

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 11-24FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer
Dr. Joanne Kearon, Acting Medical Officer of Health

DATE: 2024 September 19

LEGAL SERVICES ROSTER – REQUEST FOR PROPOSAL AWARDS

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 11-24FFC re: “Legal Services Roster – Request for Proposal Awards” for information.

Report Highlights

- The Middlesex-London Board of Health and Health Unit do not have in-house legal services and have never formally secured legal services through a retainer.
- On June 3rd, MLHU issued a Request For Proposal to legal firms to submit a technical and financial proposal for services in six (6) legal practice areas ([Appendix A](#)).
- Five (5) legal services providers were awarded a roster spot in one of the service areas.

Background

The Middlesex-London Board of Health and Organization do not have in-house legal counsel and have been using legal services firms ad-hoc for many years. The Board and Organization have also never provided a retainer for these services and are not committed to a certain legal services firm. Given the organization’s financial position, legal services are an area being reviewed for potential cost savings and going to market will ensure the Health Unit is receiving competitive rates for services.

Process

Legal service firms (bidders) were requested to provide a technical proposal and a financial proposal. Bidders were invited to upload their proposals on Biddingo. The request for proposal opened on June 3rd and closed on June 28th as [Appendix A](#). Categories which the Board of Health and Health Unit requested legal expertise in are:

- Labour & Employment Law
- Contracts/Corporate/Commercial Law
- Information Technology Law

- Privacy Law
- General Civil/Insurance Defence Law - BOH
- General Municipal Law - BOH

The Evaluation Team was made up of the Chief Executive Officer, Associate Director - Human Resources and Labour Relations, Manager - Procurement and Operations, Manager - Privacy, Risk and Client Relations, the Board of Health Chair, and the Executive Assistant to the Board of Health.

The proposals were evaluated in the following categories:

- Corporate Profile and Experience
- Counsel Team
- Approach and Work Plan
- Communication Plan
- Value-Added Services
- Financial Proposal

All aspects of the process are in alignment with the Health Unit's Policy G-230 on Procurement and the Province's Broader Public Sector Procurement Directive.

Results

This Request for Proposal (RFP) was for a roster, which means that multiple legal service firms are being awarded and placed on the Board and Organization's approved roster of legal service providers for three (3) years.

The following legal firms have been awarded a position on the roster of legal services:

Service Area:	Recommended Legal Firm:
Labour & Employment Law	Rae Christen Jeffries
	Clyde and Co
Contracts/Corporate/Commercial Law	Clyde and Co
	Harrison Pensa
Information Technology Law	Clyde and Co
	Harrison Pensa
Privacy Law	Clyde and Co
	Harrison Pensa
General Civil/Insurance Defence Law - BOH	Stieber Berlach
	Clyde and Co
General Municipal Law - BOH	Clyde and Co
	Boghosian and Allen

Next Steps

The Manager, Procurement and Operations has provided the successful legal firms with an award letter.

This report was written by the Manager, Procurement and Operations.



Emily Williams, BScN, RN, MBA, CHE
Chief Executive Officer



Joanne Kearon, MD, MScN, MPH, CCFP, FRCPC
Acting Medical Officer of Health

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).
- Policy G-230 on Procurement
- Ontario Broader Public Sector Procurement Directive

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically to ensure equitable participation in participate in this request for proposal and to ensure that bidders' align with the Health Unit's mandate and mission.