



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 14.1.2**  
**Halifax Regional Council**  
**May 24, 2016**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original Signed by   
\_\_\_\_\_  
John Traves, Q.C. Acting Chief Administrative Officer

Original Signed by   
\_\_\_\_\_  
Jane Fraser, Acting Deputy Chief Administrative Officer

**DATE:** May 6, 2016

**SUBJECT:** **Award – Request for Proposals P16-012, Security and Administrative Services**

---

**ORIGIN**

The expiry of the existing Contract with Commissionaires Nova Scotia

**LEGISLATIVE AUTHORITY**

The *HRM Charter*, Section 35(2)(d)(i), states the CAO may “make or authorize expenditures, and enter into contracts on behalf of the Municipality for anything required for the Municipality where the amount of the expenditure is budgeted or within the amount determined by the Council by policy, and may delegate this authority to employees of the Municipality”.

In accordance with Administrative Order #35, The Procurement Policy, Section 9 (4), which was approved by Regional Council on June 8, 2004 and most recently amended on May 15, 2012, the CAO may approve the award of contracts where the award conforms to the Procurement Policy and does not exceed \$50,000 for sole/single source, \$500,000 for RFQ’s, tenders and RFP’s, where the funds and programs have been approved by Regional Council as part of the annual business planning and budget process, and the expenditure will not result in an over-expenditure of the entire budget.

**RECOMMENDATION**

It is recommended that Halifax Regional Council award RFP # P16-012, Security and Administrative Services to Commissionaires Nova Scotia for a period of up to five (5) years subject to operational requirements and budget availability at a first year cost of \$1,388,914 net HST included with funding from Operating Account P270-6399 and P208-6399.

## **BACKGROUND**

Halifax Regional Police (HRP) have historically filled a number of non-staff roles via an external provider. This scope of work includes the provision of the resources on an ongoing 24/7/365 contract basis:

Crossing Guard Supervisor (s)  
CPIC Transcription Court  
Court Administration Clerk  
Court Disclosure Clerk  
Mail Delivery Clerk  
Site Supervisor  
Stores Clerk  
Summons Service Officer  
Backcheck Data Entry Clerk  
Front Desk Security/Report Taker

Due to the sensitivity of the roles and the constraints related to confidentiality and security, all of the resources who provide the roles must be Nova Scotia Special Constables as recognized by the Special Constables act.

## **DISCUSSION**

Request for Proposals P16-012, Security and Administrative Services was publicly advertised on the Nova Scotia Public Tenders Portal on January 27, 2016 and closed on February 16, 2016. Two Proposals were received as follows:

Commissionaires Nova Scotia  
Independent Security Services (ISSA)

Proposals were evaluated by a team from Halifax Regional Police and facilitated by Procurement per the criteria in Appendix A of the RFP.

The RFP was evaluated using a two-envelope process. Envelope one was the technical component of the RFP. Envelope two consisted of the annual cost based on the proponent's 2016 wage model which was itemized for clarity. Only those proponents that received 75 percent or better on the Technical Submission from Envelope one had their cost envelopes opened and evaluated. The proposal from ISSA did not meet the minimum score requirement and their cost proposal will remain unopened.

The proposal from Commissionaires Nova Scotia met or exceeded all of the requirements of the RFP evaluation.

Commissionaires Nova Scotia is the incumbent service provider and their proposal indicates a high level of understanding of HRP needs and proposes some enhancements to the service they currently provide such as the ability to perform Threat Risk Assessments (TRA's), Drug Testing, assistance in Workplace Investigations, and the capability to provide "surge" staff for emergency situations. Their other similar experience includes long-term Contracts at Halifax Harbour Bridges (HBB), Police Departments in Amherst, Truro and Stellarton, and RCMP detachment cell locations.

## **FINANCIAL IMPLICATIONS**

Based on the Commissionaires first year cost of \$1,331,831 plus net HST of \$57,083 for a total of \$1,388,914. The costs associated with this contract can be accommodated within the approved 2016/17

Halifax Regional Police operating budget in P270-6399 and P208-6399. Budget availability has been confirmed by Finance.

The funding for future years will be included as required in the applicable fiscal year's proposed Operating Budget.

**RISK CONSIDERATION**

During the scoping process staff identified a risk in future year wage increases. In order to mitigate that risk, future year wage increased will be in relation to the Nova Scotia Consumer Price Index as updated monthly by Statistics Canada.

**COMMUNITY ENGAGEMENT**

N/A

**ENVIRONMENTAL IMPLICATIONS**

None identified

**ALTERNATIVES**

None Recommended.

**ATTACHMENTS**

N/A

---

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Inspector James Butler, Information Management Officer, 902-490-1648

Report Approved by: \_\_\_\_\_  
Superintendent Sean Auld, Operational Planning HRP, 902.490.5272

Financial Approval by: \_\_\_\_\_  
Jane Pryor, Manager of Procurement , 902.490.4000

Report Approved by: \_\_\_\_\_  
Jen-Michel Blais, Chief of Police, 902.490.6500

---

Original Signed