



## BID COMMITTEE REPORT

Meeting Date: June 27, 2024  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with Gatestone & Co. Inc. at 180 Duncan Mill Road, Suite 300, Toronto, Ontario M3B 1Z6 in relation for Request for Proposal PS20230255-FRSCM-RFP - Debt Collection Agency Services.

Solicitation Number:	Request for Proposal PS20230255-FRSCM-RFP - Debt Collection Agency Services
Description of the Goods or Services:	Debt collection service provider will collect on outstanding by-law tickets and accounts receivable debt.
Recommended Vendor:	Gatestone & Co. Inc.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is five (5) years, with the City's option to extend for two (2) additional two-year (2-year) terms for a maximum up of nine (9) years.</p> <p>The estimated contract value is \$2,032,965 plus applicable taxes, over the initial five (5)-year term of the contract.</p> <p>The estimated contract value for the entire potential nine (9) year term, including all possible extension terms, is \$3,591,571 plus applicable taxes.</p>

## PROCUREMENT SUMMARY

<b>Date of Issuance of RFP:</b>	December 5, 2023
<b>Notices Sent:</b>	Supply Chain Management sent notices to two known (2) proponents
<b>Closing Date:</b>	January 23, 2024
<b>Ten (10) Responses Received:</b>	A-1 Credit Recovery & Collection Services Inc.
	ARO Inc.
	CBV Collection Services Ltd.
	Collectcents Inc. dba Credit Bureau of Canada Collection
	Gatestone & Co. Inc.
	International Credit Experts Inc.
	Partners in Credit Inc.
	Transworld Systems Canada
	Financial Debit Recovery – Non PCI Compliance – Did Not Provide Required Documentation.
	General Credit Services Inc. – Non PCI Compliance - Did Not Provide Required Documentation.

<b>Evaluation Criteria</b>	<b>Evaluation Weighting</b>
Technical	65%
Financial	30%
Sustainability	5%
<b>Total</b>	<b>100%</b>

## COMMENTS

The recommended contract meets the following requirements:

- The City advertised the procurement in accordance with the City's Procurement Policy (ADMIN-008);
- The proposed vendor offers the best value, scored the highest and offered the lowest price, which City staff calculated in accordance with the criteria, factors, and methods stated in the City's solicitation documents;
- The City's Financial Planning & Analysis department and the client business unit reviewed and concurred on the procurement budget and the selection of the proposed vendor;

- d) Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee and Council have authority to approve the contract because the total price is greater than \$3,000,000;
- e) If Bid Committee approves this report and Council subsequently approves a related Council Report, the City's Category Manager, Director of Legal Services, Chief Procurement Officer, and General Manager of Finance & Supply Chain Management will have the authority to negotiate, execute, and deliver all legal documents for this procurement on behalf of the City; and
- f) As the Bid Committee approval is a pre-contractual award, the terms and conditions of the final agreement may vary as a result of the negotiation with the proposed vendor.

## **DECISION**

Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee approved the contract with Gatestone & Co. Inc. for Debt Collection Services under PS20230255-FRSCM-RFP – Debt Collection Agency Services. The contract will not be executed until it is approved by Council.