

# Memorandum

**To:** Chief Administrative Officer Dan Gagnon, City of Elliot Lake

**From:** Todd MacDonald, President Performance Concepts Consulting Inc.

**Re: Confirming Engagement Re. 2021 North Shore MMP Joint Municipal Services Review**

## **1. Core Work Plan**

This Memorandum confirms that the City of Elliot Lake has retained Performance Concepts Consulting Inc. to execute a 2021-2022 *Joint Municipal Services Review* as set out in the North Shore MMP Project's RFP (attached as Appendix 1).

At its October 12<sup>th</sup> 2021 meeting Council endorsed a City staff report recommending an RFP award to Performance Concepts Consulting Inc. in the amount of \$159,330 plus HST to execute the core work plan set out in the submitted proposal document (attached as Appendix 2).

## **2. Agreed Upon Scope Adjustments**

City staff and the Performance Concepts team support a go-forward work plan scope adjustment to execute the Fire and Roads Winter Control borderless service option contained in the submitted Performance Concepts proposal document.

City staff and the Performance Concepts team also support a go-forward work plan scope adjustment to address the expansion of the North Shore MMP group to include Township of the North Shore. A project budget adjustment of \$60,000 plus HST is required for the Fire and Winter Control borderless service analyses. A project budget adjustment of \$25,000 is required to address the expansion in the number of participating MMP municipalities. The resulting total project budget will be \$244,330 plus HST.

This Memorandum confirms that the City and Performance Concepts will integrate the agreed upon scope adjustments into a revised project critical path/budget upon a project deadline extension confirmed by the Province.

## **3. Project Deadline Extension**

The City will apply asap to secure a project deadline extension from the Province to accommodate the agreed upon work plan scope adjustments set out in this Memorandum. The deadline extension from the Province is a necessary pre-condition for moving forward with the agreed upon work plan scope adjustments.

Submitted by

Todd MacDonald  
President  
Performance Concepts Consulting Inc.

Confirmation by

Dan Gagnon  
Chief Administrative Officer  
City of Elliot Lake