

**Request for Proposal for:**

# **Discover Halifax**

**Human Resource Services**

**Date Issued: February 14, 2023**

**Submission Deadline: February 28<sup>th</sup>, 3:00 pm AST**

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## Discover Halifax

1809 Barrington St, #1004  
Halifax, NS B3J 3K8

### Introduction

This request for proposal is being issued by Discover Halifax for the purpose of securing the services to support the company's human resource management on an as needed basis.

This call for proposal is based on service requirements for a minimum 12-month period, commencing on or around March 1st, 2023 with the option to extend for an additional 12 months.

### Administrative Requirements

For tendering, legal, and billing purposes, the client is Discover Halifax. Submissions in response to this request for proposal assumes acceptance of all the following terms:

### Eligibility

Prospective proponents may not be eligible to submit a proposal if current or past interests may, in the opinion of the Board of Directors or Executive of Discover Halifax, give rise to a conflict of interest in connection with this project.

While not considered mandatory, preference may be given to Halifax based proponents.

### Enquiries

All enquiries related to this RFP are to be directed, to the following person. Information obtained from any other source is not official and may be inaccurate. Enquiries and responses may be recorded and may be distributed to all proponents at the option of Discover Halifax.

**Angela Petry**  
**Executive Administrator**  
**Discover Halifax**  
**1809 Barrington St #1004**  
**Halifax, NS B3J 3K8**  
**Ph: (902)334-1191**  
**Em: [apetry@discoverhalifaxns.com](mailto:apetry@discoverhalifaxns.com)**

### About

Discover Halifax is an incorporated company created in partnership between the Halifax Regional Municipality, the Hotel Association of Nova Scotia, and participating industry members. Its mandate is to increase visitation and visitor yield to Halifax on a year round basis. The organization is responsible for promoting both business and leisure travel from external markets.

Currently, Discover Halifax employees a staff of 21 individuals with expertise in marketing, sales, and general administration. The company is divided into five divisions with Group Sales and Events reporting to the Vice President of Sales, and both the Marketing and Visitor Experience Programs reporting to the Vice President of Marketing, and Destination Development and Administration reporting to the CEO. The Executive Management Team includes the Vice President of Marketing, Vice President of Sales, and the President and CEO.

### Scope of Work

The company is seeking the following support services on an “on demand” basis to the Executive Management Team:

- Recruitment (VP level)
- Recruitment support (Mid Management Level)
- Recruitment support (Junior – Entry Level)
- Supports for terminations, career planning, and/or career transition support services

### Timing

<b>RFP Issuance</b>	<b>February 14<sup>th</sup>, 2023</b>
<b>Closing Date</b>	<b>February 28<sup>th</sup>, 2023</b>
<b>Submission Compliance Review</b>	<b>March 1<sup>st</sup>, 2023</b>

Closing Date: Three (3) complete copies of each proposal must be received by 3:00 pm, local time, on February 28<sup>th</sup>. Proposals and their envelopes should be clearly marked with the name and address of the proponent (Attention: Angela Petry), and the project title – HR Support Services.

Late proposals will not be accepted and will be returned to the proponent unopened.

This RFP contains mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration.

### Evaluation

Evaluation of proposals will be undertaken by a committee of Senior Management. The Evaluation team will check proposals against the evaluation criteria and proposals meeting all of the measure will then be assessed and scored against this criteria. References of the proponent(s) scoring highest may be checked prior to contract award.

The intent of this proposal call is to enter into contract negotiations with one agency to provide services on an on-demand basis. Subject to successful negotiation and execution of a contract this proponent will provide the required goods or services.

Although the intention is to select one supplier for all services, Discover Halifax reserves the right to separate the proposed scope of services with multiple suppliers.

All material created by the proponent for this project shall be considered the property of the client. The client is free to use these materials without restriction.

## Proposal Process

Evaluation of proposals is made easier when proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) One page letter of introduction identifying the proponent and signed by the person or persons authorized to sign on behalf of, and bind the proponent to, statements made in the proposal
- b) The body of the proposal outlining experience in providing services
- c) Any additional information

## Proposal Submissions – Body of Proposal

### Personnel Assigned, Scope and Breadth of Services Offered, & Expertise

Proposals should clearly identify the resources that would be dedicated directly and indirectly to the account including names and qualifications of personnel assigned to this contract.

In addition to assigned personnel, proposals should list the scope and breadth of services offered by the organization. Proposals should include an overview of their team's resumes and experience including any special certifications or areas of expertise. Please indicate if the team members are full time employees, or in the case of partnership or contracted team positions please provide details explaining the team makeup and experience.

### Fee Structure

Discover Halifax is seeking a supplier to provide services on an "as required" basis. Proponents are requested to detail all fees, expenses and incidental charges for which they expect to be reimbursed. At a minimum, this section should include:

- Proponents are being asked to provide a fixed fee rate for the following services:
  - Recruitment (VP level)
  - Recruitment support (Mid Management Level)
  - Recruitment support (Junior – Entry Level)
  - Supports for terminations, career planning, and/or career transition support services
- Individual professional service and personnel costs by hourly rates.
- Any remaining miscellaneous costs and disbursements which will be billed to the account and, whether these costs are billed at net or gross.

### Methodology, Process, and Service to be Undertaken

Proponents are being asked to provide pricing for recruitment services to include the following components for VP Level:

1. Needs analysis and advice on position design and description
2. Prospecting and pre-evaluations of prospective candidates
3. Advertising
4. Short-listing and selection with Discover Halifax



- 5. Planning, scheduling, & interviewing prospective candidates with Discover Halifax
- 6. Close out - communications and notices with candidates

Proponents are being asked to provide pricing for recruitment services to include the following components for Mid Management Level:

- 1. Needs analysis and advice on position design and description
- 2. Prospecting and pre-evaluations of prospective candidates
- 3. Advertising
- 4. Short-listing and selection with Discover Halifax
- 5. Close out - communications and notices with candidates

Proponents are being asked to provide pricing for recruitment services to include the following components for Entry Level:

- 1. Prospecting and pre-evaluations of prospective candidates
- 2. Advertising
- 3. Short-listing and selection of candidates for interview with Discover Halifax
- 4. Close out - communications and notices with candidates

**Company Operations**

Proposals should provide information outlining the corporate structure and operating status of the company. Please indicate if the personnel assigned will be local (Halifax) or external. Please also indicate if your operations include access to additional expertise beyond the local team (example, consultants, partners, or company branches)

**Evaluation Criteria**

Review of the proposal will be evaluated based on the following criteria.

<b>CRITERIA</b>	<b>WEIGHTING</b>
<b>Fees</b>	<b>40%</b>
<b>Methodology and Service Offering</b>	<b>20%</b>
<b>Depth of Experience in Service Areas</b>	<b>20%</b>
<b>Responsiveness (preference to proponents with local operations)</b>	<b>20%</b>

Thank you for considering this RFP. Discover Halifax endeavors to be a haven for high performers and, in doing so, we seek to live our values daily. We are seeking a partner who is equally excited and engaged with this vision.