



To: Toronto Public Library Board – December 3, 2001

From: City Librarian

Subject: **Report No. 11 of the Administrative Committee: Policy for the Selection and Hiring of Professional and Consulting Services; Use of Consultants and Expenditure Reduction Strategies; and Hiring of Professional and Consulting Services Review**

Purpose:

To submit the above report to the Toronto Public Library Board for information.

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board receive for information *Report No. 11 of the Administrative Committee: Policy for the Selection and Hiring of Professional and Consulting Services; Use of Consultants and Expenditure Reduction Strategies; and Hiring of Professional and Consulting Services Review*.

Background:

The above report was before the Council of the City of Toronto at its meeting held on July 24, 25 and 26, 2001. This report was referred back to the Administration Committee for further consideration and will be on the agenda for the Council meeting on December 4, 2001.

The report deals with the review of the professional and consulting services and contains several recommendations along with a proposed Policy for the Selection and Hiring of Professional and Consulting Services.

Report Highlights:

Page 5, (3) – requires a justification analysis prior to the engagement of a consultant.

Page 5, (4) – detailed business cases are required prior to hiring consulting resources.

Page 12, (c) – sole source procurement for extreme urgency and economy or value in continuing prior work.

Page 17, 4.1 – definition for categories of consultants, defines consultant

Pages 18, 19, and 20 – definitions for purchasing terms such as Request for Proposal (RFP) and Qualified Proponent.

Page 21, 5.0 – describes methods for retaining consultants.

Page 22, 6.1 – describes evaluation process for RFQ's and RFP's.

Pages 24 and 25, "Using a Two Envelope System" - describes a process for evaluation of large and complex proposals.

Page 29, Appendix 5 – is a sample proposal evaluation form for the Two-Envelope System.

Page 32, Table 2 – shows the revised delegation of authority for the engagement of consultants.

Comments:

Council has not approved the policy in this report; however, the Library has reviewed and introduced some of the practices recommended in this report. Currently, we require a detailed business case prior to the hiring of a consultant. We have introduced the Two-Envelope System for the selection of the architect for the Malvern renovations which is being submitted for approval to the Library Board, at the December 3, 2001 meeting.

Contact:

Larry Hughsam, Acting Director, Administration; Tel: 416-397-5946; Fax: 416-393-7115;
E-mail: lhughsam@tpl.toronto.on.ca
David Clark, Manager, Purchasing; Tel: 416-393-7033; Fax: 416-393-7115;
E-mail: dclark@tpl.toronto.on.ca

City Librarian

List of Attachments:

Report No. 11 of the Administrative Committee which was before the Council of the City of Toronto at its meeting held on July 24, 25 and 26, 2001: Policy for the Selection and Hiring of Professional and Consulting Services; Use of Consultants and Expenditure Reduction Strategies; and Hiring of Professional and Consulting Services Review