



The City of Saint John

Request for Proposals

for

2022-092202P – Executive Recruitment - Position of City Manager

Saint John, New Brunswick

Request for Proposals No.: 2022-092202P

Issued: Thursday, June 16, 2022

Submission Deadline: **Thursday, July 7, 2022 at 4:00:00 p.m. (ADT)**

TABLE OF CONTENTS

PART 1 – INTRODUCTION	3
1.1 Invitation to Proponents.....	3
1.2 RFP Contact Person.....	3
1.3 Type of Contract for Deliverables	3
1.4 No Guarantee of Volume of Work or Exclusivity of Contract.....	3
PART 2 – THE DELIVERABLES.....	4
2.1 Description of Deliverables.....	4
2.2 Submission Requirements	4
PART 3 – EVALUATION OF PROPOSALS	6
3.1 Timetable	6
3.2 Submission Instructions.....	6
3.3 Stages of Proposal Evaluation.....	7
3.4 Evaluation Criteria.....	8
PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS.....	9
4.1 General Information and Instructions	9
4.2 Communication after Issuance of RFP	9
4.3 Debriefing	11
4.4 Confidential Information	11
4.5 Procurement Process Non-binding.....	12
4.6 Governing Law and Interpretation	13
APPENDIX A – SUBMISSION FORM	14
APPENDIX B – PRICING FORM.....	16
APPENDIX C – REFERENCE FORM	17

PART 1 – INTRODUCTION

1.1 Invitation to Proponents

- (1) This Request for Proposals (“RFP”) is an invitation by The City of Saint John (the “City”) to prospective proponents to submit proposals for the provision of executive recruitment services for the position of City Manager, as further described in Part 2 – The Deliverables (the “Deliverables”).
- (2) While all submissions will be given due consideration in accordance with the criteria set forth in this Request for Proposal, first consideration will be extended to Proponents whose proposals do not exceed \$30,000 in total costs.

1.2 RFP Contact Person

- (1) For the purposes of this procurement process, the “City Contact” shall be:

Chris Roberts, SCMP, CPPB
Procurement Manager
The City of Saint John
Email: supplychainmanagement@saintjohn.ca

1.3 Type of Contract for Deliverables

- (1) The City will issue a Purchase order to the successful proponent for the scope of services detailed in this request for proposal.

1.4 No Guarantee of Volume of Work or Exclusivity of Contract

- (1) The City makes no guarantee as to the value or volume of the Deliverables. The contract to be entered with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for same or similar to the Deliverables or may obtain the same or similar to the Deliverables internally.

[End of Part 1]

PART 2 – THE DELIVERABLES

2.1 Description of Deliverables

- (1) The recruitment firm will work closely with members of Common Council in the selection process and will be responsible for:
 - Conducting an extensive search of potential candidates – local, provincial, regional and national
 - Collaborating with the City in establishing and managing interview/selection strategy
 - Collaborating with the Selection Committee in managing communications with the candidates
 - Providing advice with respect to methodology including use of assessment tools
 - Providing short-list of candidates to the Selection Committee
 - Interviewing short-listed candidates in collaboration with the Selection Committee
 - Conducting final interviews in collaboration with Common Council
 - Negotiating Terms and Conditions of Employment with chosen candidate, in collaboration with the City

- (2) The City including, Common Council, the Selection Committee, and Corporate HR as appropriate, will be responsible for:
 - Establishing job specifications
 - Advertising and advertising costs
 - Expenses related to candidates travel
 - Pre-screening applications based on City defined criteria
 - Collaborating with the recruitment firm on interview/selection strategy
 - Supporting the interview/selection process as appropriate
 - Interviewing short-listed candidates in collaboration with the recruitment firm
 - Conducting final interviews in collaboration with the recruitment firm
 - Final hiring decision
 - Collaborating with the recruitment firm in negotiating Terms and Conditions of Employment with the chosen candidate
 - Familiarization of the candidate with the organization and its culture, and comprehensive on-boarding

2.2 Submission Requirements

- (1) Submissions must address the following topics:
 - Recruitment Procedures – Outline the recruitment process.
 - Familiarization – Explain steps to get acquainted with our organization and the culture.
 - Explain any guarantees to candidates. (i.e. Replace the candidate if they leave within a certain period of time or provide a refund, etc.)

