



Salt Spring Island Fire Rescue
105 Lower Ganges Road
Salt Spring Island, B.C.
PH: 250-537-2531
FAX: 250-537-2507

March 12, 2019

Executive Search Services and Recruitment Assistance for Administrator Position

The Salt Spring Island Fire Protection District is inviting quotations from qualified firms to provide executive search services and recruitment assistance for the Administrator Position - the incumbent having provided notice of his intention to retire. Our objective is to select a firm that most fully meets the requirements for the Request for Quotation (RFQ) and best meets the needs of the District while ensuring value for money.

Quotation Instructions

Submissions

In the interest of time, the District requests that each respondent provide an electronic copy of their proposal including the required Schedule 1 Proposal Form and Bid Forms, clearly marked:

Salt Spring Island Fire Protection District
Quotation for Recruitment Services for Administrator
Attention: Andrew D. Peat, Administrator

Proponents will include examples of recruitment literature and discuss techniques successfully used by their firm for other executive searches.

- The District will accept Quotations by email at: corpadmin@saltspringfire.com
- All Quotes must be received no later than 4:00 P.M. on Friday March 29, 2019
- Written quotations delivered to the District's offices as follows will also be accepted:

Salt Spring Island Fire Protection District
105 Lower Ganges Road,
Salt Spring Island BC V8K 2T1

It is the Proponent's responsibility to ensure that the District received its Quotation prior to the stated closing.