



# Staff Report

## Administration

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**Report To:** Attainable Housing Corporation  
**Meeting Date:** December 16, 2019  
**Report Number:** FAF.19.260  
**Subject:** Award of Proposals for Fairness Advisor and Financial Services Advisor  
**Prepared by:** Shawn Everitt, Chief Administrative Officer

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### A. Recommendations

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THAT the Attainable Housing Corporation receive Staff Report FAF.19.260, entitled "Award of Proposals for Fairness Advisor and Financial Services Advisor";

AND THAT The Blue Mountains Attainable Housing Corporation award the following:

1. 2019-67-P-AHC Financial Advisor Services to Ernst & Young, being the highest scoring proponent following evaluation of the submitted bids;
2. 2019-68-P-AHC Fairness Advisor Services to P1 Consulting, being the highest scoring proponent following evaluation of the submitted bids.

### B. Overview

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On September 5, 2019, the Attainable Housing Corporation (AHC) recommended that Requests for Proposals for Financial Advisor Services and Fairness Advisor Services be issued. Town staff, with representation from the AHC, reviewed the submissions received for both bid opportunities and make the recommendations contained herein.

### C. Background

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Request for Proposal for Financial Advisor Services (2019-67-P-AHC) was issued on October 16, 2019 and closed on November 7, 2019. Three (3) submissions were received. Following evaluation of the Proposals, the evaluation team recommends awarding the bid to Ernst & Young. Ernst & Young's submission met all the proposal requirements. Their submission resulted in a fee structure as follows:

- \$21,000 monthly retainer
- 0% Success Percentage Fee

Request for Proposal for Fairness Advisor Services (2019-68-P-AHC) was issued on October 30, 2019 and closed on November 14, 2019. Five (5) submissions were received. Following

evaluation of the Proposals, the evaluation team recommends awarding the bid to P1 Consulting. P1 Consulting's submission met all the proposal requirements. Their submission resulted in a fee structure as follows:

- Key Person hourly rate - \$140

## **D. Analysis**

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The Evaluation Team is recommending that the Attainable Housing Corporation proceed with awarding the bids as follows:

1. 2019-67-P-AHC Financial Advisor Services to Ernst & Young, being the highest scoring proponent following evaluation of the submitted bids;
2. 2019-68-P-AHC Fairness Advisor Services to P1 Consulting, being the highest scoring proponent following evaluation of the submitted bids.

## **E. The Blue Mountains Strategic Plan**

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Goal #1: Create Opportunities for Sustainability

Objective #1 Retain Existing Business

Objective #2 Attract New Business

Objective #3 Promote a Diversified Economy

Objective #4 Support Value-Added Agriculture and Culinary Tourism

Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability

Objective #3 Manage Growth and Promote Smart Growth

Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #2 Improve Internal Communications Across our Organization

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #4 To Be a Financially Responsible Organization

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable

Objective #4 Ensure that Infrastructure is Available to Support Development

## **F. Environmental Impacts**

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None

## **G. Financial Impact**

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The Attainable Housing Corporation will need to consider the increased funding requirements.

Staff Report FAF.19.185 identified the following budgets:

- Financial Advisory Services
  - 2019 - \$7,000 to include Legal Fee for development of Retainer Agreement
  - 2020 - \$12,000
    - Total of \$19,000
- Fairness Advisor Services
  - 2019 - \$14,000
  - 2020 - \$20,000
    - Total of \$34,000

## **H. In consultation with**

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Ruth Prince, Director of Finance and IT Services  
Serena Wilgress, Manager of Purchasing and Risk Management

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, [cao@thebluemountains.ca](mailto:cao@thebluemountains.ca).

## **J. Attached**

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None

Respectfully Submitted,

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Shawn Everitt  
Chief Administrative Officer

For more information, please contact:  
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