THE CORPORATION OF THE TOWN OF COBOURG

REQUEST FOR PROPOSAL FOR AN EXECUTIVE SEARCH FIRM FOR THE TOWN OF COBOURG RECRUITMENT OF A CHIEF ADMINISTRATIVE OFFICER (CAO) CO-20-04-LEGS

ISSUE DATE: **Monday February 3, 2020**

CLOSING DATE: **Friday February 28, 2020 at 2:00 P.M.**

Delivery Location: ATTN: **Mr. Brent Larmer**
Municipal Clerk
Manager of Legislative Services
Corporation of the Town of Cobourg
Victoria Hall, 55 King Street West
Cobourg, Ontario K9A 2M2

LATE SUBMISSIONS WILL NOT BE ACCEPTED

THE LOWEST PROPOSAL OR ANY PROPOSAL AT ALL WILL NOT BE NECESSARILY ACCEPTED

THE CORPORATION OF THE TOWN OF COBOURG

RFP RECEIPT LABEL

THIS LABEL MUST BE SECURELY ATTACHED TO THE FRONT OF THE SEALED ENVELOPE CONTAINING THE RFP BID.

ALL RFPS MUST BE RECEIVED AT:

LEGISLATIVE SERVICES, 55 King Street West, Cobourg ON K9A 2M2

905-372-4301

COMPLETED BY DEPARTMENT ISSUING RFP BID	
RFP BID NUMBER:	RFP-CO-20-04-LEGS
TENDER BID NAME:	Request for Proposal – Executive Search Firm to administer the recruitment of a Chief Administrative Office (CAO)
CLOSING DATE:	Friday February 28, 2020
CLOSING TIME:	2:00 P.M.

COMPLETED BY COMPANY SUBMITTING RFP	
SUBMITTED BY:	
COMPANY CONTACT:	
COMPANY NAME:	
COMPANY ADDRESS:	
COMPANY PHONE:	

LEGISLATIVE SERVICES USE ONLY		
RFP RECEIPT:		
DATE:	TIME:	INITIALS:

By-law 016-2012, Purchasing Policy (est March 19, 2012)
Part 7.1, Section 7, RETURN RECEIPT OF COMPETITIVE BID DOCUMENTS, Purchasing Policy,
"*All tender bids will be issued from and received at the office of the Municipal Clerk, located at the Main Floor of Victoria Hall, 55 King Street West, Cobourg, Ontario K9A 2M2,*
using the appropriate label or envelope as provided in bid package."

1.0 INTRODUCTION

The request for proposal (RFP) is an invitation by the Town of Cobourg to perspective proponents to submit proposals for the provision of services as an Executive Search Firm to assist in the recruitment of a Chief Administrative Officer (CAO) for the Corporation of the Town of Cobourg.

2.0 INFORMATION FOR PROPONENTS

All proposals must be received on or before **February 28 at 2:00 P.M**., in order for a proposal to be received it must be delivered by Courier, in hand, or by postal service and received by an authorized representative from the Municipal Clerk's Office of the Town of Cobourg at the indicated address and clearly marked using the RFP Proposal Label issued by the Town of Cobourg.

Proponents should divide their proposals into **two, separate, sealed envelopes**:

a) **Technical Envelope –** The first envelope should contain one (1) hard copy labelled 'MASTER' and one (1) electronic copy in Adobe PDF of all information related to the proponent's technical submission, including the Submission Form (Appendix A), and all responses to the rated criteria requirements. Proponents are also required to submit four (4) sets of their **Technical** proposal as required and outlined within this Request for Proposal document and may be photocopied and marked as 'DUPLICATE'.

b) **Pricing Envelope** – The second envelope should contain one (1) hard copy and one (1) electronic copy in Adobe PDF of the proponent's completed Pricing Form (Appendix B).

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 2:00 P.M. ON FRIDAY FEBRUARY 28, 2020.

Proposals received at 2:00 P.M. as shown on the stamp and RFP Label at the Municipal Clerk's Office are 'On Time' and will be accepted. Proposals received at 2:01 P.M. or later, and shown on the stamp and RFP Label at the Municipal Clerk's Office will be considered late, will be rejected and returned unopened to the respective Proponent.

