



**Town Council of Gander
Request for Proposals RFP# 24-07
Human Resources Consulting Services**

Closing date: October 21, 2024, at 2:00 p.m., local time

The Town of Gander is seeking proposals from qualified Human Resources (HR) consulting firms to assist in the recruitment of a new Chief Administrative Officer (CAO). The successful firm will have a proven track record in executive recruitment, particularly within the municipal government sector.

Attached are the instructions and the terms of reference that are to be used as the basis for the proposal.



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Instructions to Proponents

1.0 Definitions

- 1.1 The corporation of the Town Council of the Town of Gander is referred to as the “Town”.
- 1.2 The entity submitting a proposal is referred to as the “Proponent”.
- 1.3 The successful Proponent is referred to as the “Consultant”.
- 1.4 The Request for Proposals is referred to as “RFP”.

2.0 Submission Requirements

- 2.1 Proposals mailed or couriered must be returned in a sealed envelope clearly marked “RFP #24-07 Human Resources Consulting Services “to Kelly Hiscock, Director of Corporate Services, Town Council of Gander, 100 Elizabeth Drive, Gander, NL A1V 1G7.

Proposals can also be emailed to: tenders@gandercanada.com
- 2.2 Proposals must be received at the Town Hall no later than 2:00 p.m., local time, October 21, 2024
- 2.3 Proposals received and not conforming to items 2.1 and 2.2 above will not be considered.
- 2.4 All prices proposed are to be in Canadian funds.
- 2.5 Proposals, rather than tenders, have been requested in order to afford Proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the Town’s needs in a more cost-effective manner. Proposals should be based on these Instructions and the attached Terms of Reference.
- 2.6 Your proposal should clearly show your complete company name, nearest location to the Town of Gander, name and telephone number of primary contact person (s

- 2.7 Proponent(s) are solely responsible for any costs or expenses related to the preparation and submission of proposals.
- 2.8 After the closing time and date, all proposals received by the Town become the property of the Town.
- 2.9 No proponent may withdraw their proposal for a period of 60 days after the actual date of closing.
- 2.10 The laws of the province of Newfoundland and Labrador shall govern this proposal and any subsequent contract resulting from this proposal.

3.0 Disclosure of Information

- 3.1 By submitting a bid, the proponent acknowledges that:
 - a) The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.
 - b) This procurement process is subject to the Access to information and Protection of Privacy Act, 2015.
 - c) The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to information and protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to information and protection of Privacy Act, 2015.
 - d) This procurement is subject to trade agreements, such as the Canada Free trade agreement and the Canada European Union Comprehensive & Economic Trade Agreement, where applicable.
 - e) The consulting firm must declare any potential conflicts of interest and not had any prior or existing business relationships with any candidates for the position.

4.0 Evaluation Process

- 4.1 An Evaluation Committee made up of Town staff and members of Council will be reviewing proposal submissions. The Town reserves the right to accept any or none of the proposals submitted and will evaluate the proposals based on the best value and not necessarily the lowest cost. Please refer to the Evaluation Criteria outlined in the Terms of Reference.

- 4.2 The Town reserves the right to conduct pre-selection meetings with proponent(s), which may include a review of your proposal submission.
- 4.3 The Town further reserves the right to conduct post-selection meetings in order to correct, change or adapt the selected proposal to the wishes of the Evaluation Committee.
- 4.4 The Consultant will be required to enter into an agreement with the Town for the requested services.
- 4.5 The lowest priced or any proposal will not necessarily be accepted.

5.0 Reporting Structure

- 5.1 The Consultant will report directly to the Director of Corporate Services.

Kelly Hiscock
Director of Corporate Services
Town Council of Gander
100 Elizabeth Dr.
Gander, NL A1V 1G7
709-651-5903
Email: khiscock@gandercanada.com

6.0 Inquiries

- 6.1 All inquiries regarding this RFP must be directed to the Director of Corporate Services.
- 6.2 All questions regarding this RFP should be submitted, via email, at least six (6) days prior to the closing time and date.
- 6.3 Any verbal representations, promises, statement or advice made by employees of the Town other than that offered through the Director of Corporate Services should not be relied upon.



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Terms of Reference

1.0 Introduction

The Town of Gander is a vibrant community located in Newfoundland and Labrador. The CAO is a key leadership position responsible for overseeing the administration of the Town's operations and implementing the policies and directives of the Town Council.

The Town of Gander is seeking the services of a qualified Human Resources Consulting Firm to assist in the recruitment and selection of a Chief Administrative Officer (CAO). The municipality has a population of approximately 12,000 residents and is committed to finding a highly skilled and experienced individual to lead its administrative functions.

2.0 Scope

The selected HR consulting firm will be responsible for the following tasks:

- 2.1 Conducting a comprehensive job analysis and developing a detailed job description for the CAO position. Provide a report to include findings from job analysis and final job description.
- 2.2 Developing and implementing a recruitment strategy to attract qualified candidates.
- 2.3 Screening and evaluating applications and resumes.
- 2.4 Conducting initial interviews and assessments of candidates. Provide a candidate screening report to include summary of candidates screened, qualifications and assessment results.
- 2.5 Assisting in the final selection process, including reference checks and background verifications. Provide a final selection report summarizing the final selection process, candidate assessments, reference checks and background verification.
- 2.6 Providing support in negotiating employment terms and conditions.

3.0 Proposal Requirements

Interested firms are requested to submit a proposal that includes the following information:

- 3.1 **Company Profile:** A brief overview of the firm, including its history, mission, and experience in HR consulting and executive recruitment.
- 3.2 **Approach and Methodology:** A detailed description of the approach and methodology the firm will use to carry out the scope of work.
- 3.3 **Team Composition:** Information about the team members who will be involved in the project, including their qualifications and relevant experience.
- 3.4 **Timeline:** A proposed timeline for completing the recruitment process.
- 3.5 **Cost Proposal:** A detailed cost proposal, including a breakdown of fees and any additional expenses including HST.
- 3.6 **Client Testimonials or Case Studies:** Provide two specific case studies showing how similar recruitments were handled in the past.
- 3.7 **References:** Contact information for at least three references from previous clients for whom similar services have been provided.
- 3.8 **Best Practices:** Ensure recruiting approach integrates best [practices related to diversity, equity and inclusion in recruitment.

4.0 Evaluation Criteria

- 4.1 The following evaluation criteria and weight factors will be used to evaluate proposal submissions:

Evaluation Criteria	Points
Experience and Qualifications of Team Members	20
Understanding of the Scope of Work and Proposed Approach	20
Related Experience	20
Quality of Proposal and Methodology	20
Cost	20
Total	100

- 4.2 The Town shall have the right to withhold from any sum otherwise payable to the proponent such amount as may be sufficient to remedy any defect or deficiency in the work , pending correction of it. Payment may be made 30 days after delivery pursuant to the proponent submitting an invoice, contract requirements being completed, and work being deemed satisfactory.