



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

March 8, 2019

REQUEST FOR QUOTATION: RECRUITMENT SERVICES FOR ADMINISTRATOR

The Salt Spring Island Fire Protection District's incumbent Administrator has given notice of his desire to retire in August 2019. The District is seeking candidates for the position and has requested that a Request for Quotation (RFQ) be issued for a Human Resources Consultant to undertake and assist with a search for a new Administrator.

Qualified professionals are invited to submit a proposal outlining prior experience in this field together with details of fees, expenses, advertising and related costs.

SCOPE OF WORK

1. Introduction

Salt Spring Island is an unincorporated community and the Salt Spring Island Fire Protection District, an improvement district, provides fire protection services for most of the island.

The Salt Spring Island Fire Protection District ("*District*") is governed by a volunteer Board of Trustees ("*Board of Trustees*"). The Administrator reports to the *Board of Trustees*, taking direction from the Chair or designated alternate, fulfilling the statutory obligations for corporate administration and financial administration as defined by the Local Government Act (Section 738.2). District Bylaw No. 85 "Officer Positions Establishment Bylaw No 85" establishes officer positions and their respective powers, duties and responsibilities.

The *District* has adopted the "One Employee Model" Corporate structure, and the Administrator works collaboratively with the Fire Chief who is responsible for operations. Contracted professional staff positions, which include the bookkeeper, recording secretary and information technology professional, report directly to the Administrator. The position is influential in maintaining a strong, solution-focused, team-spirited workplace culture.

2. Scope of Work

The selected consultant will:

- a) Meet with the Recruitment Committee of the *Board of Trustees* to confirm the *District's* needs and these are reflected in the Administrator Position's Job Description.
- b) The Position will be advertised in key local paper and web-based resources to encourage a good response. The consultant may invite qualified individuals known to them to apply.
- c) In collaboration and partnership with the Recruitment Committee, the consultant will prepare large and small short lists of qualified candidates.
- d) The consultant will conduct reference checks on short listed candidates, and in collaboration with the Recruitment Committee, prepare interview questions and assist with interviews if required, including scheduling of appointments.
- e) The consultant will also assist the parties to reach agreement on salary and term and conditions, if required.

EVALUATION

Evaluation of Proposals will be done by the *Board of Trustees* according to the criteria identified below. During the evaluation process, Proponents may be required to provide clarification to statements made in their Proposals. The *District* reserves the right to contact references to determine the reputation of the Proponent.

ANTICIPATED PROJECT SCHEDULE

April 2019 – Consultant selected and initial meeting(s) held with the Recruitment Committee

May 2019 – Position advertised; leading candidates' resumes will undergo reference checks as received

May/June 2019 – One week after closing, a short-list of candidates will be presented to the Recruitment Committee and Finalists chosen.

June 2019 - Interviews of Finalists conducted followed by negotiations and appointment letter.

SUBMISSION REQUIREMENTS

For ease of submission preparation and consistent evaluation, Proponents are asked to submit the following information;

- company profile including services offered, number of years in operation and location of offices;
- personal experience and qualifications related to this assignment including similar project experience and **at least one (1) example of a Job Advertisement and Supplemental Package prepared for a similar assignment;**

- the Proponent’s proposed approach to the assignment, a detailed proposed scope of work and proposed project schedule;
- a statement of the Proponent’s capacity to complete the project within the proposed schedule; and
- at least 2 references, including a brief project description and contact information.

LENGTH OF SUBMISSION

Submissions should not exceed 10 pages, single-sided (excluding resumes and any RFQ Addenda or Amendments that may be issued). Minimum font size 10 pt.

CLOSING DATE AND TIME:

PROPOSAL SUBMISSION

1. Proposal Submission

Responses should be delivered by hand, email or post to the following location no later than 4:00 pm on March 29, 2019, (Closing), and should be clearly marked “Recruitment Services for Administrator”:

Attention: Andrew D. Peat
Administrator
Salt Spring Island Fire Protection District
105 Lower Ganges Road,
Salt Spring Island,
BC V8K 2T1
Email: corpadmin@saltspringfire.com

Proposals shall include the following:

PROPOSAL FORM

BID FORM

Proposals may either be emailed with the RFQ title clearly indicated in the subject line or submitted in a sealed package with the name and address of the Proponent and the RFQ title marked on the outside. Please request confirmation of receipt of any emailed proposals.

Facsimile submissions will not be considered.

Late proposals will not be considered.

Proposals that are conditional, illegible, obscure, or contain irregularities of any kind may, at the discretion of the *District*, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFQ must sign the Proposal Form. Unsigned Proposals will be declared disqualified.

Submissions will be opened in public with the name and address of the Proponent and the Bid amount declared.

Interviews may be conducted to assist in the evaluation of submissions. Interviews will be held only with short-listed Proponents and will be scheduled at a mutually convenient time at the offices of the *District*.

2. Enquiries

All enquiries related to this RFQ shall be directed to:

Andrew D. Peat
Administrator
Salt Spring Island Fire Protection District
Telephone: 250-537-2531
Email: corpadmin@saltspringfire.com

3. Addenda

Any questions that are received by the *District* that affects the Request for RFQ will be issued as addenda by the *District*.

