



# **RFP #3824**

## **HR Consulting Firm Services Evaluation of Halifax Regional School Board Superintendent of Schools**

*Halifax Regional School Board  
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**ALL RESPONSES MUST BE RECEIVED BY CLOSING:  
WEDNESDAY, MAY 25<sup>TH</sup>, 2016, 2:00:00 p.m. Atlantic Time**

**Faxed & Emailed proposals WILL NOT be accepted**

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## INTRODUCTION

### 1.0 Background:

The Halifax Regional School Board (HRSB) is the largest public school district in Atlantic Canada serving approximately 48,000 students from early childhood education through to Grade 12. The organization employs over 6,000 full time and temporary staff with programs operating from over 136 schools and buildings. The annual operating budget for HRSB is approximately \$445,000,000.

### 2.0 Intent/Scope of Work:

2.1. The purpose of this RFP is to retain a qualified Human Resources Consulting Firm to facilitate the evaluation of the Halifax Regional School Board Superintendent of Schools. The SCOPE OF WORK would be to facilitate, coordinate and deliver a completed evaluation of the Board Superintendent in conjunction with Melinda Daye, Board Chair. Project site will be the Halifax Regional School Board office, located in Dartmouth, Nova Scotia. The completion date for the Superintendent's Evaluation **MUST** be no later than **September 1, 2016**.

2.2. Interviews will be limited to Board Members, Senior Staff members and the Deputy Minister of Early Education and Childhood Development.

2.3. The evaluation **MUST** comply with Recommendation 2.10 of the *Report of the Auditor General to the Nova Scotia House of Assembly*, November 2015 as follows:

*The governing boards of Chignecto-Central and Halifax Regional School Boards should ensure the superintendent evaluation process includes all key areas of responsibility, including those identified in the Education Act.*

## GENERAL

### 3.0 Tender Response Preparation:

3.1. Proponents are cautioned to carefully read and follow the procedures required by this Request for Proposal, as any deviation from these requirements may be cause for rejection. The Request for Proposal submission must be signed by the person(s) authorized to sign on behalf of the proponent and to bind the proponent to statements made in response to this Request for Proposal, subject to other processes noted in this RFP.

### 4.0 Bid Confirmation:

4.1. Proponents who receive the Request for Proposal and DO NOT wish to bid are asked to reply with an e-mail stating that you do not wish to submit a proposal to [jlking@hrsb.ca](mailto:jlking@hrsb.ca)

### 5.0 Enquiries:

5.1. All enquiries related to this Request for Proposal shall be directed to **Jennifer King, Buyer by email to: [jlking@hrsb.ca](mailto:jlking@hrsb.ca)**. Please refer to the cover page for contact information. Information obtained from any other source is not official and may be inaccurate. Enquiries and responses may be recorded and may be distributed by email addendum to all proponents at the Board's option.

## **6.0 HRSB RFP Changes and Amendments:**

**6.1.** All proponents will be notified in writing by the Board regarding any changes made to the Request for Proposal *no later than three (3) business days of the closing date* for this Request for Proposal. If applicable, the closing date may be extended to allow for a suitable number of proposal preparation days between the closing date and the issuance of an addendum.

## **7.0 Closing Date:**

**7.1.** Proposals *MUST* be received by *WEDNESDAY, MAY 25<sup>TH</sup>, 2:00:00 p.m. Atlantic Time* at the physical address noted on the cover page.

## **8.0 Faxed & Emailed Responses:**

**8.1.** Proposals received by fax or email *WILL NOT* be accepted.

## **9.0 Late RFP Responses:**

**9.1.** Late Proposal responses *WILL NOT* be accepted and will be returned, unopened, to the proponent.

## **10.0 Changes to Proponent's RFP Response:**

**10.1.** Proponents may withdraw, amend or replace a submission prior to the proposal closing date and time. This information or request *MUST* be submitted by **FAX TO (902) 464-0161** on company letterhead or equivalent and contain the signature of the individual submitting the original submission.

# ***TERMS AND CONDITIONS***

## **11.0 Conflict of Interest:**

**11.1.** The Board reserves the right to reject any proposals, if in the opinion of the Board, a perceived conflict of interest exists. The Board's decision shall be final.

## **12.0 Acceptance of Proposals:**

**12.1.** The Board is not bound to accept the lowest priced or any proposal response of those submitted.

## **13.0 Acceptance of Terms:**

**13.1.** All the terms and conditions of this proposal are assumed to be accepted by proponents responding to this RFP.

## **14.0 Ownership of RFP Responses and Freedom of Information:**

**14.1.** All documents, including proposal responses, submitted to the Board become the property of the Board and are subject to disclosure under the Nova Scotia Freedom of Information and Protection of Privacy Act. By submitting a proposal response, the proponent thereby agrees to public disclosure of its contents. Any information the proponent considers as personal information because of its proprietary nature, should be marked as "**CONFIDENTIAL**", and will be subject to appropriate consideration as defined within the Nova Scotia Freedom of Information and Protection of Privacy Act.

