

REQUEST FOR PROPOSAL



REQUEST FOR PROPOSAL FOR PRESIDENT & CEO SEARCH SERVICES FOR THE GREATER PETERBOROUGH AREA ECONOMIC DEVELOPMENT CORPORATION (GPA EDC), AND THE GREATER PETERBOROUGH INNOVATION CLUSTER.

**INFORMATION
FOR BIDDERS:**

Additional information is available up to and including September 3, 2010. Please contact Debra Rimmington with all inquiries at (705) 743.0777 Ext. 2121

CLOSING DATE:

Friday, September 10, 2010 @ 4:00 p.m.

SUBMIT TO:

**GPA EDC Board Secretary, Debra Rimmington
210 Wolfe St.
Peterborough, Ontario, K9H 2K9
705-743-0777 ext 2121**

1. INTRODUCTION & SUMMARY OF REQUIREMENTS

The GPA EDC appreciates your interest in the Request for Proposal.

The GPA EDC and Innovation Cluster require a firm price to attract, qualify and present to the two Board of Directors, a single candidate to jointly assume the positions of President & CEO for both organizations.

Generally, the factors that will be considered in choosing the successful bidder will include, but are not limited to, the following:

- Qualifications to undertake this scope of work
- Previous experience
- Evidence of company's capacity to undertake this scope of work

2. CLOSING TIME AND DATE

Sealed proposals are to be received by the GPA EDC, 210 Wolfe St. Peterborough, Ontario, K9J 2K9 not later than **4:00 pm on Friday, September 10, 2010.**

3. PROPOSAL OPENING AND RESULTS

All proposals received will be opened on **Tuesday, September 14, 2010 at 9:00 am** at the GPA EDC office. Only the successful bidder will be notified.

4. GPA EDC POINT OF CONTACT

Bidders may contact Debra Rimmington, GPA EDC Board Secretary, at (705) 743-0777 Ext. 2121 during normal working hours with questions related to the detailed specifications, the nature of the work required and/or the proposal process itself.

5. GENERAL SUBMISSION REQUIREMENTS

- 5.1.1. All Proposal documents must be typed
- 5.1.2. 10 copies of each proposal must be submitted
- 5.1.3. Proposals should be submitted in a sealed envelope that is clearly addressed to "GPA EDC, Debra Rimmington, Board Secretary, 210 Wolfe St. Peterborough, ON K9J 2K9" and should be marked "President & CEO Search Proposal". Documents must include the name and address of the submitting company. E-mail submissions will not be accepted
- 5.1.4. Late submissions will not be considered
- 5.1.5. Any Proposal Addenda will be posted on the GPA EDC's website at <http://www.gpaedc.on.ca/about-jobs.php>. Bidders should refer to this page before submitting to ensure they are aware of all addenda. Although the GPA EDC will make every reasonable effort to ensure a bidder receives all addenda issued, it is the bidder's ultimate responsibility to ensure all addenda have been received
- 5.1.6. The GPA EDC and the Innovation Cluster reserve the right to award the work at their complete discretion
- 5.1.7. All bidders are required to provide their H.S.T. Vendor's Identification number
- 5.1.8. The term of the Contract must commence no later than September 14 and be completed no later than December 1, 2010

- 5.1.9. Both parties retain the right to terminate the contract at any time without cause upon thirty (30) days written notice to the other party
- 5.1.10. Extension Option: Prior to the expiry of the agreement, the GPA EDC and Innovation Cluster may consider an extension of the agreement.

6. GENERAL TERMS AND CONDITIONS

6.1. Freedom of Information Act

The bidder hereby consents to disclosure of any information contained in their Tender document, pursuant to The Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M. 56.

6.2. Employees

In the performance of this contract, the Contractor shall be an independent contractor. Neither the Contractor nor any of their employees shall be deemed to be employees of the GPA EDC and/or Innovation Cluster

6.3. Rejection of Proposal

The GPA EDC and Innovation Cluster reserve the right to reject any or all Tenders.

6.4. Tenders to be Valid for 90 Days

The prices quoted shall be valid for a period of ninety (90) days following the opening of the Proposals.

6.5. Insurance

The successful bidder shall either procure or maintain Comprehensive General Liability Insurance for an amount not less than \$2,000,000. The successful bidder shall also maintain Professional Liability Insurance in an amount of not less than \$2,000,000.

6.6. The Occupational Health and Safety Act

The successful bidder shall comply with all conditions and regulations of the current edition of the Occupational Health and Safety Act and any other Federal or Provincial Statute or Local By-law concerning safety or any other phase of his work on this contract.

6.7. Workplace Safety and Insurance Act

The successful bidder agrees, at its expense, to have all its personnel covered under the provisions of the Workplace Safety and Insurance Act of the Province of Ontario.

6.8. Confidentiality

The bidder recognizes that it will, by the nature of the duties being performed for the GPA EDC and Innovation Cluster, have access to confidential information. It is understood and agreed that the bidder, its employees, agents, representatives and officers shall hold all information, whether confidential or not, in the strictest confidence. The bidder shall not disclose nor permit by any act or failure to act the disclosure of any information to any third party at any time during or after the term of its contract with the GPA EDC and Innovation Cluster. Nor will the bidder use any information however obtained as a result of performing duties for the GPA EDC and Innovation Cluster for its own commercial, financial, or personal advantage. The bidder also acknowledges that it may be held both criminally and civilly responsible for any breach of confidentiality.

7. Description Of The Work

- 7.1. Familiarize yourself with the strategic needs of both the GPA EDC and Innovation Cluster
- 7.2. Familiarize yourself with the tactical needs of both the GPA EDC and Innovation Cluster
- 7.3. Working with both boards agree on a list of key attributes for a perspective candidate
- 7.4. Working with both boards agree on a job description
- 7.5. Research, network and identify suitable candidates
- 7.6. Conduct initial interviews with possible candidates
- 7.7. Assemble a long list of suitable candidates and credentials for the position (15 – 20)
- 7.8. Working with the board determine a short list of candidates (3 – 5)
- 7.9. Check references for the short list of candidates
- 7.10. Work with both boards to develop an interview strategy and assessment matrix
- 7.11. Arrange initial interviews
- 7.12. Arrange second interviews if required
- 7.13. Assist with preparing an employment offer
- 7.14. Assist with offer negotiations
- 7.15. Provide transition support and follow-up

8. Items to be Included with the Proposal

- 8.1. Profile of your company
- 8.2. A list of relevant company experience
- 8.3. A list of references
- 8.4. Biography and experience of the officers proposed to carry out the work
- 8.5. A detailed work plan and time line
- 8.6. A list of key milestone dates
- 8.7. Proposed Fee
- 8.8. Proposed out-of-pocket expenses
- 8.9. Detailed cost breakdown of the proposed fee
- 8.10. List of projected out-of-pocket expenses
- 8.11. Separate costs for national advertising
- 8.12. Performance Guarantee
- 8.13. Proof of Insurances
- 8.14. WSIB certificate