Addenda will be published on the *District's* website and copied to prospective Proponents who have given written indication of their intention to submit a proposal. It is the responsibility of prospective Proponents to monitor the *District's* website to check for updates. All addenda become part of the Contract document and must be considered when responding to this RFQ.

Verbal answers are binding only when confirmed by a written addendum.

REQUEST FOR PROPOSAL: Recruitment Services for Administrator

ADMINISTRATIVE REQUIREMENTS

1. Terms and Conditions

Submission of a Proposal in response to this RFQ indicates acceptance of all the terms that follow and that are included in any addenda issued by the *District*.

2. Changes to Proposals

A Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon Closing, all Proposals become irrevocable and no changes may be made unless requested by the *District* for clarification.

3. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal. If the *District* elects to reject any or all Proposals, the *District* will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, costs for returning unopened Proposals, or any matter whatsoever.

4. Firm Pricing

Prices will be firm for the entire Contract period unless the written Contract for Services states otherwise. Proponents must identify any costs that are not included in the Total Fee quoted such as travel costs, advertising and related charges.

5. Currency and Taxes

Prices quotes will be in Canadian Dollars and inclusive of all charges, and exclusive of GST and other taxes which shall be shown separately as applicable.

6. Privilege or Right to Cancel

This RFQ must not be construed as an agreement to purchase goods or services. The *District* is not bound to accept the lowest priced or any Proposal submitted.

The *District* reserves the right to reject any and all Proposals and to accept any Proposal notwithstanding any non-compliance with this RFQ. The *District* may select any Proposal for acceptance or negotiation with the Proponent by selecting the Proposal which the *District*, in its sole unrestricted discretion and based on such criteria as it considers appropriate, deems to be in the best interests of the *District*.

EVALUATION

Evaluations of Proposals will be by the *Board of Trustees* according to the criteria identified below. During the evaluation process, Proponents may be required to provide clarification to statements made in their Proposals. The *District* may contact references to determine the reputation of the Proponents.

1. Mandatory Criteria

- Proposal Form completed and signed by a person authorized to bind the Proponent to statements made in the submission.
- Bid Form completed and signed by a person(s) authorized to bind the Proponent.
- Proposal must be received at the closing location by the specified Closing date and time.

2. Proposal are to include the following sections:

a. Firm Profile

- i. References from a minimum of two (2) similar Executive Recruitment assignments undertaken recently along with contact information.

b. Related Experience

- i. Describes directly related, current experience of the firm. Provide a brief description of each of the two (2) projects.

c. Proposed Personnel

- i. Describe experience of key member(s)/personnel. If appropriate, outline roles and responsibilities of key members and their availability to undertake their work within the proposed timeline.

d. Methodology and Philosophy

- i. Describe your project methodology for this project and demonstrate your understanding of working with a small local government entity; describe your strategies to manage the project schedule and overcome delays and obstacles.

e. Innovation, Value and Quality Assurance

- i. Give example(s) where your firm provided insight or innovation to a similar project.
- ii. Demonstrate your commitment to the project.
- iii. Provide evidence of liability insurance.

REMUNERATION

Remuneration for services, up to the agreed upon contract amount will be paid monthly against invoices within thirty (30) days after receipt. Claims for reasonable reimbursable expenses permitted by the contract will be paid upon presentation with appropriate documentation.

AVAILABLE INFORMATION

Proponents wishing to submit a proposal are encouraged to review the following materials to confirm the accuracy and completeness of their proposal prior to submission.

The following information is available on the *District's* website <http://www.saltspringfire.com/job-opportunities/>

- Bylaw No. 85 “Officer Establishment Bylaw No. 85”
- Policy AG-4301-01 “Administrator - One Employee of Board”

PROPOSAL FORM

Salt Spring Island Fire Protection District
Recruitment Services for Administrator

Closing: 4:00 PM Pacific Daylight Time on March 29, 2019

This form must be completed, signed and included with the submission

The undersigned confirms that their submission is in response to the Request for Proposal for the Salt Spring Island Fire Protection District "Recruitment Services for Administrator" and the Proponent acknowledges receipt of Addenda # ____ through Addenda # ____.

Name of Firm: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Name: _____

Position: _____

Phone: _____ Fax: _____

Email: _____

Authorized Signature

Name and Title

Date

BID FORM

Salt Spring Island Fire Protection District
Recruitment Services for Administrator
Closing: 4:00 PM Pacific Daylight Time on March 29, 2019

This form must be completed, signed and included with the submission

Date: _____
To: Salt Spring Island Fire Protection District
For: Recruitment Services for Administrator
Submitted By: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

We have examined the Request for Quotation (RFQ) documents carefully and have a clear and comprehensive knowledge of the Scope of Work required under the RFQ. By submitting a proposal, we agree and consent to the terms, conditions and provisions of this RFQ, and offer to provide the SCOPE OF WORK in accordance with the terms and conditions set out in the RFQ for the fees and rates set out in this BID FORM.

The following fees (Canadian \$) are net costs exclusive of taxes (GST and PST if applicable).

TOTAL FEE: \$ _____

State any additional fees or costs not stated in this RFQ that may be charged by your company to the project.

Signature and Name of Authorized Representative(s)

_____ (signature) _____ (print)

_____ (signature) _____ (print)