



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Financial Services  
Division: Finance  
Report Number: [Report Number]  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: November 12, 2019  
Subject: RFP Terms of Reference - Council Review

**Purpose**

The purpose of this report is to provide Council with the process for when the Terms of Reference of a Request for Proposal (RFP) would come to Council for review and approval.

**Recommendation**

That Administration provide a report to Council for input and approval for the Terms of Reference of a RFP, prior to the issuance of a RFP document, where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of service is being considered.

**Strategic Priority Implications**

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

At its meeting of Sep 09, 2019, Council approved the following motion:

*Motion to direct Administration to prepare a report on what types of RFP's should come before Council for feedback such as level of service changes, or large financial impacts, prior to the issuance of the document.*

The City is committed to protecting the integrity of the procurement process and taking appropriate measures to promote fairness, openness and transparency in this process. While the procurement process is open, elected officials are required to separate themselves from the procurement process and have no involvement.

The following details the circumstances where Council will provide feedback to Administration prior to the issuance of the RFP.

Criteria 1: The contract is estimated at \$150,000.01 or more  
Section 5.1 of the Procurement of Goods and/or Services Policy outlines that Council is required to award all procurements of \$150,000.01 or more. Criteria #1 is being recommended so that Council is familiar with the bid solicitation requirements prior to its issuance.

Criteria 2: A change in level of service is being considered  
Currently, level of service changes are reviewed and approved by Council at a regular meeting of Council or through the annual budget process. Criteria #2 is inline with the City's current process to introduce level of service changes to Council for consideration and approval.

Based on RFPs issued over the last several years, the following RFPs would meet the noted criteria:

- External Audit Services,
- Purchasing Card,
- Waste and Recycling Collection and Processing,
- Pharmaceutical Services - Glen Stor Dun Lodge
- General Insurance Program and Risk Management
- Engineering and Design Consulting Services - Wastewater Treatment Plant,
- Engineering and Design Consulting Services - Water Purification Plant,
- Various one-time procurements for studies, engineering, design, consulting, etc.



Contract terms for the RFPs listed are from 1 year to 8 years. It is estimated that approximately five (5) reports would come to Council annually.

The Staff report to Council will include:

- Project overview;
- Summary of the scope of work;
- Proposed timetable (key dates) of the bid solicitation; and
- Terms of reference to be approved.

Following Council's approval of the terms of reference for the RFP, Administration will issue the RFP in order to initiate the bid solicitation process.

Document Title:	RFP Terms of Reference - Council Review - 2019-207-Financial Services.docx
Attachments:	
Final Approval Date:	Nov 5, 2019

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

**Maureen Adams - Nov 5, 2019 - 7:36 AM**