



Museum Committee Agenda

Thursday, July 6, 2017
Township of Huron-Kinloss, Ripley

1. Declaration of Pecuniary Interest
2. Action Items
 - A. Feasibility Study - Request for Proposal Report (attached)
3. Closed Meeting
 - A. That the Committee move into a closed meeting pursuant to Section 239 (2) (c) of the Municipal Act relating to a proposed or pending acquisition or disposition of land by the municipality or local board (report to be emailed under separate cover)
 - B. Minutes for Approval - June 15, 2017
4. Next Meeting

August 3, 2017
5. Adjournment



Committee Report

To: Warden Mitch Twolan
Members of the Museum Committee

From: Cathy McGirr
Director, Museum & Cultural Services

Date: July 6, 2017

Re: Feasibility Study - Request for Proposal

Recommendation:

That the Museum Director, proceed with an award letter to KCI (Ketchum Canada Inc.), as the successful proposal for Financial Feasibility Study.

Background:

Following the approval to proceed forward with a Financial Feasibility Study at the April committee meeting, funded at a cost of \$30,000 through the Krug Reserve, the Museum drafted an RFP and worked with purchasing to edit and post the RFP for this study in May. Four proposals were received and evaluated by members of the Museum through the online Bonfire portal.

The proposals all passed the selected criteria, where within range of the budget for the project however; one proposal scored significantly higher than the others did. The ranking of the firms as per the evaluation is as follows:

- #1 KCI (Ketchum Canada Inc.) scored 90.67 points, cost \$30,000
- #2 Funding Matters scored 76.38 points, cost \$29,925
- #3 The Goldie Company scored 72 points, cost \$26,500
- #4 The Osborne Group scored 71.67 points, cost \$30,000

KCI scored higher than all other proposals in every area of the criteria that was required. The criteria included experience, quality of proposal methodology and understanding and qualifications of the team. Price being the last criteria this was not revealed until the evaluations were completed and KCI came in right at the budgeted price. While the Goldie Company came in \$3,500 under the budgeted price, they scored significantly less than KCI in all areas of the criteria.



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Based on the information provided along with the qualifications, experience and reputation of KCI, it is recommended that the Museum proceed forward and award KCI with the project.

Financial/Staffing/Legal/IT Considerations:

There are no staffing, legal or IT considerations associated with this report. Financial impact will be use of reserve funds. Staff time will be involved to create the RFP and work with the consultants who are selected.

Interdepartmental Consultation:

Consultation with Purchasing has taken place through the entire process.

Link to Strategic Goals and Elements:

Goal #1 - Develop and implement tactics for improved communications

Element A - Effectively use staff through department integration

Goal #3 - Find creative ways to engage our public

Goal #4 - Find creative new ways to involve all staff in our future

Element C - Invest in expanding the knowledge and skills of our staff.

Museum Strategic Plan Alignment:

Strategic Pillar #1 - Forge Partnerships & Relationships

Strategic Pillar #2 - Provide Relevant, Compelling Programming

Strategic Pillar #3 - Optimize Use of Space

Written by: Cathy McGirr, Director, Museum & Cultural Services

Approved by:

Kelley Coulter

Chief Administrative Officer