

MEMORANDUM

TO: Mayor and Council
FROM: Janice Dupuis, Deputy Clerk
DATE: March 22, 2022
RE: **SUPPORTING DOCUMENTATION**

As indicated on the March 22, 2022 Special Agenda of Council, the attached information is provided for:

➔ **ITEM J-3** Award RFP for the Community Strategic Plan

Joie de vivre



www.westnipissingouest.ca

MEMORANDUM

TO: Mayor and Council

FROM: Alisa Craddock CPA, CMA Director of Corporate Services/Treasurer

DATE: March 18, 2022

RE: **COMMUNITY STRATEGIC PLAN RFP**

A total of three proposals were received in response to the Community Strategic Plan request for proposal (RFP). The bids were scored by a selection committee of Mayor Joanne Savage, Councillor Leo Malette, CAO, Director of Corporate Services/Treasurer, and the Special Projects Coordinator. Proposals were reviewed against an established evaluation criteria that included qualification and experience in similar projects and experience of the staff assigned to the project, the overall approach to the project and the proposed work plan, detailed costing proposal, including a value for cost component, and the overall proposed engagement. The proposals were ranked and assigned points based on the ranking.

The recommendation to award is for **MNP**, which is the proposal that has achieved the lowest total points, representing the highest ranking.

Joie de vivre



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Municipality of West Nipissing
101-225 Holditch Street
Sturgeon Falls, ON P2B 1T1

| | | |
|------------------------------|--|---------------------|
| Project : | COMMUNITY STRATEGIC PLAN | |
| Closing Information : | February 16, 2022 at 3:00 PM | |
| Reviewed by | Mayor Savage, Councillor Malette, Jay Barbeau, Alisa Craddock, Larissa Yantha | |
| Name | Date Received | Total Points |
| MDB Insight | February 15, 2022 | 9 |
| MNP | February 15, 2022 | 6 |
| Factor 5 Group Inc | February 16, 2022 | 15 |



The Corporation of the Municipality of West Nipissing /
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2022 /

MARCH 22, 2022

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS three (3) requests for proposals were received for the development of a Community Strategic Plan for the Municipality of West Nipissing;

AND WHEREAS the proposals have been reviewed by Mayor Joanne Savage, Councillor Leo Malette, the CAO, the Director of Corporate Services/Treasurer, and the Special Projects Coordinator and that the award being recommended herein consists of the best score meeting all of the specifications;

AND WHEREAS Council concurs with the recommendation received;

BE IT THEREFORE RESOLVED THAT the proposal for the development of a Community Strategic Plan for the Municipality of West Nipissing be awarded to **MNP**, having submitted a quotation of \$57,500 (plus HST) and having received the best rating score, meeting all the specifications.

| | YEAS | NAYS |
|------------------------|------|------|
| DUHAIME, Yvon | | |
| FISHER, Christopher | | |
| LARABIE, Roland | | |
| MALETTE, Léo | | |
| ROVEDA, Dan | | |
| Ward 7 (vacant) | X | X |
| SÉNÉCAL, Denis | | |
| SÉNÉCAL, Lise | | |
| SAVAGE, Joanne (MAYOR) | | |

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____