The submitted and accepted RFP Label and Stamp is the official time for the deadline for submission. No other clock or source will be recognized when considering the submission date and time of proposals.

A proposal may be altered by submitting another proposal at any time up to the specified time and date for proposal closing. The last proposal received shall supersede and invalidate all proposals previously received by the proponent for the contract.

A proposal may be withdrawn at any time up to the specified time that and date for the proposal closing by submitting a letter bearing the proponents signature and deliver to the Municipal Clerk's Office for the Town of Cobourg. Such a submission must be received in sufficient time to be marked with the time and date of the receipt.

The Town of Cobourg shall not be liable for any cost of preparation or presentation of proposals, and all proposals and accompanying documents submitted by the Proponent become the property of the Town of Cobourg and will not be returned. There will be no payment to the Proponents for work related to, and materials supplied in preparation, presentation and evaluation of any proposal, nor for the Contract negotiations whether they are successful or unsuccessful.

The Town of Cobourg, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of any delay in the acceptance of any proposal.

3.0 DESIGNATED OFFICIAL

For the purpose of this contract, Brent Larmer, Municipal Clerk/Manager of Legislative Services is the "Designated Official" and shall preform the following functions: releasing, recording and receiving proposals, recording and checking of submissions: answering queries from perspective proponents, reviewing proposals received, ruling on those not completing or meeting requirements and coordinating the evaluation of the responses.

4.0 QUESTIONS/INQUIRES

Each Proponent must satisfy himself/herself by personal study of the RFP documents. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Should the Proponent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

Inquiries regarding the Request for Proposal process or format of the response must be directed, in writing to Brent Larmer, Municipal Clerk/Manager of Legislative Services by email to blarmer@cobourg.ca

All clarification requests are to be sent in writing to the Designated Official noted above. No clarification requests will be accepted by telephone. Response to clarification requests will be provided to all interested parties. Inquires must not be directed to other Town of Cobourg Employees or elected officials. Directing inquires to other than the Designated Official may result in your submission being rejected.

Enquiries received within three (3) days of the closing date will NOT be answered or responded to the Proponent.

5.0 ADDENDA

The Designated Official will issue changes to the RFP documents, which may include amendments to the submission deadline or changes to the scope of work or qualifications of Proponents, by addendum only. No other statement, verbal or written, made by the Town of Cobourg will amend the RFP documents. The Town will make every effort to issue all addenda no later than February 14, 2020.

The Proponent shall not rely on any information or instructions by the Town of Cobourg or a Town Representative except the RFP documents and any addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all addenda issued by the Town. Proponents may seek confirmation of the number of addendum issued under this RFP in writing to Brent Larmer, Municipal Clerk by email blarmer@cobourg.ca

6.0 RFP SCHEDULE OF EVENTS

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Town of Cobourg reserves the right to modify or alter any or all of the dates at its sole discretion by notifying all proponents in writing at the address indicated in the completed RFP submitted to the Town of Cobourg.

Issued RFP:	**Monday February 3, 2020**
Last Day for Questions:	**Monday February 24, 2020**
RFP close:	**Friday February 28 at 2:00 P.M.**
Interviews and Presentations:	**TBD**

*Dates noted above are an approximation only and are subject to change.

7.0 GENERAL CONDITIONS

7.1 TOWN'S RIGHT TO ACCEPT OR REJECT

The Town of Cobourg reserves the right to reject any or all proposals, including without limitation the lowest proposal, and award the Contract to whomever the Town of Cobourg its sole and absolute discretion deems appropriate notwithstanding any custom of the trade to the contrary nor anything contained in the Contract Documents or herein.

Without limiting the generality of the foregoing, The Town of Cobourg reserves the right, in its sole and absolute discretion, to accept or reject any Proposal which in the view of the Town of Cobourg is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions and variations, which omits one or more prices, which contains prices the Town of Cobourg considers unbalanced, or which is unaccompanied by a requirement that was asked of each Proponent within the RFP deliverables.

