

Report to Municipal Services Committee  
Meeting Date: November 25, 2024  
**Report Title: Integrity Commissioner RFP  
Award**  
Department: **Corporate Services**  
Author's Name: Mary Ellen Truelove  
Position: Clerk  
File/Report #ADM-2024-16



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**RECOMMENDATION:**

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that a By-Law be brought forward to enter into an Agreement with ADR Chambers effective January 1, 2025, as presented in MSC Report ADM-2024-16.

**BACKGROUND:**

At the September 23<sup>rd</sup> Municipal Services Committee meeting, Recommendation #158-2024 was passed directing staff to issue an RFP for Integrity Commissioner Services.

Staff released an RFP for Integrity Commissioner Services on October 9<sup>th</sup> and had a closing date of November 5<sup>th</sup>, 2024.

**DISCUSSION:**

Three (3) submissions were received prior to the deadline.

Within the RFP, staff included a Proposal Evaluation and Qualification Criteria chart in order to have an evaluation approach which would consider both merit and price.

Proposal criteria was based on:

Qualifications = 25 Points

Experience = 25 Points

Price = 50 Points

Below are the RFP and the results based on staff's evaluation.

As ADR Chambers met all the RFP requirements and scored the highest, staff are recommending Council approve their submission.

<b>Firm</b>	<b>Qualifications (25 pts)</b>	<b>Experience (25 pts)</b>	<b>Price</b>	<b>Price (50 pts)</b>	<b>Score</b>
ADR Chambers (Ottawa)	25 <ul style="list-style-type: none"> <li>• Lawyer</li> <li>• Affiliated with firm</li> </ul>	25 <ul style="list-style-type: none"> <li>• 13 years experience in IC work</li> <li>• 41 Ontario municipalities</li> </ul>	\$300/hr + .60/km mileage	34	84
Robert Gary Dickson (Portland)	20 <ul style="list-style-type: none"> <li>• Lawyer</li> <li>• Independent</li> </ul>	20 <ul style="list-style-type: none"> <li>• 3 years experience in IC work</li> <li>• City of Ottawa</li> </ul>	\$200/hr + \$3,000 annual retainer	40	80
Richards Advocacy Professional Corporation (Toronto)	25 <ul style="list-style-type: none"> <li>• Lawyer</li> <li>• Affiliated with firm</li> </ul>	10 <ul style="list-style-type: none"> <li>• Non-municipal IC experience</li> </ul>	\$280/hr + \$150 clerk work	35	70

**FINANCIAL IMPLICATIONS:**

As noted above

**ATTACHMENTS:**

None. Copies of submissions available in Clerk's office.

*e-signature*

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Mary Ellen Truelove, Clerk

November 20, 2024

\_\_\_\_\_  
DATE

*e-signature*

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Shellee Fournier, CAO

November 20, 2024

\_\_\_\_\_  
DATE