
MEMORANDUM

CAORC-C 4-2021

Subject: Overview of Executive Search Firm Modified Single Source Procurement Process

Date: February 23, 2021

To: Chief Administrative Officer Recruitment Committee

From: Franco Meffe, Director Human Resources

At the January 26, 2021 meeting of the CAORC, staff provided the CAORC with procurement options related to the selection of an Executive Search Firm (ESF). The CAORC selected the Modified Single-Source procurement option for the selection of an ESF and directed staff to proceed accordingly.

As a result, Human Resources issued an Invitation for Submission; attached as Appendix 1, to a total of six ESF's to provide their services for the recruitment of the role of Chief Administrative Officer. The invitation for submission was issued on February 1, 2021 with submission responses due by no later than 11:59pm on February 15, 2021.

Human Resources received five ESF submissions by the deadline noted above. Staff have summarized the ESF responses in Confidential Appendix 2 and have also provided copies of the five individual ESF submissions, including any attachments that were submitted, for the CAORC to review and cross reference against the summary document. The confidential appendices are provided in the Closed Session portion of the Chief Administrative Officer Recruitment Committee agenda for its meeting being held on Tuesday, February 23, 2021.

In accordance with the Chief Administrative Officer Recruitment, Selection, Offer of Employment, and Performance Management Policy, along with the corresponding Chief Administrative Officer Recruitment, Selection, and Offer of Employment Procedure, the CAORC next steps are to select an ESF based on the attached submission summary and provide direction to staff to enter into and conclude negotiations with the selected ESF, in accordance with the Procurement By-law.

Respectfully submitted and signed by

Franco Meffe
Director, Human Resources

Appendices

Appendix 1 – Invitation for Submission - Chief Administrative Officer - February 1, 2021

Appendix 2 Confidential – Confidential Summary of Executive Search Firm Responses
and Submission Proposals