Criteria which may be used by the Town of Cobourg in evaluating proposals and awarding the contract are in the Town of Cobourg's sole and absolute discretion and without limiting the generality of the foregoing, may include one or more of: price; total cost to the Town of Cobourg; reputation; claims history of the Proponent; qualifications and experience of the Proponent and its personnel; quality of services and personnel proposed by the Proponent; and ability of the Proponent to ensure continuous availability of qualified and experienced personnel.

Should the Town of Cobourg not receive any RFP submissions satisfactory to the Town of Cobourg, the Town in its sole and absolute discretion, the Town reserves the right to resubmit a new RFP Process for the Contract, or negotiate a contract for the whole or any part of the Contract with any one or more persons whatsoever, including one or more of the Proponents.

The Town reserves the right to request clarification of information contained in a proposal.

The Town reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of the contract.

The Town reserves the right to cancel this Request for Proposal at any time, without penalty or cost to the Town. This Request for Proposal should not be considered a commitment by the Town of Cobourg to enter into any contract.

The award to the Successful Proponent is a recommendation by the Evaluation Committee to Cobourg Municipal Council to execute an Agreement. The Town reserves

the right to enter into negotiations with the Successful Proponent. If these negotiations are not successfully concluded, the Town reserves the right to begin negotiations with the next selected Proponent. There is no guarantee that Cobourg Municipal Council will execute any Agreement.

Proposals shall remain open and subject to acceptance for a period of ninety (90) days from closing date.

In the event of any disagreement between the Town and the Proponent regarding the interpretation of the provisions of the Request for Proposal, the Municipal Clerk/Manager of Legislative Services or an individual acting in that capacity, shall make the final determination as to interpretation. No proposal shall be accepted from any person or Proponent who, has a claim or has instituted a legal proceeding against the Town or against whom the Town has a claim or has instituted a legal proceeding, without the prior approval of Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.

7.2 CONFLICT OF INTEREST

a) The Proponent further declares that no Member of the Council of the Town of Cobourg and no officer or employee of the Town of Cobourg will become interested directly or indirectly as a contracting party, partner, shareholder, surety, or otherwise in or in the performance of the Contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.

b) Should the Proponent feel that a conflict of interest or potential conflict of interest exists; the Proponent must disclose this information in written format to the Town of Cobourg prior to the submission of a proposal. The Town of Cobourg may, at its discretion, delay any evaluation or award until the matter is resolved to the Town of Cobourg's satisfaction.

c) The Town reserves the right to disqualify a proposal where the Town believes a conflict of interest or potential conflict of interest exists.

7.3 SUBSTANTIAL COMPLIANCE OF PROPOSALS

In the event that a preferred proposal does not entirely meet the requirements of the Town, the Town reserves the right to accept any proposal that substantially complies with the requirements of this RFP in its sole and absolute discretion but notes that any failure to complete a requirement of the RFP will likely impact upon the evaluation criteria and may result in the Proposal being deemed non-responsive.

7.4 DISQUALIFICATION OF PROPONENTS

More than one proposal from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between Proponents will be sufficient for rejection of any proposals so affected.

7.5 CONFIDENTIALITY

The proposal must not be restricted by any statement, covering letter or alteration by the Proponent in respect of confidential or proprietary information. The Town of Cobourg will treat all proposals as confidential. The Town will comply with the *Municipal Freedom of Information and Protection of Privacy Act,* and its retention by-law pursuant to the *Municipal Act, 2001* in respect of all proposals. All Public Reports approved by the Council of the Town of Cobourg will become public information.

Proponents acknowledge that the Town of Cobourg, being an Ontario municipality, is subject to the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M. 56* ("MFIPPA") and as a result, some information may be required to be disclosed by the Town of Cobourg as a statutory requirement. Proponents agree that notwithstanding this section 8.5 of the RFP the Town shall have no obligation with respect to the disclosure of confidential information and the Proponent, by submitting a Proposal, does hereby fully and finally release the Town from any liability for disclosing confidential information in the event the Town discloses confidential information in accordance with a lawful statute applicable in Ontario, including MFIPPA, or is ordered to disclose such information by the Office of the Information and Privacy commissioner or any court or tribunal of competent jurisdiction.

