



County Council

Meeting Date: April 22, 2025

Submitted by: Josh White, Procurement Services Manager
Jessica Ngai, Director of Human Resources

Subject: Award of RFP # MC-2025-10: Executive Recruitment Services for the Middlesex County CAO

BACKGROUND:

At the April 8, 2025 Council meeting Council received a report regarding CAO Recruitment & Selection Process in which Council approved the following resolution:

“**THAT** staff be directed to solicit proposals from the OECM list for an external search firm to conduct the CAO recruitment and that a recommendation be forwarded to County Council for consideration and decision.”

With that direction from Council, staff began developing a Request for Proposal (RFP). As part of the RFP requirements, if awarded the successful firm would be required to attend a Council Meeting where they would propose to Council their hiring plan including timelines, marketing, candidate vetting strategy, and recommendation for the structure of the hiring committee for feedback and direction prior to the position being posted.

ANALYSIS:

The County issued the invitation only Request for Proposal to those established OECM suppliers on April 09, 2025 which closed on April 15, 2025 with six (6) submissions being received by the following Respondents:

<u>Respondent</u>	<u>City/Province</u>
Boyden Ontario Inc.	Ottawa, Ontario
Headsourcing International Corporation	Barrie, Ontario
KBR	Halifax, Nova Scotia
Olade Consulting Inc.	North York, Ontario
Waterhouse Executive Search	Toronto, Ontario
Workland	Montreal, Quebec

Evaluations were conducted by the County's Acting Chief Administrative Officer, Director of Human Resources, Manager of Legislative Services / County Clerk and Procurement Services Manager, which consisted of the following two staged process:

Stage 1 (70% Weighting)

An evaluation of each Respondents written Proposal which were to include the following:

- A company profile, including an indication as to number of years in business and scope of services offered.
- Detailed methodology as to the process in which the Respondent envisions carrying out the engagement.
- Identification and experience, including resumes, of the personnel assigned to the County with emphasis on areas of expertise to support the objectives of the engagement.
- References of similar scope an attributes to the County in which the above noted personnel must have been assigned to.
- A project plan in accordance with the process proposed by the Respondent including key milestones and timeline.

Stage 2 (30% Weighting)

Respondents who achieved a weighting of 50% out of 70% or greater in Stage 1 of the evaluation process moved on to the second stage which was an evaluation of the pricing of the proposals.

Evaluation Result

Upon completion of the evaluation process, the Proposal from Waterhouse Executive Search, achieved the highest evaluation score as a result of their comprehensive executive search methodology, their staff's vast experience conducting CAO recruitment for other counties including Bruce County, Couty of Essex, Elgin County, Oxford County, and Norfolk County in recent years, and the ability to perform these services at a competitive price.

The recommended Proposal also comes with a 19-month full replacement guarantee in the event there is performance issues with the selected candidate.



FINANCIAL IMPLICATIONS:

The cost of recommended Proposal from Waterhouse Executive Search is \$27,000.00 inclusive of advertising and recruiter travel. If necessary, out of area candidate travel will be billed in addition.

As indicated in the Report to Council on April 08, 2025 The cost to engage an executive search firm was not initially budgeted; however, these costs can be covered by reallocating funds within the Administration Consulting Budget.

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Strengthening Our Economy 	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none">• Create an environment that enables the attraction and retention of businesses, talent, and investments• Support the development and prosperity of downtown core areas in Middlesex County
Promoting Service Excellence 	Innovate and transform municipal service delivery	<ul style="list-style-type: none">• Build organizational capacity and capabilities

RECOMMENDATION:

THAT the Report for the Award of RFP # MC-2025-10: Executive Recruitment Services for the Middlesex County CAO report be received for information;

THAT Council Award RFP # MC-2025-10 to Waterhouse Executive Search in the amount of \$27,000.00;

AND THAT the Warden and County Clerk be authorized to execute an agreement for services with Waterhouse Executive Search in a form satisfactory to the County Solicitor.