



Michael Pacholok, Director

Purchasing and Materials Management Division
 City Hall, 18th Floor, West Tower
 100 Queen Street West
 Toronto, Ontario M5H 2N2

Jackie Kennedy, Manager
 Purchasing Group

NOTICE OF INTENDED PROCUREMENT

RFP 9101-18-7063

For: User Fee Review of Urban Forestry Services

<p>Division Contact for More Information:</p>	<p>Ansel Salim, Corporate Buyer Purchasing and Materials Management Division (t) 416-392-7177, (f) 416-397-7779 (e) Ansel.Salim@toronto.ca</p>
<p>Cost of Document(s) & Terms of Payment:</p>	<p>\$100 plus 13% HST (\$113.00)</p>
<p>Description of Procurement:</p>	<p>Parks, Forestry and Recreation is requesting proposals from qualified consultants to undertake a comprehensive review and evaluation of all types of service and user fees associated with the Urban Forestry Service. The purpose of the review is to:</p> <ul style="list-style-type: none"> a) Establish a comprehensive listing of all types of service offered by Urban Forestry; b) Identify all direct and indirect (beneficial) customers of the type of service; c) Based on the City's User Fee Policy, determine which types of service offered by Urban Forestry should have a cost recovery (fee based type of service) and which types of service should not have a cost recovery (fully tax funded type of service); d) Determine the full cost of providing each fee base type of service identified in (c) using the City of Toronto Full Costing Model; e) Determine the current cost recovery rate for each fee based type of service identified in (c); f) Determine the extent to which the cost of fee based type of service should be subsidized by the property tax base and associated subsidies in accordance with the City's User Fee Policy, and any relevant legislations or regulations, and by-laws. g) Provide justifications for proposed fee subsidies with respect to relevant City and policy objectives. h) Develop a standardized subsidies schedule based on how they support City and policy objectives and the benefits they provide to the public. <p>The findings of this review will be used by Staff to recommend the appropriate user fee to be charged to achieve the cost-recovery percentage of each type of service to be considered by City Council.</p>
<p>Recurrent Contract?</p>	<p>N/A</p>

Delivery Schedule for Goods or Services OR Contract Duration:	November 30 th , 2018 to February 28 th , 2019
Procurement Method:	Request for Proposal (RFP)
Language(s) Permitted for Response by Supplier:	English
Limited # of Suppliers?	N/A
Name of Trade Agreement(s) that is Applicable to the procurement	Canadian Free Trade Agreement (CFTA)
ESTIMATED DEADLINE FOR SUBMITTING TO SOLICITATION:	Monday November 5 th , 2018 - 12:00p.m. Noon (Local Toronto Time)
SUBMISSIONS TO BE DELIVERED TO:	Chief Purchasing Official Purchasing and Materials Management Division 18th Floor, West Tower, City Hall 100 Queen Street West Toronto, ON, M5H 2N2