- Identify any employment fields where your company excels.
- Include a summary of company structure, business history and company and key personnel's experience c/w references.
- Provide details for development of costs, ie. flat fee, a percentage of salary, etc. and an estimate for the costs/fees to the City of Saint John associated with this service.
- **Proponents must be available to commence work on or about December 1, 2022. Proponents must address their availability for this engagement.**

[End of Part 2]

PART 3 – EVALUATION OF PROPOSALS

3.1 Timetable

- (1) The RFP timetable is tentative only and may be changed by the City at any time.

Issue Date of RFP	Thursday, June 16, 2022
Deadline for Questions	Wednesday, June 29, 2022, 4:00:00 pm, ADT
Deadline for Issuing Addenda	Thursday, June 30, 2022, 4:00:00 pm, ADT
Submission Deadline	Thursday, July 7, 2022, 4:00:00 pm, ADT
Anticipated Selection of Highest Ranked Proponent	Friday, July 22, 2022
Anticipated Start Date of Engagement	Thursday, December 1, 2022

3.2 Submission Instructions

(A) Proposals Should Be Submitted via Email

- (1) Proposals should be emailed to:

The City of Saint John
supplychainmanagement@saintjohn.ca
Attn: Chris Roberts, SCMP, CPPB

(A) Proposals Should Be Submitted in Prescribed Manner

- (1) Proponents should submit one signed technical proposal and supporting information and one signed financial proposal and supporting information. The financial and technical proposals are to be separate pdf documents.

(B) Proposals Should Be Submitted on Time

- (1) Proposals shall be received at the prescribed email address on or before the Submission Deadline. Proposals received after the Submission Deadline will be rejected.

(C) Amendment of Proposals

- (1) Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment via email. Any amendment should clearly indicate which part of the proposal the amendment is intended to affect.

(D) Withdrawal of Proposals

- (1) At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To effect a withdrawal, a notice of withdrawal must be sent via email and must be signed by an authorized representative.

3.3 Stages of Proposal Evaluation

(1) The City will conduct the evaluation of proposals and selection of the highest ranked proponent in the following four stages described in further detail below:

- | | |
|---|---|
| (a) Stage I – Mandatory Requirements | (c) Stage III – Presentation / Interview (optional) |
| (b) Stage II – Evaluation of Rated Criteria | (d) Stage IV – Final Selection and Negotiation |

(A) Stage I – Mandatory Requirements

Submission Period

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements will be excluded from further consideration.

Mandatory Submission Forms

Other than inserting the information requested on the mandatory submission forms set out in this RFP, a proponent may not make any changes to any of the forms.

Submission Form (Appendix A)

Each proponent must complete the Submission Form and include it with their technical proposal. The Submission Form must be signed by an authorized representative of the proponent.

Pricing Form (Appendix B)

Each proponent must complete the Pricing Form and include it with their financial proposal. The Pricing Form must be completed according to the instructions contained in the form. Fees must be provided in Canadian funds, inclusive of all costs, applicable duties, overhead, and insurance costs, except for HST/GST.

Reference Form (Appendix C)

Each proponent must complete the Reference Form and include it with their technical proposal.

Other Mandatory Requirements

Each proposal must be in English.

(B) Stage II – Evaluation of Rated Criteria

Stage II will consist of a scoring by the City of each qualified proposal on the basis of the rated criteria and the pricing in accordance with section 3.4 "Evaluation Criteria".

(C) Stage III – Presentation / Interview (Optional)

Proponents may be required to participate in a Presentation / Interview process with the evaluation committee. The evaluation committee will then revisit their scoring matrix after the Presentation / Interviews and proceed with a recommendation for the highest evaluated proponent.

In the event that one or more proponents score significantly higher than the other firms, the right is reserved by the evaluation committee to request a presentation / interview with the highest rated firm(s) only.

