

# REQUEST FOR PROPOSAL HUMAN RESOURCES PROFESSIONAL

FOR THE PERIOD  
July 1, 2018 to February 28, 2019

## I. GENERAL INFORMATION

### **Purpose.**

This Request for Proposal (RFP) is to procure a Human Resources Professional to be available to clients of Muskoka Community Futures Development Corporation (Muskoka Futures) for an 8 month pilot period commencing July 1, 2018 and ending February 28, 2019.

### **Who May Respond.**

Only Human Resource professionals, who are currently certified in the Province of Ontario, may respond to this RFP.

## II. INSTRUCTIONS ON PROPOSAL SUBMISSION.

### **Closing Submission Date.**

Proposals must be submitted no later than 4:00pm on **June 12, 2018**. **Proposals must be submitted by mail or courier.**

**Late submissions will not be accepted and will be returned unopened to the respective Offeror(s).**

Offerors have the sole responsibility to express their interest to submit a Proposal to ensure they receive any Addendum or notifications regarding this RFP. **Notice of intention to submit a proposal must be received by 4:30pm on May 30<sup>th</sup>, 2018.** Any addendums and answers to all questions received from potential Offerors will then be shared via email with all interested Offerors.

Interest in submitting a proposal, and any inquiries, concerning this RFP should be submitted by email to:

**David Brushey**  
**Executive Director**  
**[David@muskokafutures.ca](mailto:David@muskokafutures.ca)**

### **Conditions of Proposal.**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Muskoka Futures.

Your proposal should be addressed as follows:

**David Brushey**  
**Executive Director**  
**Muskoka Community Futures Development Corporation**  
**345 Ecclestone Drive**  
**Bracebridge, ON P1L 1R1**

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked with the following information:

**Request for Proposal**  
**4:00pm, May 31, 2018**  
**SEALED PROPOSAL For Human Resource Professional**

All inquiries and other communications with Muskoka Futures about this Proposal are to be directed, in writing only, to the email address listed below. Muskoka Futures will not accept or respond to oral questions or requests for clarification on any matter pertaining to the RFP from any Offeror.

All questions and requests for clarification shall be submitted by e-mail to [david@muskokafutures.ca](mailto:david@muskokafutures.ca).

Questions and requests for clarification shall be accepted up to 4:30pm on June 1, 2018.

All questions and requests for clarification, together with responses shall be circulated by email to Offerors that have expressed their interest in this RFP on June 4, 2018.

#### **Right to Reject**

Muskoka Futures reserves the right to reject any and all proposals received in response to this RFP.

#### **Locally-Owned Businesses**

Efforts will be made by Muskoka Futures to utilize professionals that are local within the District of Muskoka.

#### **Term of Agreement**

While the objective of this RFP process is to establish an 8 month agreement for a Human Resources Professional, Muskoka Futures reserves the right to negotiate on length of the agreement.

#### **Exclusivity**

Any agreement between Muskoka Futures and the successful Offeror will not provide exclusivity to that Offeror. Muskoka Futures reserves the right to use alternate professionals, at any time, in its sole discretion.

#### **Timeline**

RFP Issued – May 22, 2018

Expression of Interest by potential Offerors – May 30, 2018, 4:30pm

Question Deadline – June 1, 2018, 4:30pm

Question Responses circulated – June 4, 2018

Proposal Closing – June 12, 2018, 4:00pm

Proposal Opening – June 13, 2108, 9:00am

### **Notification of Award**

It is expected that a decision selecting the successful Offeror will be made within three (3) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful candidate, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful Offeror.

### **Description of Entity**

Muskoka Futures is a Community Futures Development Corporation that serves **the District of Muskoka**. **Muskoka Futures is a non-profit corporation**, governed by a volunteer Board of Directors, and employs 4 staff. Funded by the Ministry of Innovation, Science and Economic Development (ISED), through the Federal Economic Development Initiative for Northern Ontario (FedNor), Muskoka Futures provides Business Counselling services, financial investment (loans) for local businesses, Community Economic Development and Community Strategic Planning Services.

### **III. SCOPE OF SERVICES.**

The Offeror shall be readily available to perform the following Human Resource services, as well as other services as needs arise, as requested for Muskoka Futures:

- Operational Policies and Procedures: Review of existing human resource infrastructure; provide recommendations and strategies for development of revised and/or new processes, programs and practices on Human Resources matters for multiple businesses.
- Performance Management Practices: Support the development of performance appraisal process and train managers on goal setting, leadership and communication for multiple business owners/managers
- Manager Training: Support the determination of appropriate training and provide administrative support to deliver such training; Recommend, facilitate and/or provide training classes for multiple business owners/managers.
- Ongoing Human Resources Support: Human Resources support for administration of policies and procedures for multiples businesses.
- Identifying areas for improvement of Employee Relations, Training and development
- Assistance/guidance with:
  - employee discipline
  - hiring procedures and policies
  - termination factors
  - employee accommodations
  - employee benefits
  - preparation of job descriptions and job ads

- Collaboration on long term program development

The above list is not all inclusive. The details of the proposal may include other areas that can be provided by the Proponent.

The Proponent will perform the services on site at Muskoka Futures office and offsite at client's place of business as required and where appropriate.

#### **IV. PROPOSAL CONTENTS.**

The Offeror, in its proposal, shall, as a minimum, include the following;

- Brief document pertinent to the Request for Proposals that supports the submission addressing the above noted scope of services.
- The Consultant shall provide a cost of this proposal.
- Covering Letter: A covering letter advising that the Respondent has reviewed and understand the contents of the Request for Proposal package and is capable of meeting the requirements of the contract.
- Profile/Resume: A profile or resume of all principal staff assigned to the project, their respective roles, qualifications and a brief description of the organization as a whole.
- Schedule of Activities: The Respondent will provide a schedule of anticipated services that are required to meet the needs of this proposal.

#### **Customer Service**

Muskoka Futures is committed to superior levels of customer service. Offerors must clearly address how they will align with Muskoka Futures focus on customer service, and how services for Muskoka Futures and its clients will be handled in a priority manner.

#### **References**

The Offeror must describe its Human Resources experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients operating as small to medium sized enterprises.

#### **Organization, Size, Structure, and Areas of Practice**

If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s).

#### **Price**

The Offeror's proposed price must include:

- Hourly and/or billing rates broken by scope of services listed above.
- Charges for expenses, if any as may reasonably be incurred as a result of the above mentioned scope of work. Please outline.

Muskoka Futures reserves the right to negotiate with the Offeror on the structure of the billing.

**Billing**

The successful Offeror will submit detailed billing statements for all services billed, at a flat rate or hourly rate depending on the services provided. All hourly billing will be broken down into time increments of no more than a quarter hour. Offeror shall also include, with all invoices, summaries of work performed and time spent on services performed.

Muskoka Futures will not entertain retainers or any additional fees to be billed on a regular basis.

**V. PROPOSAL EVALUATION**

**Submission of Proposals.**

All proposals shall include an original and **3** copies.

**Evaluation Procedure and Criteria.**

Muskoka Futures' Executive Director and appropriate staff and Directors will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following scoring criteria:

<b>Offeror's experience as per Scope of Services</b>	<b>(30%)</b>
<b>Level of experience of the individual(s) who may be assigned to matters</b>	<b>(25%)</b>
<b>Pricing and Customer Service</b>	<b>(20%)</b>
<b>Response from references</b>	<b>(15%)</b>
<b>Interviews, (if conducted)</b>	<b>(10%)</b>