



**The Corporation of the Municipality of West Grey**

**Request for Quotations for**

**Recruitment Services for Chief Administrative Officer/Deputy Clerk**

**RFQ WG24-001**

**February 2024**

**Proposals Due: No later than 1:00 p.m. on March 5<sup>th</sup>, 2024**

**Submit to: Municipality of West Grey**

**402813 Grey Road 4**

**RR 2**

**Durham ON N0G 1R0**

**Attn: Kerri Mighton, Interim CAO/Deputy Clerk**

# **Request for Quotations for Recruitment Services for Chief Administrative Office/Deputy Clerk**

## **1. Purpose**

The purpose of this RFP is to secure the services of an executive recruitment firm for the recruitment of a candidate to fill the position of Chief Administrative Officer/Deputy Clerk for the Corporation of the Municipality of West Grey (the Municipality). The successful candidate will have demonstrated successful experience and qualifications for the provision of these professional services.

## **2. Background**

Located in Grey County, and serving a population of approximately 13,000, the Municipality of West Grey is a combination of rural, farm communities, friendly urban centres, and quaint villages. With our quintessential 'small-town Ontario' vibe, our calming, yet breathtaking scenery and recreation for every season, West Grey is a truly welcoming place to call home. We operate three fire stations, manage two water systems, two active landfill sites, three library branches, several community centres, arenas, halls, and parks and maintain over 700 km of roads throughout our 876 sq.km geography.

## **3. Scope of Work**

The Scope of Work shall include the following:

- 3.1. Initial Meeting- Hold a kickoff meeting with Council and select staff to review proposed timeline for the recruitment and confirm a schedule to establish deadlines (screening; short list; interviews; assessments; verification of credentials; reference checks).
- 3.2. Advertising- The consultant will facilitate the job posting and advertising of the position.
- 3.3. Recruitment- Conduct a search using a variety of appropriate resources to source quality candidates and conduct targeted, personal recruitment of potential candidates.
- 3.4. Candidates Review- Screen applications and present short-listed candidates to Council. Conduct relevant assessments of candidates and provide interpretation of results.
- 3.5. Interview Preparation/Process- Develop and review interview questions and provide suggestions for amendments/additions. Develop selection criteria; evaluation/scoring grid. Coordinate, attend and lead the interview process with the Municipality and rank/provide recommendations of successful applicant.
- 3.6. Selection Process- Communicate with all applicants & candidates throughout the various phases of the selection process and perform reference checks and personality scans as required. Assist in the Job offer negotiations in conjunction with the Municipality.

#### **4. Submission**

The quotation provider is to submit the quotation accompanied by the required information by **March 5, 2024, at 1:00 pm** to [kmighton@westgrey.com](mailto:kmighton@westgrey.com). Quotations submitted past this closing time will not be accepted. Submissions shall include: Form A - Quotation and Form B - References.

#### **5. Terms and Conditions**

- 5.1. Quotations received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the Quotations shall remain firm and open for acceptance by the Municipality for a period of thirty (30) days from the date of closing.
- 5.2. Final acceptance of the quotation will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.
- 5.3. The Municipality reserves the right to reject any and all quotations based on the best interest of the Municipality. The Municipality reserves the right to select a quotation, in whole or in part, other than the lowest price quotation based on any criteria which in its sole and absolute discretion the Municipality deems to be in its best interest.
- 5.4. The Municipality shall not be responsible for any liabilities, cost, loss, or damage incurred, sustained, or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non- acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response.
- 5.5. The Municipality reserves the right to request Quotation Providers to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.
- 5.6. The Municipality reserves the right to assess the qualifications of the firm to conduct the work and shall be the sole judge as to whether the firm meets the specifications required to complete the Work to the satisfaction of the Municipality.
- 5.7. Payment will be made to the successful Quotation Provider by the Municipality within 30 days of submission of invoice by the Quotation Provider to the Municipality, for work completed to the satisfaction of the Municipality.
- 5.8. The Municipality may waive minor differences in the quotations provided the differences do NOT violate the quotations intent. No term or conditions shall be implied based on any industry trade practice or custom, any practice or policy of the quotation or the Municipality or otherwise, which is inconsistent or conflicts with provisions contained in this document.

#### **6. Further Information**

Any questions in relation to the Request for Quotation should be directed to:  
Kerri Mighton, Interim Chief Administrative Office/Deputy Clerk  
Phone: 519-369-2200 ext. 223 Email: [kmighton@westgrey.com](mailto:kmighton@westgrey.com)

**FORM A**

**QUOTATION**

Lump Sum Price (excluding advertising costs and other disbursements to be approved by the Municipality).

Services	\$
HST	\$
<b>Total Price</b>	<b>\$</b>

\*The Quotation Provider agrees to comply with all of the Terms and Conditions as outlined in Section 5.

Name of Company  
Company Civic Address  
Company City/ Province/ Postal  
Code  
Telephone  
Email Address  
HST #

Name of Representative \_\_\_\_\_

Signature of Representative \_\_\_\_\_

Date \_\_\_\_\_

Nothing in this RFQ shall be construed as authority to proceed with the work described herein.

**FORM B**

**REFERENCES**

The Quotation Provider shall include references of other organizations (not including references from the Municipality) to which they have supplied similar services:

Please provide a brief business history and list of qualifications relevant to the work:
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Name of Company  
Contact Person  
Telephone  
Scope  
Value  
Email

Name of Company  
Contact Person  
Telephone  
Scope  
Value  
Email

Name of Company  
Contact Person  
Telephone  
Scope  
Value  
Email