## ***PROPOSAL SUBMISSIONS (GENERAL)***

### **15.0 Proposal Submissions (General):**

**15.1.** The Board requires *one (1) original, three (3) paper copies, and one (1) electronic copy* of your sealed proposal, clearly marked *RFP #3824 HR Consulting Service - Superintendent's Evaluation* on the outside of the package.

**15.2.** Should respondent(s) find any discrepancy in or omission from this Request for Proposal, or if additional information or clarification on any of the instructions or information contained herein is required, contact Jennifer King, Buyer by e-mail ([jlking@hrsb.ca](mailto:jlking@hrsb.ca)) **five (5)** days prior to the scheduled opening of proposals. Such notifications in no way obligate the Halifax Regional School Board to change the proposal. The Halifax Regional School Board will notify all respondents in writing by addendum within **three (3)** days prior to closing should clarifications/changes be deemed necessary by the Board.

**15.3.** The Halifax Regional School Board will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the proposal will be issued by email addendum by the Halifax Regional School Board.

**15.4.** Request for Proposal responses must be open for acceptance for at least ninety (90) days after the closing date.

### **16.0 Eligibility:**

**16.1.** Prospective proponents are not eligible to submit a proposal if current or past corporate and/or other interests may, in the opinion of the Halifax Regional School Board, give rise to CONFLICT OF INTEREST in connection with this proposal. Proponents are to submit with their proposal, any issue that may constitute a conflict of interest for review by the Halifax Regional School Board. The Halifax Regional School Board's decision on this matter will be final.

**16.2.** Proposals may also be deemed to be INELIGIBLE if ANY of the following occur:

- omissions of significant information;
- the proposal is not signed as required;
- the proposal has conditions attached which are not authorized by the RFP documents;
- the proposal fails to meet one or more standards specified in the RFP documents;
- all addenda have not been acknowledged by listing on the provided form
- any other defect which, in the opinion of the Halifax Regional School Board, brings the meaning of the proposal into question.

### **17.0 HRSB Reservations:**

**17.1.** The Halifax Regional School Board reserves the right to reject any or all proposals or parts of proposals, when in its reasoned judgment; the public interest will be served thereby.

**17.2.** The Halifax Regional School Board may waive formalities or technicalities in proposals as the interest of the Halifax Regional School Board may require.

**17.3.** The Halifax Regional School Board may waive minor differences in the proposal provided these differences do not violate the proposal intent.

**18.0 Disputes:**

**18.1.** In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of the Halifax Regional School Board, or its authorized representatives, shall be final and binding on all parties.

**19.0 Proponents' Expenses:**

**19.1.** Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations, if any, with the Halifax Regional School Board.

**20.0 Exceptions:**

**20.1.** The submission of a proposal shall be considered an agreement to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proponent's proposal response.

**21.0 Currency and Taxes:**

**21.1.** Prices are to be quoted in Canadian dollars, exclusive of HST.

**22.0 Compliance with Laws:**

**22.1.** The Proponent will give all the notices and obtain all the licenses and permits required to perform the work. The Proponent will comply with all laws applicable to the work or performance of the contract.

**23.0 Pre-Proposal Conference:**

**23.1.** There will be no pre-proposal conference, but each proponent must completely satisfy themselves as to the exact nature and existing conditions of the requirements and for the extent and quality of work to be performed. Failure to do so will not relieve the successful proponent of their obligation to carry out the provisions of the contract.

**24.0 References:**

**24.1.** Proponents shall provide a list of three (3) references from clients who have contracted with your company for services considered identical or similar to the requirements of this Request for Proposal.

## ***METHOD OF AWARD***

### **25.0 Method of Award:**

**25.1.** The Halifax Regional School Board intends to make an award to the proponent that delivers the highest value, competent proposal for services based on the stated evaluation criteria. The successful proponent must demonstrate/describe how they meet the following criteria in their proposal:

- 25.1.1.** A broad knowledge of the Nova Scotia Education System including the operation of the Nova Scotia Education Act;
- 25.1.2.** Previous experience in defining and assessing Superintendent competencies within School Boards or other public sector entities in Nova Scotia;
- 25.1.3.** Successfully designed and implemented evaluation processes that have proven effective in the evaluation and development of Superintendents and have enabled Boards to appropriately discharge their obligation to evaluate Superintendents leaderships;
- 25.1.4.** References - Proponent's demonstrated commitment to high level of service, client relations and accountability;
- 25.1.5.** Proposed project team experience;
- 25.1.6.** The overall cost of the service, expressed in terms of the variable rate charges and fixed charges that may be applicable, or any combination of fee structure that provides the highest value for service to the Halifax Regional School Board;
- 25.1.7.** Added Value for unsolicited valuable information.

