



County Council

Meeting Date: October 12, 2021
Submitted by: Chris Bailey, ITS Manager and Cindy Howard, General Manager Finance and Community Services
SUBJECT: MUNICIPAL MODERNIZATION PROJECT UPDATE – PROCUREMENT SERVICES REVIEW

BACKGROUND:

Some of Ontario's small and rural municipalities have limited capacity to plan, modernize and improve the way in which municipal services are delivered to their communities. Recognizing this challenge, the Province developed and launched the Municipal Modernization Program which is designed to assist small and rural municipalities across Ontario by supporting the review, development and delivery of modern and efficient municipal services.

Unconditional One-time Modernization Funding

In March of 2019, the Province announced a one-time investment for small and rural municipalities to improve service delivery and efficiency. This resulted in a one-time transfer of unconditional modernization funding dollars to 405 of Ontario's municipalities. Middlesex County received \$725,000 in one-time funds under the Municipal Modernization Program.

Municipal Modernization Program: Intake 1 & 2

In October 2019, the Province building on its previous investment to assist municipalities transform their service delivery, developed and launched an application-based funding program under the Municipal Modernization Program portfolio. The Municipal Modernization Program was launched with two intake periods. The first intake period saw applications submitted for Service Delivery Reviews in December of 2019.

As part of the Municipal Modernization Program Intake 2, the County and Local Municipalities (through the CAO and treasurers working groups) identified priority projects for the Modernization Implementation and Review Streams. These projects included: Enterprise Asset Management, Payroll Services Automation, Development Tracking Solution and Procurement Services Review. Individual Request for Proposals and evaluation are being undertaken for each of these projects. This report concerns the Procurement Services Review RFP.

ANALYSIS:

The County received modernization funding up to \$65,000 through the advancement of the Municipal Modernization Program Intake 2 Review Stream to fully fund this project.

The County and Local Municipalities have identified opportunities to review their current Procurement Process, with a goal of finding opportunities to improve internal operations, streamline services, and create more efficient and effective municipal services in a collaborative way. Through this Request for Proposal, the modernization funding is to be used to contract with a qualified and experienced third-party consultant to work with both the County and each Local Municipality to complete a service delivery review, identify best practices, and provide recommendations to each municipality.

The Procurement Services Review RFP was uploaded to Middlesex County's Bids and Tenders system on July 30, 2021 with a closing date for submissions of September 7, 2021. Submission reviews occurred the week of September 20, 2021 with the selection committee that included local municipal staff. Two proposals were received and evaluated by the selection committee pursuant to a Rated Requirements Evaluation Criteria and Methodology as set out in the RFP to establish the proposal that represents the best overall value. Evaluation criteria included strength of mandatory requirements, experience and qualifications, professionalism of proposal and the proposed pricing model.

Intake 2 of the Municipal Modernization Program Implementation Stream requires completing projects and final reporting no later than January 31, 2022. The successful respondent confirmed and verified that they could meet this requirement.

FINANCIAL IMPLICATIONS:

The County and Local Municipalities received up to \$65,000 from the Provincial Municipal Modernization Program Intake 2 Review Stream to fund this project.

The successful respondent was LXM LAW LLP, they provided a total project price of \$65,000.00. This pricing includes all requirements outlined in the RFP. With the funding received as part of Intake 2 Review Stream there will be no budget impact to the County or Local Municipalities for this project. The Procurement Services Review will require County and local staff input and time to ensure project success.

ALIGNMENT WITH STRATEGIC FOCUS:

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

Strategic Focus	Goals	Objectives
Promoting Service Excellence	Innovate and transform municipal service delivery	Anticipate and align municipal service delivery

		to emerging needs and expectations Collaborate with strategic partners to leverage available resources and opportunities Build organizational capacity and capabilities
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RECOMMENDATION:

THAT Middlesex County Council accept this report as information relating to the Municipal Modernization Intake 2 Review Stream Procurement Services RFP and provide delegated authority to Cindy Howard, General Manager Finance and Community Services to endorse a subsequent contract ensuring the project amount of \$65,000.00 and a project completion date no later than January 14, 2022 to comply with Provincial project deadlines.