

BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION

MEMORANDUM

TO: Board of Directors, Buffalo Erie Niagara Land Improvement Corporation
FROM: Brendan Mehaffy, Chairperson
SUBJECT: **Resolution #2018-26** Approve Organizational Assessment Consulting Services
DATE: March 22, 2018

DISCUSSION:

The Corporation issued a Request for Proposals (RFP) for Consulting Services on January 5, 2018. The purpose for the issuance of the RFP was to obtain organizational assessment services, compensation analysis and strategic planning goal review for the Corporation as it grows and changes. The RFP was submitted directly to local consulting firms and posted online on the BENLIC website. Three responses were received – EK Ward and Associates, Performance Management Partners, and Peter Loomis and Associates. The Personnel Subcommittee interviewed two firms in person on February 28, 2018 – Performance Management Partners and Peter Loomis and Associates. EK Ward and Associates were unable to attend this initial interview date, meeting with BENLIC staff on March 18, 2018. After the interview process, Peter Loomis notified BENLIC that a consulting engagement with BENLIC would not be possible due to scheduling difficulties. BENLIC staff created an evaluation rubric and scored the responses after in-person interviews had been concluded.

After consideration of the complete proposals and interviews, BENLIC Staff and the BENLIC Personnel Subcommittee recommend EK Ward and Associates for HR Consulting Services.

ACTION:

WHEREAS, the Buffalo Erie Niagara Land Improvement Corporation wishes to enter into an agreement with a qualified, local consulting firm for professional organizational assessment services;

WHEREAS, pursuant to the Corporation’s Procurement Policy Section E, the desired services were solicited on January 5, 2018, with a deadline to submit responses by January 19, 2018;

WHEREAS, the proposals of the various firms are summarized in the table below:

FIRM	FEE	Minority Contractor	STAFF EVALUATION SCORE (MAX. 100)
EK Ward and Associates	\$34,599-\$39,500.00	Yes	<i>Completed. Will be tabulated</i>
Performance Management Partners	\$30,000.00 - \$34,000.00	Yes	<i>Completed. Will be tabulated</i>

RESOLVED, that the BENLIC Board of Directors authorizes the Corporation to execute a contract with EK Ward and Associates, to perform consulting services in accordance with BENLIC’s RFP in an amount not to exceed \$39,500; and be it further

RESOLVED, that this Resolution, approving EK Ward and Associates, 300 International Drive, Suite 100, Williamsville, New York 14221, shall take effect immediately.