### **26.0 Award of Proposal:**

**26.1.** Subsequent to the submission of proposals, interviews may be conducted with the proponents, but there will be no obligation to receive further information, whether written or oral from any proponent.

**26.2.** The Halifax Regional School Board will not be obligated in any manner to any proponent whatsoever until written notification has been duly executed relating to an approved proposal.

**26.3.** The successful proponent will receive a letter of award from the Halifax Regional School Board. This RFP document, the proponent's response and the award letter will serve as a contract between the successful proponent and the Board.

### **27.0 Non-Assignment of Contract:**

**27.1.** The proponent shall not assign the contract, or any portion thereof, except upon the prior written approval of the Halifax Regional School Board.

### **28.0 Public Information/Proprietary Information:**

**28.1.** The Halifax Regional School Board operates under the Nova Scotia Freedom of Information and Protection of Privacy Act which permits access to most records and documents.

**29.0 Confidentiality:**

**29.1.** The selected proponent agrees not to release or in any way cause to release any confidential information of the Halifax Regional School Board unless specifically approved to in writing.

**29.2.** The proponent acknowledges that all information provided herein or within the specifications or attachments is confidential, and the proponent agrees to maintain all such information in confidence and to use such information only for the purpose of responding to this Request for Proposal. The proponent further agrees to indemnify and hold the Halifax Regional School Board harmless against any claim, loss or damages, howsoever caused, including legal costs, that may arise from any breach of such confidentiality by the proponent, its agents or employees.



***REQUEST FOR PROPOSAL PRICING FORM***

**30.0 Pricing:**

**30.1.** All pricing of services is to be quoted on an hourly basis (or portion thereof). Proponents shall specify what the hourly rate includes. As well, proponents shall advise mileage rate and any other additional expenses not covered under the hourly rate. Examples might include faxes, long distance phone calls, travel costs, meals etc. **Proponents MUST use this Request for Proposal Pricing Form to record pricing information.**

**30.2.** Hourly rates for individual service providers and service charges for carrying out service must be clearly identified. Where no service charge is quoted, it is deemed to be free of charge. Any ancillary charges (such as travel, etc.) must be clearly identified. All costs will be considered as part of the evaluation process.

<b>Hourly Rate</b>	\$ _____
<b>Mileage Rate</b>	\$ _____
<b>Estimated Length of Project</b>	_____ <b>weeks</b>
<b>Additional Expenses (List)</b>	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>Total Estimated Fee Plus Expenses (Excl. HST)</b>	\$ _____

**APPENDIX "A"**  
**PROPONENT CONTACT INFORMATION/SIGNATURE FORM**

I/We, the undersigned, having examined this Request for Proposal and having read, understood and accepted the RFP and/or conditions attached hereto, each and all of which form part of this proposal, hereby offer to supply evaluation services in accordance with this RFP.

**Company Name:** \_\_\_\_\_

**Full Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_

**Name & Title of Respondent:** \_\_\_\_\_

**Signature of Respondent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Proponent hereby acknowledges receipt of the following addenda:**

<u>Addendum No.</u>	<u>Dated</u>	<u>Number of Pages</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REFERENCES:**

The Bidder shall furnish particulars of at least three contracts successfully completed or currently being carried to completion. The projects quoted should preferably be approximate in nature to the Scope of Work proposed and be of comparable or greater value.

<b>Contact Name</b>	<b>Company Name</b>	<b>Project</b>	<b>Phone #</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**The Halifax Regional School Board reserves the right to accept or reject any or all proposal responses, not necessarily accept the lowest priced proposal response, or to accept any proposal response which it may consider to be in its best interests. The Halifax Regional School Board also reserves the right to waive formality, informality, or technicality in any proposal response.**

**APPENDIX "B"**  
**HR CONSULTING FIRM EVALUATION CRITERIA FORM**

Experience with NS Education System/Education Act: .....10 Points

- Strong 8-10
- Good 5-7
- Weak 0-4

Previous Experience in Defining/Assessing Superintendent Competencies: .....20 Points

- Strong 15-20
- Good 10-14
- Weak 0-9

Successful design/implementation of evaluation processes for Superintendent's: .....20 Points

- Strong 15-20
- Good 10-14
- Weak 0-9

References (Commitment to High Level of Service/Client Relations/Accountability): .....10 Points

- Strong 8-10
- Good 5-7
- Weak 0-4

Proposed Project Team Experience: .....15 Points

- Strong 10-15
- Good 5-9
- Weak 0-4

Overall Cost/Value of Service: .....20 Points

- Lowest Bid 20
- Within 10% of lowest bid 18
- Within 20% of lowest bid 15
- Within 30% of lowest bid 10
- Within 40% of lowest bid 5
- All other bids 0

Added Value: .....5 Points

- Unsolicited valuable information 0-5

**HIGHEST POSSIBLE SCORE**

**100 POINTS**