7.6 PROPOSAL ASSIGNMENTS

The successful Proponent will not be permitted to assign or transfer any portion of the proposal as submitted or the subsequent agreement without prior written approval from the Town of Cobourg.

7.7 PURCHASING POLICY BY-LAW NO. 016-2012

Submissions will be solicited, received, evaluated, accepted and processed in accordance with the Town of Cobourg's Purchasing Policies as amended from time to time.

7.8 FAILURE TO PERFORM

Failure to comply with all terms and conditions of this proposal, and failure to supply all documentation, as required herein, shall be just cause for cancellation of the award. The Town shall then have the right to award this contract to any other Proponent or to re-issue this RFP.

7.9 COMPLIANCE WITH THE ACCESSIBILITY FOR ONTARIO WITH DISABILITIES ACT 2005

The Proponent shall ensure that all its employees and agents receive training regarding Accessibility as outlined in the Accessible Customer Service Standard (Ontario Regulation 429/07) and the Integrated Accessibility Standards Regulation (Ontario\ Regulation 191/11). The Proponent is responsible to ensure that all of its employees, volunteers and others for which the Proponent is responsible are adequately trained.

7.10 DISQUALIFICATION

The Town may, in its sole discretion, disqualify a proposal or cancel its decision to make an award under this RFP, at any time prior to the execution of the Agreement by the Town, if,

- the Proponent fails to cooperate in any attempt by the Town to verify any information provided by the Proponent in its proposal;
- the Proponent contravenes one proposal per Person or Entity;
- the Proponent fails to comply with the laws of Ontario or of Canada, as applicable;
- the Proposal contains false or misleading information;
- the Proposal, in the opinion of the Town, reveals a material conflict of interest;
- the Proponent misrepresents any information contained in its proposal.

7.11 PROPONENTS COSTS

a) The Proponent shall bear all costs and expenses incurred by the Proponent relating to any aspect of its participation in this RFP process, including all costs and expenses related to the Proponent's involvement in;

- the preparation, presentation and submission of its proposal;
- the Proponent's attendance at the Proponent's meeting;
- due diligence and information gathering processes;
- site visits and interviews;
- preparation of responses to questions or requests for clarification from the Town;
- preparation of the Proponent's own questions during the clarification process; and,
- Agreement discussions.

b) The Town is not liable to pay such costs and expenses or to reimburse or compensate a Proponent under any circumstances, regardless of the conduct or outcome of the RFP Process, including the rejection of all proposals or the cancellation of the RFP, and including any negligence of the Town in the conduct of the RFP process.

7.12 HUMAN RIGHTS, HARASSMENT AND OCCUPATIONAL HEALTH AND SAFETY

The Proponent shall be required to comply with the Town's policies regarding Human Rights, Harassment in the Workplace and Occupational Health and Safety.

8.0 EVALUATION, NEGOTIATION AND AWARD

Stages of Evaluation and Negotiation

The Town of Cobourg will conduct the evaluation of proposals and negotiations in the following stages:

Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. The Town of Cobourg Municipal Staff will open both envelopes to conduct this review, but will re-seal the Pricing Envelope. The Pricing Envelope will not be reviewed by the evaluation committee until after Stage II.

If the proponent fails to satisfy the mandatory submission requirements within the RFP document, its proposal will be excluded from further consideration.

The mandatory submission requirements are set out in Section 9 - RFP Particulars:

Stage II – Preliminary Evaluation

Stage II will consist of the following two sub-stages:

a) Mandatory Technical Requirements

The Town will review the proposals to determine whether the mandatory technical requirements as set out in Section 9 - RFP Particulars have been met. Questions or queries on the part of the Town as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process between the Proponent and the Town.

b) Rated Criteria

The Town will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in the RFP Particulars Section 9 to arrive at a preliminary rated criteria score. Only proposals that meet the 75% threshold as set out in Section 9 will proceed to Stage III – Pricing.