(C) Stage IV – Final Selection and Negotiation

The highest ranked proponent based on the evaluation of Stage II and Stage III (if required) may be selected. The City reserves the right to negotiate any proposal improvements it deems to be in the best interest of the City with the selected proponent before a recommendation of award is presented to Common Council.

3.4 Evaluation Criteria

- (1) The following is an overview of the categories and weighting for the rated criteria relevant to the evaluation of proposals under this RFP.

STAGE II OF EVALUATION PROCESS	SCORING (POINTS)
Quality and Completeness: <ul style="list-style-type: none"> • Has the proponent addressed all of the needs identified? • Is the proposal presented in an organized and professional manner? • Include Submission Form (Appendix A) 	5
Proponent’s Experience: <ul style="list-style-type: none"> • Has the proponent demonstrated a level of expertise with the requirements of this RFP? Include Reference Form (Appendix C) 	20
Experience and Qualification of Key Personnel: <ul style="list-style-type: none"> • Has the proponent demonstrated the ability to provide experienced and qualified personnel? 	15
Proposed Approach: <ul style="list-style-type: none"> • Proposed approach to the delivery of the required services and availability of resources to deliver services in a timely and efficient manner 	30
Cost: <ul style="list-style-type: none"> • Cost will be a factor, however, neither the only factor nor the determined factor, in the evaluation of the proposals. • The financial proposal shall include the Pricing Form (Appendix B) 	30
TOTAL POINTS	100

[End of Part 3]

PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

(A) Proponents to Follow Instructions

- (1) Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable part, section, subsection or paragraph numbers of this RFP.

(B) Information in RFP Only an Estimate

- (1) The City and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials or documents (electronic or otherwise) attached or provided to the proponents pursuant to this RFP.
- (2) The City and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the work. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

(C) Proponents Shall Bear Their Own Costs

- (1) The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, and/or presentations.

4.2 Communication after Issuance of RFP

(A) Proponents to Review RFP

- (1) Proponents shall promptly examine all of the documents comprising this RFP, and
 - (a) Shall report any errors, omissions or ambiguities; and
 - (b) May direct questions or seek additional information in writing by email to the City Contact on or before the Deadline for Questions. All questions submitted by proponents by email to the City Contact shall be deemed to be received once the email has entered into the City Contact's email inbox. No such communications are to be directed to anyone other than the City Contact. The City is under no obligation to provide additional information, and the City shall not be responsible for any information provided by or obtained from any source other than the City Contact.

- (2) It is the responsibility of the proponent to seek clarification from the City Contact on any matter it considers to be unclear. The City shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

(B) All New Information to Proponents by Way of Addenda

- (1) This RFP may be amended only by an addendum in accordance with this subsection. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this RFP.
- (2) Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website (www.saintjohn.ca) under the menu option "Tender and Proposals". In Appendix A, proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

(C) Post-Deadline Addenda and Extension of Submission Deadline

- (1) If any addendum is issued after the Deadline for Issuing Addenda, the City may at its discretion extend the Submission Deadline for a reasonable period of time.

(D) Verify, Clarify and Supplement

- (1) When evaluating responses, the City may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal. The City may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

(E) No Incorporation by Reference

- (1) The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

(F) Proposal to Be Retained by the City

- (1) The City will not return the proposal or any accompanying documentation submitted by a proponent.

4.3 Debriefing

- (1) Immediately following the City's acceptance of a Proposal submitted, Materials Management shall send a written notification of award to all unsuccessful proponents disclosing the name of the successful proponent and providing a brief explanation rationalizing the City's selection:
 - (a) For all Requests for Proposals valued at Fifty Thousand Dollars **(\$50,000.00) or less**, the written notification of award will be the only form of debriefing offered by the City.
 - (b) In the case of Requests for Proposals valued **in excess** of Fifty Thousand Dollars **(\$50,000.00)**, Materials Management may, in addition to the notification of award and upon written request from any proponent, provide a more detailed oral debriefing either by phone or in person, as required by the proponent. During this debriefing, Materials Management may disclose information such as the total price of the successful proponent and may discuss an overview of the process as well as the strengths and weaknesses of the requesting proponent's proposal.
 - (c) The written request referred to paragraph (ii) shall be submitted to the Office of the Purchasing Agent no later than fifteen (15) business days after the notification of award is issued.
 - (d) The acceptance of the successful Proposal shall not be discussed during a debriefing.

