



To: Toronto Public Library Board – April 8, 2002

From: City Librarian

Subject: **Policy for the Selection and Hiring of Professional and Consulting Services**

Purpose:

To establish a Policy for the Selection and Hiring of Professional and Consulting Services for the Toronto Public Library Board (Attachment 1).

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board:

1. Approve the Policy for the Selection and Hiring of Professional and Consulting Services report; and
2. Adopt the Policy for the Selection and Hiring of Professional and Consulting Services.

Background:

The City's Finance Department and Purchasing and Materials Management Division (PMMD), in consultation with the Audit Services at the City of Toronto developed a Policy for the Selection and Hiring of Professional and Consulting Services. The Policy was adopted by Council at its meeting held on December 4, 5, & 6, 2001 (Clause No. 10 contained in Report No. 10 of the Audit Committee, as amended, Attachment 2).

At the December 3, 2001, Library Board meeting, Library staff made a presentation outlining the significant areas contained within the City's Policy.

Comments:

The primary purpose of the Policy is to provide a set of standardized procedures within the Library for selecting, evaluating and awarding professional and consulting services in a fair, open and competitive process.

This Policy for the Selection and Hiring of Professional and Consulting Services, along with the Financial Control Policy and the Purchasing Policy will provide additional control over the acquisition of goods and services within the Library.

The Library began implementing the procedures in this Policy in December 2001 and since that time, staff have submitted recommendations to the Board for award of contracts based on the evaluation procedures contained in the Policy. This has proven to be a valuable technique in evaluating proposals where lowest cost is not the over-riding consideration in awarding the contract. The “two-envelope system” was used for the selection of architectural services for the Malvern capital project and the “highest point system” was used for the digital data storage award.

The Library has agreements for the retention of architectural services for signature buildings, as well as specialized Human Resources legal advisors for contract negotiations and arbitration. It is in the best interest of the Library to honour these agreements and to continue to use the current consultants in these specialized situations. The selection of replacements for these consultants will follow the proposed Policy.

Conclusion:

This Policy is consistent with the City’s Policy for the Selection and Hiring of Professional and Consulting Services and it is recommended that this report and the attached policy be approved.

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 & Administration; Tel: 416-393-7033; Fax: 416-393-7115;
E-mail: dclark@tpl.toronto.on.ca

City Librarian

List of Attachments:

- Attachment 1: Toronto Public Library Policy for the Selection and Hiring of Professional and Consulting Services
- Attachment 2: Report No. 10 of the Audit Committee, as adopted by Council of the City of Toronto, at its meeting held on December 4, 5 and 6, 2001