

# **BEAVER COUNTY**

## **REQUEST FOR PROPOSAL**

### **CAO RECRUITMENT**

#### **1. INVITATION**

Beaver County invites proposals from an executive search consultant for the recruitment of its Chief Administrative Officer.

#### **2. BACKGROUND INFORMATION**

Beaver County (County) is a municipal district incorporated in 1958.

The County is located east of Strathcona County and is bordered by Camrose County and Flagstaff County to the south, the Municipal District of Wainwright to the east, and Minburn County and Lamont County to the north. Incorporated centres within the County include the Towns of Tofield and Viking and the Villages of Ryley and Holden. The County Office is located in Ryley.

County Council consists of five (5) elected councillors, with a Reeve elected from amongst Council. The County has a full-time equivalent staff complement of approximately 50 (peak season) to provide County services to the residents.

The County offers the typical core rural services to a population of 5902 residents, with the exception of emergency management services (Beaver Emergency Services Commission), limited potable water distribution (Highway 14 Regional Water Services Commission), and solid waste disposal (Claystone Waste Ltd. (a municipally-controlled corporation)).

The County partners with its urban neighbours to provide library and recreation services to its residents.

#### **3. PURPOSE AND SCOPE**

The purpose of this Request for Proposal is to engage a consultant to provide recruitment services for the position of Chief Administrative Officer.

The scope of the assignment includes the following:

1. Prepare and place advertisements, and website and social media postings, locally, regionally, Provincially, and nationally;
2. Personally reach out to potential candidates (e.g. known individuals, referrals, or staff and Council suggestions);
3. Accept and review candidate resumes or CVs;
4. Conduct preliminary screening of candidates;
5. Short-list candidates according to established criteria (as discussed with Council);
6. Prepare interview questions;
7. Schedule interviews of short-listed candidates with Council;
8. Attend and participate in interviews;

9. Assist Council with evaluation of interviewees;
10. Conduct reference checks of preferred candidates;
11. Contact successful candidate and assist Council with negotiation of offer of employment.
12. Optional: review CAO salary grid and recommend changes, if appropriate

The consultant shall maintain timely communication with Council on a minimum monthly basis via written progress reports submitted to each Councillor.

The consultant shall meet with County Council no less than twice during the recruitment process, and at least once for an introductory meeting and at the candidate short-list stage.

Note: In October 2021, Council accepted a Corporate Governance Review which recommended adjustments to the organizational structure of the County. Council intends to implement these recommendations, therefore prospective consultants are advised to review the report ([www.beaver.ab.ca](http://www.beaver.ab.ca)).

#### **4. SUBMISSION OF PROPOSAL**

In submitting a proposal, the proponent acknowledges and accepts all the terms, conditions, and other details as listed or otherwise shown in the RFP document and the proponent agrees to abide by and conduct the work under such terms, conditions, and details in this document.

Proposals shall be signed by an authorized representative.

Proposals may be submitted by e-mail or paper copy (6 copies required). All shipping materials are to clearly identify the contents.

Proposals must be received at the address indicated below before the stipulated closing date and time. It is the proponent's sole responsibility to ensure that its proposal is received on time. Late submissions will be returned unopened.

If submitting by e-mail, please address to Belinda Jones, Human Resources at:

[bjones@beaver.ab.ca](mailto:bjones@beaver.ab.ca)

If submitting by mail, please address to:

Beaver County Council  
Box 140  
5120 – 50 Street  
Ryley, AB T0B 4A0

Attention: B Jones, Human Resources

## 5. CLOSING DATE AND TIME FOR RECEIPT OF PROPOSAL

Proposals must be received no later than 4:30 pm, Friday, November 5, 2021.

Proposals may be withdrawn or changed at any time prior to the closing date and time at the proponent's discretion. Withdrawal notification shall be in written form (e-mail is acceptable).

## 6. INQUIRIES AND CLARIFICATIONS

All inquiries relating to specifications, RFP procedures, and general information regarding the project shall be directed to:

Reeve Jim Kallal (jkallal@beaver.ab.ca)	until October 26, 2021
New Reeve (to be determined)	October 27 – November 5, 2021

Verbal answers are not binding unless confirmed by written addenda issued by Beaver County and which are specifically referenced and identified in the RFP.

A reply which alters the RFP shall be made in the form of an addendum, a copy of which shall in the County's discretion be forwarded by hand, by mail, or by e-mail to all proponents.