4.4 Confidential Information

(A) Confidential Information of City

- (1) All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP:
 - (a) Is the sole property of the City and must be treated as confidential;
 - (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Contract;
 - (c) Must not be disclosed by the proponent to any person, other than persons involved in the preparation of the proponent's proposal or the performance of any subsequent contract, without prior written authorization from the City; and
 - (d) Shall be returned by the proponents to the City immediately upon the request of the City.

(B) Confidential Information of Proponent

- (1) A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to the City’s advisors retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the City Contact.

4.5 Procurement Process Non-Binding

(A) No Contract A and No Claims

- (1) The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations.
- (2) For greater certainty and without limitation:
- (a) This RFP shall not give rise to any Contract A based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
 - (b) Neither the proponent nor the City shall have the right to make any claims (in contract, tort, equity or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to this RFP.

(B) No Contract until Execution of Written Contract

- (1) The RFP process is intended to identify the highest ranked proponent for the purposes of entering into a contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and the City by the RFP process until the issuance of a purchase order for the acquisition of such goods and/or services.

(C) Non-Binding Price Estimates

- (1) While the pricing information provided in responses will be non-binding prior to the issuance of a purchase order, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

(D) Disqualification for Misrepresentation

- (1) The City may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations, omissions, or any other inaccurate, misleading or incomplete information.

(E) Cancellation

- (1) The City may cancel or amend the RFP process without liability at any time.

4.6 Governing Law and Interpretation

A. Governing Law

- (1) The terms and conditions in this Part 4:
- (a) Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
 - (b) Are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
 - (c) Are to be governed by and construed in accordance with the laws of the province of New Brunswick and the federal laws of Canada applicable therein.

[End of Part 4]

APPENDIX A– SUBMISSION FORM

(A) Proponent Information

Please fill out the following form, and name one person to be the contact for your response to this RFP response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFP Contact Person and Title:	
RFP Contact Phone:	
RFP Contact Facsimile:	
RFP Contact E-mail:	

(B) Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the City and the selected proponent have executed issued a purchase order.

(C) Ability to Provide Deliverables

The proponent has carefully examined this RFP documents and has a clear and comprehensive knowledge of the Deliverables required under this RFP. The proponent represents and warrants its ability to provide the Deliverables required under this RFP in accordance with the requirements of this RFP for the fees set out in the Pricing Form and has provided a list of any subcontractors to be used to complete the proposed contract.

(D) Mandatory Forms

The proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form	
Pricing Form	
Reference Form	

Notice to proponents: There may be forms required in this RFP other than those set out above. See the Mandatory Requirements section of this RFP for a complete listing of mandatory forms.

(E) Price

The proponent has submitted its fees in accordance with the instructions in this RFP and in the Pricing Form set out in Appendix B. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

(F) Addenda

The proponent is deemed to have read and accepted all addenda issued by the City prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent confirms that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: _____. Proponents who fail to complete this section will be deemed to have received all posted addenda.

(G) No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

(H) Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the City's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name

Title

Date

I have the authority to bind the proponent.

APPENDIX B – PRICING FORM

(A) Pricing Form

(1) Provide fee associated with providing the services required. Pricing is to be exclusive of HST/GST.

(2) Provide estimated travel cost associated with providing the services required. Pricing is to be exclusive of HST/GST.

(3) Include any other fees that may be charged to provide the deliverables

HOURLY RATES	
Team Member/Responsibilities	Rate
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Signature of Proponent Representative

Date

APPENDIX C – REFERENCE FORM

Each proponent is requested to provide three references from clients who have obtained similar goods or services to those requested in this RFP from the proponent in the last two years.

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	