

The Municipality of the District of St. Mary's

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REQUEST FOR QUOTATION

Executive Recruitment Services- Chief Administrative Officer

Issued Date: April 24, 2023

Deadline for Quotations: May 12, 2023, at 1pm



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1. Introduction

The Municipality of the District of St Mary's invites quotations from an Executive Recruitment firm to provide HR consulting services to facilitate the recruitment of the position of Chief Administrative Officer (CAO) for the Municipality. *The start date of these services will begin May 16, 2023 & expected to be completed by July 5, 2023.*

2. Scope of Work and Deliverables

The Municipality of the District of St. Mary's (the Municipality) is seeking the services of a recruitment firm to assist in the selection of a new Chief Administrative Officer for the Municipality. The Scope of Work shall include the following:

- a. Initial Meeting- Hold a kickoff meeting with Council and select staff and review proposed timeline as outlined in **Appendix A- CAO Search Timeline – April 2023** and confirm a schedule to meet all pre-established deadlines (screening; short list; interviews; assessments; verification of credentials; references checks).
- b. Advertising- Advertise with any additionally identified resources other than those the Municipality has advertised in as seen in **Appendix B- Advertisement Posting Platforms**.
- c. Recruitment- Conduct a national search using a variety of appropriate resources to source quality candidates and conduct targeted, personal recruitment of potential candidates.
- d. Candidates Review- Screen applications and present short-listed candidates to Council. Conduct relevant assessments of candidates and provide interpretation of results.
- e. Interview Preparation/Process- Review of current interview questions and provide suggestions for amendments/additions. Develop selection criteria; evaluation/scoring grid. Coordinate, attend and the interview process with the Municipality and rank/provide recommendations of successful applicant.
- f. Selection Process- Communicate with all applicants & candidates throughout the various phases of the selection process and perform reference checks and personality scans as required. Assist in the Job offer negotiations in conjunction with the Municipality.

3. Submission

The quotation provider is to submit the quotation accompanied by the required information by **May 12, 2023 at 1pm** to marissa.jordan@saint-marys.ca. Quotations submitted past this closing time will not be accepted. Submissions shall include:

- Form A- Quotation
- Form B- References
- Proof of Insurance

4. Terms and Conditions

- 4.1 Quotations received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the Quotations shall remain firm and open for acceptance by the Municipality for a period of ninety (30) days from the date of closing.



- 4.2 Final acceptance of the quotation will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.
- 4.3 The Municipality reserves the right to reject any and all quotations based on the best interest of the Municipality. The Municipality reserves the right to select a quotation, in whole or in part, other than the lowest price quotation based on any criteria which in its sole and absolute discretion the Municipality deems to be in its best interest.
- 4.4 The Municipality shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response.
- 4.5 The Municipality reserves the right to request Quotation Providers to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.
- 4.6 The Municipality reserves the right to assess the qualifications of the firm to conduct the work and shall be the sole judge as to whether the firm meets the specifications required to complete the Work to the satisfaction of the Municipality.
- 4.7 Payment will be made to the successful Quotation Provider by the Municipality within 30 days of submission of invoice by the Quotation Provider to the Municipality, for work completed to the satisfaction of the Municipality.
- 4.8 The Municipality may waive minor differences in the quotations provided the differences do NOT violate the quotations intent. No term or conditions shall be implied based on any industry trade practice or custom, any practice or policy of the quotation or the Municipality or otherwise, which is inconsistent or conflicts with provisions contained in this document.

5. Indemnification and Insurance

- 5.1 The Quotation Provider shall indemnify, hold harmless and defend the Municipality, their agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever, provided that any such claim is caused in whole or in part by the negligent act or omission of the Quotation Provider, any subcontractor, supplier, licensee, anyone directly or indirectly employed by any one of them or anyone for whose acts any of them is liable, regardless of whether or not it is caused in part by a party indemnified hereunder.
- 5.2 The Quotation Provider shall, at their expense, maintain a professional liability/errors and omissions policy as coverage for professional services provided under this quotation in the amount of at least Two (2) Million Dollars, which shall remain in force for the term of this contract and shall be renewed at least three (3) years after termination.

6. Further Information

Any questions in relation to this Request for Quotation should be directed to:

Marissa Jordan, Chief Administrative Officer
Phone: 902-522-2432 Email: marissa.jordan@saint-marys.ca

APPENDIX A

CAO SEARCH TIMELINE- April 2023

APRIL							MAY							JUNE							JULY							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6						1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29		
30																					30	31						

	PHASE ONE- PREP	Task Description
<input type="checkbox"/>	April 24, 2023	Send out Request for Quotations for HR Consultant (April 24- May 12, 2023) Post CAO Advertisement (April 24- May 26, 2023)
<input type="checkbox"/>	May 2, 2023	Review at COTW: - 2 nd Draft CAO Policy
<input type="checkbox"/>	May 15, 2023	Approve at Council: - CAO Policy - Award HR Consultant
<input type="checkbox"/>	May 16, 2023	Special Council Workshop: - Council Kick Off Meeting with Consultant (*Dependent on consultant)
<input type="checkbox"/>	May 17-30, 2023	Consultant candidate search and prep for interviews.

- *May change based on consultant recommendation or other considerations:*

	PHASE TWO- WORK	Task Description
<input type="checkbox"/>	May 31, 2023	Special Council Meeting: - Shortlist Candidates (Consultant Involved) - Review Interview Questions
<input type="checkbox"/>	June 1 - 2, 2023	Set Up 1 st Round Interviews
<input type="checkbox"/>	June 5- June 9, 2023	Hold First Interviews (Dates to be Determined) Evaluation of Interviews and Narrowing of Candidates
<input type="checkbox"/>	June 12-13, 2023	Set up Final Interviews
<input type="checkbox"/>	June 19- June 23, 2023	Hold Second Interview (Dates to be Determined)
<input type="checkbox"/>	June 26- June 29, 2023	Offer to Successful Candidate and Negotiation Period
<input type="checkbox"/>	June 30, 2023	Special Council Meeting: - Award Contract and new CAO



APPENDIX B

ADVERTISEMENT POSTING PLATFORMS

Upon awarding the successful proponent, the Municipality will have advertised on the following platforms. The proponent will advertise on additional platforms that may be deemed beneficial in circulating the opportunity.

Canadian Association of Municipal Administrators
Association of Municipal Administrators of Nova Scotia
Federation of Canadian Municipalities
Municipal World
Municipal Website
Indeed



FORM A
QUOTATION

Lump Sum Price (excluding advertising costs and other disbursements to be approved by the Municipality).

Services	\$
HST	\$
Total Price	\$

*The Quotation Provider agrees to comply with all of the Terms and Conditions as outlined in Section 5.

Name of Company	
Company Civic Address	
Company City/ Province/ Postal Code	
Telephone	
Email Address	
HST #	

Name of Representative _____

Signature of Representative _____

Date _____



FORM B

REFERENCES

The Quotation Provider shall include references of other organizations (not including references from the Municipality) to which they have supplied similar services:

Please provide a brief business history and list of qualifications relevant to the Work:

1.

Name of Company	
Contact Person	
Telephone	
Scope	
Value	
Email	

2.

Name of Company	
Contact Person	
Telephone	
Scope	
Value	
Email	

3.

Name of Company	
Contact Person	
Telephone	
Scope	
Value	
Email	

NOTHING IN THIS RFQ SHALL BE CONSTRUED AS AUTHORITY TO PROCEED WITH THE WORK DESCRIBED HEREIN.