## 7. PROPOSAL REQUIREMENTS

A covering letter shall be provided with the proposal clearly stating the consultant's understanding of the services to be provided. The letter must include the name(s) of the person(s) authorized to make representations for the consultant, their title(s), and contact information. The person signing the covering letter must be authorized to bind the proponent.

At a minimum, the proposal shall include the following:

1. Company Profile and Contact  
A brief profile of the consulting firm indicating the scope of its practice and the contact information for the individual(s) who will be assigned to provide the recruitment services.
2. Experience with Executive Searches  
Current and prior municipal, public, and private sector clients, and the positions covered under the recruitment services.
3. Recruitment Methodology, Plan, and Timeframe  
The consultant's approach to executive recruitment, the proposed recruitment plan, and the project timeframe.
4. Other Services  
Council may wish to review the CAO salary grid. This section of the proposal shall address the methodology by which such a review will be undertaken and the additional fee associated with this additional service.

5. Fee Proposal

The fee proposed for the required and optional services as a lump sum consulting fee (optional services shown separately). Compensation for expenses/ disbursements (e.g. travel, accommodation, meals, etc.) must be outlined separately.

6. References

Three references, at least two of which should be municipal/public sector clients. Include contact name, phone number, and email address for each reference.

**8. EVALUATION AND SELECTION**

All proposals received in accordance with this RFP will be evaluated by County Council within one (1) month of the closing date and time.

The lowest-priced or any proposal will not necessarily be selected. Council will, in its sole discretion, select the consultant who best meets the needs of the County based on the information provided in the proposal and this RFP.

**9. AGREEMENT**

The successful proponent will be required to enter into a formal agreement with the County to provide the services described in this RFP and the successful proponent's proposal.

**10. REMUNERATION**

Remuneration shall be made for services completed. The successful proponent shall provide an invoice and listing of the activities and deliverables completed in the period. Payment shall be made in accordance with the County's *Purchasing Policy*.

**11. ACCEPTANCE OR REJECTION OF PROPOSALS**

Proposals shall be irrevocable, valid, and remain open for acceptance for a period of 45 days from the closing date and time.

The County reserves the right to reject any and all proposals or cancel this RFP at any time and for any reason without any obligation or any reimbursement compensating any proponent.

The County further reserves the right to reject or accept any proposal whether completed properly and containing all required information. Without prejudice to this right, the County may request clarification where, in the sole opinion of the County, the proponent's intent is unclear.

If, in the sole opinion of the County, the price provided by a proponent is unreasonably low (i.e., the services could not reasonably be completed for the proposal price), the County reserves the right to disqualify the submission without discussion with the proponent.

The County further reserves the right to negotiate changes to a preferred proponent's proposal and any agreement entered into with a preferred proponent.

## **12. GOODS & SERVICES TAX**

The County will pay all applicable Goods and Services taxes, where applicable. These taxes are not to be included in charge out rates, disbursement, etc., but shown as a separate charge.

## **13. INSURANCE & INDEMNITY**

The successful proponent shall provide certified copies of Professional Liability Insurance – Errors & Omissions coverage in an amount not less than \$2,000,000 on a 'per occurrence' basis. The policy shall provide coverage of all claims occurring during the term of the policy notwithstanding the fact that the claim may be asserted subsequent to the expiration of the policy for a minimum of three (3) years.

The successful proponent shall indemnify and save harmless the County from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them and/or the County, by reason of any act or omission or alleged act or omission of the said successful proponent, its agents, employees, or subcontractors in the execution of the services.

## **14. CONFLICT OF INTEREST**

At no time during the proposal stage, evaluation stage, after award, or during the performance of the services shall a County employee or member be in any way connected with the proponent. Proponents shall include with their initial proposal, and at any subsequent time when requested to do so by the County, full details of any employee, person, firm, or corporation that could be considered in a conflict of interest.

## **15. COST OF PREPARATION OF A PROPOSAL**

Proponents shall be solely responsible for their own expenses in preparation and submission of a proposal and in subsequent negotiations or clarifications, if any, with the County.

## **16. FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT**

Proponents are advised that parts or all of their proposals may be subject to the provisions of Alberta's *Freedom of Information and Protection of Privacy Act*. Firms who wish to ensure particular parts of their proposals are protected from disclosure under this Act must specifically identify any information or records provided with their proposal that:

- Constitute trade secrets;
- Are supplied in confidence; and
- The release of which could significantly harm their competitive position.

Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties.

**17. LAW**

This RFP, the proponent's submitted proposal, and any resultant award shall be governed by and construed in accordance with the laws of the Province of Alberta, Canada, which shall be deemed the proper law hereof.