has been developed, in consultation with community partners, to help develop local solutions and implement best practices to help address challenges.

The two year initiative is a pilot project that aims to provide individualized guidance to North Bay employers in need of human resource assistance, employee recruitment solutions, on-boarding, and employer learning and development tools in order to help address local workforce challenges.

Working with local workforce partners, this initiative will take a multi-pronged approach that includes:

1. Mapping/GAP analysis/increasing awareness of current resources;
2. Development of tools and training for employers;
3. Deployment of HR expertise to work one-on-one with businesses to provide tailored assistance in identifying and addressing business workforce challenges; and
4. Virtual job fairs and recruitment events.

This Report to Council deals with item #3 as listed above.

Financial/Legal Implications

A formal bid request, which closed June 29, 2022, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Five proposals were evaluated by the Purchasing Manager, Economic Development Officer, Executive Director Workforce Training Board - The Labour Market Group and the Manager of Economic Development. The evaluation considered company overview and previous experience, staff experience and qualifications, statement of understanding and methodology, an interview and price.

The results are as follows:

Ranking	Company	Overall Score
1	TROIS Collective Inc.	89.47
2	HRP4B Inc.	82.33
3	Business Advisory by Marsh	68.00
4	BDO Canada LLP	67.50
5	HR Covered Inc.	54.33

The proposal from TROIS Collective Inc. scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Funding for the contract is managed within the operating budget of the Economic Development Department. The City has secured third party funding to cover approximately 76% of the contract costs.

Corporate Strategic Plan

- | | |
|--|---|
| <input type="checkbox"/> Natural North and Near | <input checked="" type="checkbox"/> Economic Prosperity |
| <input type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

Work with key community stakeholders in defining long-term workforce needs and the development, attraction and retention of talent.

Create an environment that supports entrepreneurship in North Bay.

Options Analysis

Option 1: That City Council approves the award of a contract to TROIS Collective Inc. in the amount of \$125,857.00 (plus HST) for the provision of professional support in Human Resource (HR) for Economic Development Department's Workforce Attraction and Retention Initiative.

Option 2: Do not award a contract. This option is not recommended because it could result in delays in the implementation of the 2 year North Bay Workforce Attraction and Retention Initiative. In addition, the City has entered into funding contribution agreements with the Provincial and Federal governments to support this project. Not awarding this contract would result in required amendments to the project plan and associated agreements.

Recommended Option

That City Council approves the award of a contract to TROIS Collective Inc. in the amount of \$125,857.00 (plus HST) for the provision of professional support in Human Resource (HR) for Economic Development Department's Workforce Attraction and Retention Initiative.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO

Title: Manager of Purchasing

Name: Erin Richmond, Ec.D., CEcD

Title: Manager, Economic Development

We concur with this report and recommendation.

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Erin Richmond, Ec.D., CEcD

Title: Manager, Economic Development