Stage III – Pricing, Preliminary Ranking, and Presentation

Stage III will begin with the opening of the Pricing Envelope and scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in the Pricing Form (Appendix B).

After the completion of the pricing evaluation, the pricing scores and the preliminary rated criteria scores from Stage II will be added together to arrive at a preliminary total score for each proponent. .

Stage IV – Ranking and Contract Negotiations

Final Ranking of Proponents

After the completion of Stage III, a final total score will be calculated for each remaining proponent based on the pricing score and the final rated criteria score from Stage IV. The proponents will then be ranked based on their final total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the Town. In the event of a tie, automatic presentation to the Committee.

Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process and will not constitute a legally binding offer to enter into a contract on the part of the Town or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. Negotiations may include requests by the Town for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Town for improved pricing or performance terms from the proponent.

Time Period for Negotiations

The Town of Cobourg intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Town invites the top-ranked proponent to enter negotiations.

Failure to Enter into Agreement

If the Town is not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Town may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the Town elects to cancel the RFP process.

Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

9.0 RFP PARTICULARS

A. THE DELIVERABLES

The Town of Cobourg is requesting proposal submissions from Executive Search Firms who are both interested and capable of undertaking the duties of recruitment of a Chief Administrative Officer [CAO].

Cobourg Municipal Council authorized Human Resources staff on January 13, 2020 to proceed with issuing an RFP for the procurement of an Executive Search firm to undertake the recruitment of the Chief Administrative Officer (CAO). Res #-003-20

Duties and Responsibilities

The Executive Search firm will be required to provide the following services:
Deliverables:

1. **Expedited Search**: The successful proponent will be required to complete the search in an expedited manner, commencing in Mid-March of 2020 with an aim of the Town hiring a new Chief Administrative Officer (CAO) in place no later than September 2020.

2. **Update position profile**: Working with the CAO selection committee, the successful proponent will update the position profile and job description.

3. **Post position description/profile**-The successful proponent will facilitate appropriate posting location/processes to ensure a thorough exposure of the opportunity to relevant candidates.

4. **Source qualified candidates and present to CAO Selection Committee**: Develop and present a list of relevant candidates to the CAO Selection Committee based on the competencies identified in the position description/profile.

5. **Facilitate short-listing of candidates with the CAO Selection Committee**: The successful proponent will both advise on and facilitate the short-listing of relevant candidates in consultation with the CAO selection committee.

6. **Facilitate first and subsequent round interviews**: Work with the CAO selection committee to develop interview questions to assess relevant competencies, conduct personal assessments, and to facilitate interviews by **ALL** of Council;

7. **Facilitate identification of preferred candidates**: Work with all of Council to identify a preferred candidate.

8. **Reference and background checks**: Ensure preferred candidate clears all required background and pre-employment checks as directed by the CAO Selection Committee. Conduct professional reference checking.

9. **Managing Interactions/relationship with candidate**: Act as the conduit between the CAO Selection Committee/Council and all candidates throughout the recruitment process or as otherwise directed by the CAO selection committee.

10. **Facilitate** the job offer negotiations with the successful candidate ensuring the employment agreement receives approval from the Town prior to execution.

11. **Follow-up during guarantee period**: Follow-up with the CAO Selection committee regarding candidate performance during the guarantee period.

12. **Confidentiality:** Given the sensitivity of the information collected, the successful proponent shall agree to strict confidentiality, as demonstrated through execution of a confidentiality agreement, with regard to all records associated with the CAO search process.

9.0 RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not receive an overall score of 75% of available points for rated criteria and a Pass Score on References) will not proceed to the next stage of the evaluation process.

