



**TOWN OF LUNENBURG
RFP #TOL2025001**

**REQUEST FOR PROPOSALS
CHIEF ADMINISTRATIVE OFFICER (CAO)
RECRUITMENT SERVICES**

Proposals will be received no later than:
2:00 p.m. LOCAL TIME
January 30, 2025

Addressed to:
Curtis Bell
Procurement Coordinator
Town of Lunenburg
119 Cumberland Street
Lunenburg, NS B0J 2C0

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1.0 GENERAL TERMS AND CONDITIONS

Section 1 of this proposal document sets out a summary of requirements and outlines the general terms and conditions. The Town of Lunenburg shall be referred to as the “Town” throughout this document.

1.1 Purpose

The Town is seeking proposals regarding assistance in the recruitment of the Chief Administrative Officer (CAO) position as further specified within this Request for Proposal (RFP).

This RFP sets out the instructions for submitting proposals and procedures and criteria by which the successful Proponent may be evaluated, subject to the Town’s overriding discretion to determine what is in its best overall interests.

1.2 Proposal Submissions

Any change notices, appendices and addenda issued for this RFP shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with “**Chief Administrative Officer- Recruitment Services RFP**” and proposal document number **TOL2025001** to Curtis Bell, Procurement Coordinator at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit one (1) PDF copy via email to purchasing@townoflunenburg.ca or on a USB drive. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent. Proposals will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a proposal has been received prior to the Closing Time. Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. All proposals shall become the property of the Town of Lunenburg. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP. Failure to quote on all options set out may disqualify your proposal.

1.3 Irrevocable Offer

The Proponent hereby acknowledges that offers contained within your response to this RFP shall remain open for acceptance by the Town of Lunenburg for a period of not less than ninety (90) days from the Closing Time specified in Section 1.6. Proponents may not make modifications to their Proposals after the Closing Time.

1.4 Proposal Costs

The Proponent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, submission of proposal, and any work performed prior to official appointment by the Town of Lunenburg.

1.5 Municipal Contact for RFP

It shall be the Proponent's responsibility to clarify any points in question with the Town of Lunenburg prior to submitting the proposal. Deadline for all inquiries is Friday January 24, 2025 at 2:00pm. Inquiries regarding the specifications of the RFP and the RFP process should be directed to:

Name: Curtis Bell
Title: Procurement Coordinator
Email Address: purchasing@townoflunenburg.ca

If a Proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, they must notify the Town of Lunenburg immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all known potential Proponents.

Please check the Town website townoflunenburg.ca/purchasing.html to determine if any addendums have been issued prior to the submission deadline.

1.6 Opening

Proposals will only be received by:

Name: Curtis Bell
Title: Procurement Officer
Email Address: purchasing@townoflunenburg.ca

One (1) PDF copy of your proposal must be received by email prior to **2:00 p.m.** local time, **January 30th 2025**. Proposals will be signed by an official authorized to bind the document. Proponents will provide the name(s), title(s), address, and telephone number of the individual(s) to be contacted during the evaluation process. Proposals received later than the specified Closing Time may be returned unopened to the Proponent.

There will not be a public opening for this RFP. As this is a proposal document for which a number of criteria will be evaluated, only the names of the Proponents who have submitted a proposal will be identified after the opening, upon request.

1.7 Selection Process

Selection – Subject to Section 1.9 of this RFP, the Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. The successful Proponent(s) will be selected based upon evaluation criteria developed by the Town which in its sole discretion will

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determine the manner in which each response to this RFP meets the evaluation criteria. The proposal may be awarded to one Proponent only or more as the Town determines.

Evaluation Criteria – Subject to Section 1.9 of this RFP, each response to this RFP will be evaluated by the Town to determine the degree to which it responds to the requirements as set out herein. Because this is an RFP other factors in addition to price will be considered when submissions are evaluated.

Please indicate any requirements not met in your proposal with a brief description and reasons therefor.

1.8 Modification and Withdrawal of Proposals

Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. Proponents may not make modifications to their proposals after this. Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town. All proposals shall become the Town's property. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP.

1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights

The Town is not under any obligation to award a contract and reserves the right to terminate this RFP at any time for any reason, and to withdraw from discussions with all or any of the Proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

The Town reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. The Town may accept any proposal that may be considered in the best interests of the Town in its sole and absolute discretion. The Town also reserves the right in its sole and absolute discretion to waive any formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.

The Town reserves the right to negotiate, after the RFP Closing Time, with any Proponent to finalize service arrangements in the best interests of the Town.

The Town shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP as may be most favorable to the Town.

Proponents will be deemed to have familiarized themselves with existing conditions and any other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation.

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Proponents waive any claim against the Town for compensation of any kind whatsoever as a result of its participation in or providing a response to this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

In submitting a proposal, the Proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

1.10 Governing Law and Jurisdiction

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia. Any disputes shall be determined in the courts of Nova Scotia.

1.11 Proposal Form

The attached Proposal Form (3.0) must be completed and submitted with all proposals for consideration. Failure to complete and submit the proposal form could lead to the rejection of the proposal.

