


HALIFAX

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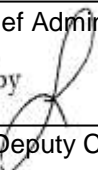
Item No. 11.1.2
Halifax Regional Council
March 10, 2015

TO: Mayor Savage and Members of Halifax Regional Council

Original signed by 

SUBMITTED BY:

Richard Butts, Chief Administrative Officer

Original Signed by 

Mike Labrecque, Deputy Chief Administrative Officer

DATE: January 22, 2015

SUBJECT: Award - RFP # P14-356, Animal Shelter Services

ORIGIN

Expiration of the current Animal Shelter Services Contract #09-137.

LEGISLATIVE AUTHORITY

- Halifax Regional Municipality (HRM) *Charter*, Section 79, Halifax Regional Council may expend money for municipal purposes;
- Administrative Order #35, The Procurement Policy, requires Council to approve the award of contracts for sole sources exceeding \$50,000 or \$500,000 for tenders and RFPs; and
- HRM *Charter*, Section 35(2)(i), the CAO may enter into contract on behalf of the Municipality and may delegate this authority to employees of the Municipality.

The following report conforms to the above Policy and Charter.

RECOMMENDATION

It is recommended that Halifax Regional Council award RFP # P14-356, Animal Shelter Services. to the highest scoring proponent, Homeward Bound for a five (5) year term commencing April 1, 2015, subject to annual review, at a total cost of \$2,401,376.69 (net HST included) with funding from Operating Budget, Cost Centre S320 as outlined in the Financial Implications section of this report.

BACKGROUND

The current animal sheltering contract (\$531,310.00 annually), is due to expire March 31, 2015. As a result, an RFP was issued publicly for parties to provide responses on providing HRM with services and facilities to handle the containment and coordination of animals picked up by HRM Animal Services.

DISCUSSION

RFP # P14-356, Animal Shelter Services, was publicly advertised on the Nova Scotia Public Tenders website on December 2, 2014 and closed on January 6, 2015

Proposals were received from the following proponents:

- Homeward Bound
- SPCA
- Bluenose Animal Shelter

Proposals were reviewed by staff from Municipal Compliance in a facilitated process by Procurement as per the Evaluation Criteria, attached as Appendix A, as stated in the Request for Proposals.

The Proposals were scored using a two-envelope process. Envelope One was the technical component of the RFP and Envelope Two consisted of the financial elements of the proposals. The proposal from Bluenose Animal Shelter did not achieve the minimum of 75% technical score and their cost proposals will be returned unopened. Detailed scoring results for the remaining proponents, as shown in Appendix A – Evaluation Criteria, are summarized as follows:

<u>Proponent</u>	<u>Score (max 100)</u>
Homeward Bound	92.88
SPCA	87

Cost proposals were evaluated based on the five (5) year cost to the municipality for each of the qualified proposals.

FINANCIAL IMPLICATIONS

There are no financial implications in fiscal year 2014/2015.

The costs associated with the first year of this award will be funded from the 2015/16 proposed operating budget cost centre S320 at a first year annual cost of \$442,480.00 plus net HST of \$18,964.69 for a total of \$461,444.69. This funding has been confirmed by Finance.

The year to year breakdown of costs is as follows:

Year	Cost not including net HST	Cost including net HST
2015/16	\$442,480.00	\$461,444.69
2016/17	\$451,329.60	\$470,673.58
2017/18	\$460,356.19	\$480,087.05
2018/19	\$469,563.32	\$489,688.80
2019/20	\$478,954.58	\$499,482.57
Total 5 year cost	\$2,302,683.69	\$2,401,376.69

Subsequent year's cost will be included in the proposed operating budget for the applicable year of the contract.

ENVIRONMENTAL IMPLICATIONS

There are no known environmental implications.

ALTERNATIVES

Council could decide not to award this contract. This is not recommended by staff.

ATTACHMENTS

Appendix A – Evaluation Criteria

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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Report Approved by: _____
Bob Bjerke, Chief Planner and Director, Planning & Development, 490-1627

APPENDIX A – EVALUATION CRITERIA

Criteria	Summary (considerations may include but are not limited to the following)	Score	Homeward Bound	SPCA
Evaluation Criteria #1 Communication Skills	Clarity and readability of written proposal	5	5	4
Evaluation Criteria #2 Team composition and experience	Sector specific experience of the Proponent Firm Experience of Contract Lead and Team	15	13	12
Evaluation Criteria #3 Addressing the Detailed Scope of Work	Understanding of the requirements of the scope of work and the Municipality organizational structure Value added propositions and recommendations Attention to relevant challenges that the committee has not considered	15	13	12
Evaluation Criteria #4 Administrative and Equipment Requirements	Solution addresses all Administrative and Equipment needs as identified in the RFP	15	14	14
Evaluation Criteria #5 Overall Solution	Solution draws on proven methodology Solution is flexible and scalable Solution is cost and time effective in its use of the Municipality's resources	15	14	11
Project Management Methodology	Management structure within Proponents organization Proposed communication methods between proponent team and the Municipality Quality Assurance standards and practices	5	4	4
Subtotal (Business/Technical Proposal)			63	57
Cost		30	29.88	30
		100	92.88	87
Including Net HST			\$2,401,376.69	\$2,392,200.00