STAGE I:

Rated Criteria Category	Weighting (Points)	Minimum Threshold
1. Management Company Profile	20	
2. References	5	
3. Expertise/Reputation	25	
4. Proposed Approach to Search	25	
5. Guarantee period and follow-up	10	
Total		
Proponent must Achieve 75% or 64 out of 85	Yes / No	75% of Stage 1

STAGE II:

Rated Criteria Category	Weighting (Points)	Minimum Threshold
Financial (See appendix 'B')	15	
Total Points	**/100**	**N/A**

Management/Company Profile (20)

A description of the consulting firm relevant to its ability to fulfil the Town of Cobourg's needs as described in this RFP. The description should include, at a minimum, a Company Executive Summary (e.g. a company profile, the proponents' general philosophy and approach to recruiting for the public sector), relevant details regarding the firm's philosophy and approach to recruiting for the public sector), relevant details regarding the firm's history, principals, range of services offered, and the firm's conflict of interest policy specifically, whether the firm will undertake a similar search at another municipality before the position of CAO is filled at the Town of Cobourg.

References (5)

Each proponent is requested to provide three (3) references and project samples from clients who have obtained similar goods or services to those requested in the RFP from the proponent in the last five (5) years. Proponents should complete Appendix C.

Expertise/Reputation (25 points)

Proponents are expected to have substantive experience providing executive recruitment services to the public sector. Proponents must demonstrate visionary leadership and proven capability to effectively support the recruitment of CAO's.

In this regard, proponents must provide a list of clients and senior-level leadership positions for which it has recruited within the past three (3) years. Information to be included: Title recruited for; department/organization/company name; contact period and telephone number; dates of search by month and year; duration of search(e.g. approximate number of days or general time frame); number of times for this client; and measurable outcomes.

In addition, proponents must describe briefly (1 or 2 paragraphs) a minimum of two searches for CAO's of a similar scope and scale that were successfully completed by the proponent in the past five (5) years. Bidders must indicate the completion date and a contact period and telephone number for each reference.

Proponents should also provide a description of the firm's capability to source candidates from within Ontario and identify any relevant value-added services the firm offers.

Proponents should also provide their success rate in recruiting top executives. Please provide your success rate for the last five to seven years. Proponents should complete this information separately.

Proposed Approach to Search (25 points)

Provide a description of the proposed search process. An identification of the staff members who will be assigned to the file-for each person identify

1. Their title/position within the firm;
2. Their proposed role in the Town of Cobourg search;
3. A listing of their relevant experience including previous CAO searches worked on, with the name of the organization and date of the search; and
4. Describe the time commitment (estimate number of hours per step) proposed for the senior consultant and for each individual team member to complete this project.
5. Proponents must describe how they would address unexpected development affecting the ability of individuals assigned to this project to complete their role/responsibilities as planned.

Guarantee Period and Follow-up (10)

Proponents must provide in brief details their firm's candidate guarantee policy and how their firm will manage any follow-up. Proponents must indicate how long their firm will guarantee the selected candidate. (In months)

Pricing (15 points)

Proponents should review and complete Appendix B.

Appendix A – Cover Sheet

TOWN OF COBOURG

REQUEST FOR PROPOSAL

Executive Search Firm for the recruitment of the Chief Administrative Officer (CAO)

_____

NAME OF COMPANY, FIRM OR INDIVIDUAL
(HEREIN KNOWN AS THE 'COMPANY')

_____

UNIT NUMBER AND STREET ADDRESS

_____

CITY **PROVINCE** **POSTAL CODE**

_____

WEBSITE **BUSINESS NUMBER**

_____

TELEPHONE NUMBER **FAX NUMBER**

_____

CONTACT PERSON **EMAIL**

_____

Name Printed

_____ _____

Signature (Seal) **Date**

Appendix B-Pricing Form

1. Instructions on How to Complete Pricing Form

a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately.

b) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

c) Rates are to include all disbursements

2. Evaluation of Pricing/ Financial proposal

Pricing is worth 15 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated in accordance with the following formula:

(Lowest Price ÷ Proponents Price) **X** weighting (25) **=** Proponents Pricing Points.

3) Pricing Form

CAO Recruitment Services as per the Scope of Services(lump sum)

$_____

Appendix C – Similar Work Experience and References

Please list a **minimum of three** past projects including references where your company has provided similar goods or services within the last five years.

Project Description	Reference Contact Information
1.	
2.	
3.	

Note:
If insufficient space is provided in this Appendix, please provide the required Information in the same format on a separate form and attach to this Appendix.