1.12 Freedom of Information and Protection of Privacy Act

The Town of Lunenburg is subject to the Municipal Government Act provisions relating to the freedom of information and protection of privacy provisions Freedom of Information and Protection of Privacy Act (FOIPOP) and associated Provincial legislation. Any proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP. All proposals received in response to this RFP will be considered public.

1.13 Insurance Requirements

The successful Proponent shall at its own expense obtain and maintain until the completion of the contract and provide the Town with a Certificate of Insurance providing proof of:

- a. Professional Liability insurance covering the work and services described in this Agreement for an amount not less than \$2.0 Million per occurrence;
- b. Comprehensive General Liability insurance for an amount not less than \$2.0 Million per occurrence;
- c. Automobile Liability insurance for an amount not less than \$2.0 Million covering all vehicles used in any manner in connection with the performance of the work described in this RFP.

1.14 Conflict of Interest

The Proponent warrants that no conflict of interest exists with any Town staff, Council or Committee member regarding their RFP submission or with the Town's evaluation process. Should a conflict of interest exist or arise, the Town at its sole discretion may disqualify the proposal submission and/or contract as applicable.

1.15 Nova Scotia Worker's Compensation

The successful Proponent must be registered and remain in good standing with NS WCB throughout the term of a contract issued pursuant to this RFP.

1.16 Human Rights Act

The successful Proponent shall ensure full observance of the NS Human Rights Act in all dealings related to this project.

1.17 Ownership of Data and Information

All data, other information and all resulting reports and materials prepared by the successful Proponent shall be the exclusive property of the Town who reserves ownership rights to all ideas, plans, concepts, etc.

2.0 SPECIFICATIONS AND REQUIREMENTS

2.1 Background and Overview

The Town of Lunenburg is looking for assistance in the recruitment of the Chief Administrative Officer (CAO) position. Located on Nova Scotia's South Shore, the Town of Lunenburg, a UNESCO World Heritage Site, is a diverse and vibrant community of 2,300+ year-round residents with numerous seasonal residents.

Town Council is seeking support with the recruitment process to ensure that a suitable Chief Administrative Office is found to lead the Town's administration and support Council in the implementation of their strategic goals.

2.2 Scope of Work and Deliverables

This section provides details on the services required by the Town for this project. Proponents should read this section in detail and ensure they are fully capable of providing all the services, work and deliverables outlined below. This section will form the Scope of Work in an agreement or contract with the successful Proponent.

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The Town of Lunenburg is seeking support with the recruitment process to ensure that a suitable Chief Administrative Officer is found to lead the Town's administration and support Council in the implementation of their strategic goals.

The work to be performed under this contract shall consist of a recruitment and selection process for a qualified CAO for the Town of Lunenburg. The successful Proponent will work with the Town's Search Committee ("Search Committee"). As a minimum, the scope of work will include the following:

A. Initial Meeting with Council

Upon the award of the contract, the successful proponent will meet with Town Council, to ascertain required information for the development of a candidate profile identifying the knowledge, skills and abilities required to become a successful candidate for the position.

B. Advertising and Personal Outreach Recruiting

Prepare a job ad and advertising campaign in consultation with the Search Committee. Identify potential candidates and conduct personal outreach recruiting.

C. Applicant Screening

Review resumes of all applicants, determine those meeting minimum qualifications, and follow up with telephone or in-person.

D. Summary of Short-Listed Applicants

Identify a short list of candidates and prepare a written summary, along with the resumes of each, for consideration by the Search Committee.

E. Candidate Testing and Interview Tools and Process

In consultation with the Search Committee, develop an interview tool with applicable evaluation criteria to be used during the interview process.

F. Preliminary Interviews

Facilitate the scheduling of interviews and interview meetings with short-listed applicants for the Search Committee and support the Committee in determining final candidates to be presented to Town Council for final interviews.

G. Reference Checks

Undertake thorough background checks (Criminal, Education, and Work History) and reference checks for the preferred candidate(s) selected by the Search Committee.

H. Final Interviews

Present the final candidates to Town Council for a final round of interviews and selection of the preferred candidate.

I. Negotiate Job Offer

In consultation with the Search Committee, negotiate a job offer with the preferred candidate.

J. Additional Recruitment Searches and Warranty

Outline additional services or alternative approaches that the Town may wish to incorporate into the search process. Re-initiate an additional recruitment search in accordance with the specification set forth above, at no cost to the Town, if the successful candidate leaves the employment of the Town or does not meet performance standards within one (1) year of the placement. This requirement is non-negotiable.

K. Timing Expectation

The successful proponent would be expected to start upon award in early February 2025 with a candidate in place by the end of April 2025.

3.0 PROPOSAL FORM

NAME OF PROPONENT: _____

Do not include HST in the Amount of Proposal. All of the below pricing is to be in Canadian Dollars.

Amount	\$ _____
HST.....	\$ _____
Total.....	\$ _____

Please attach the following additional information:

- Two relevant work references and contact phone numbers.
- Proof of current WCB coverage.
- Certificate of Insurance for \$2.0 million General Commercial Liability Insurance.

Mailing Address _____

Phone Number _____

Email Address _____

Signature _____

Print Name & Title _____

Date _____

Witness _____

Date _____

Details of Proposal – please attach your submission details as required in this RFP.