



CPSNL-2020-002

REQUEST FOR PROPOSALS (RFP)

Executive Search Services

ISSUE DATE: November 20, 2020

Introduction

The College of Physicians and Surgeons of Newfoundland and Labrador (the College), an organization governed by the Medical Act, 2011, is responsible for the regulation of the practice of medicine and the medical profession in the province. The College is responsible for the making and enforcing of measures necessary for the regulation and practice of medicine in Newfoundland and Labrador and for the protection and preservation of life and health so that those seeking medical care may have confidence in the care they receive. The College is governed by a 15-member Council comprising appointed and elected members.

As per the *Medical Act, 2011*, the Registrar of the College is required to be a fully licensed medical practitioner appointed by Council.

Purpose

The College is seeking proposals for an executive search firm to conduct and lead an extensive recruitment process for a new Registrar. The current Registrar will be retiring at the end of December 2021 after a seven year career of service to the College and its members. The process is being led by the Registrar Selection Committee (the "Committee"), a sub-committee of Council, with the requirement to lead the selection process and present a recommendation to Council for approval.

Deliverables, Responsibilities, and Experience

An Executive Search Firm is required to conduct an extensive executive search for the position of Registrar. The College will potentially consider candidates from outside of Canada but they must have knowledge of and/or experience with the Canadian health system. The Registrar will be physically based in St. John's, NL. Accordingly, the College is seeking to engage an executive search firm which has, as a minimum, national resources and proven experience in conducting executive searches.

Deliverables

The Executive Search Firm is expected to provide direction, seek out, and provide suitable candidates to the Committee. The Committee anticipates being actively involved in the process, participating in the short-listing of candidates, conducting preliminary / secondary interviews, presenting the preferred candidate to Council for approval, carrying out contract negotiations, and presenting the offer of employment. The College wishes to approve the successful candidate no later than the scheduled September 2021 meeting of Council.

Without limiting the generality of the foregoing, the Executive Search Firm will provide the following services to the Committee:

**CPSNL-2020-002**

- 1) Draft a position profile by soliciting input from key stakeholders. This is intended to assist the consultant in better understanding the role and needs of the organization and provide clarity on the key knowledge, skills, abilities, and personality suitability factors for the role;
- 2) Assist with quarterly Council updates on the process/progress;
- 3) Conduct a broad market search for suitable candidates;
- 4) Conduct search-related advertising;
- 5) Pre-screen resumes;
- 6) Prepare Committee for interviews;
- 7) Participate in interview processes with the Committee including, as necessary or if requested, assistance in drafting questions;
- 8) Conduct reference checks;
- 9) Provide advice and support in negotiating an employment contract; and
- 10) Replacement guarantee on the placement of their candidate with the College should the applicant leave the College's employment within the first year of employment.

Project Sponsor

The Registrar Selection Committee of the College of Physicians & Surgeons of Newfoundland and Labrador.

Committee Chair, Ms. Gail Hamilton.

Proposals

To be considered, the proposal must contain:

Corporate Experience

- 1) Please provide the resumes of the consultants who would be assigned to performing Executive Search Services to the College.
- 2) Describe the network/experience, with specific examples, of executive positions your firm has successfully placed after conducting national and/or North American searches. Provide a list of at least three (3) contracts of a similar size and scope as that which is contemplated under this RFP which your firm has been engaged in within the last two (2) years.
- 3) Provide contact information for the above three (3) entities to which services were rendered. The College reserves the right to contact any of these parties to conduct reference checks.

Processes and Services

- 1) Proposals should describe in detail the step by step process of a typical national and/or North American executive search from initial request to Registrar hire date.
- 2) Proposals should describe the aspects of their search process that consistently results in the "right fit" executive hire.
- 3) Provide comment on the possible challenges and/or advantages of national and/or North American executive search services specific to the health care industry in the province of Newfoundland and Labrador and the impact of the current labour market.
- 4) Proposals should describe how they would attract and identify candidates for the role of Registrar.
- 5) Proposals should describe the resources the firm has to conduct executive searches nationally and/or within North America.

**CPSNL-2020-002**

- 6) Proposals should identify any commitments which may limit ability to undertake assignments, in an expeditious and efficient manner, that may arise over the term of the contract.
- 7) Proposals should Indicate why the Proponent considers itself, its proposal and its resources to be the 'right' ones in terms of key strengths it will bring to the project that distinguish it in the marketplace.
- 8) Proposals must include a detailed description of the basis for charging of fees and expenses associated with this project. Bids should specify the maximum price to be charged. The College is not exempt from GST.

Proposal Requirements and Deadline

- 1) Proposals must not exceed 20 pages in length, including all attachments and appendices.
- 2) Proposals are to be clearly marked with the subject "Registrar Selection Committee Proposal" and **submitted no later than December 14, 2020**, in PDF format directly to the College via email, addressed to Mr. Jamie Osmond (Associate Registrar & Director of Operations) at josmond@cpsnl.ca.

Selection Criteria

The Committee shall evaluate each response that is properly submitted. After submission and review of responses, interviews may be requested. Selection of a respondent to provide the Executive Search Services will be based on the following criteria:

- 1) Experience and qualifications of the firm and, more specifically, individual team members to be assigned to the engagement, in performing Executive Search Services for similar private and/or public and/or governmental organizations, and familiarity and experience with the Canadian health system.
- 2) Demonstrated understanding of the issues facing the College and the environment it operates in.
- 3) Proposal's responsiveness to RFP requirements.
- 4) Firm and staff's competence and knowledge demonstrated during the interview process.
- 5) Price

While the order of these factors does not generally denote relative importance, the College acknowledges that selecting best value providers primarily requires a balanced combination of (1) reasonable rates and the availability of flat fees, blended rates, and caps on fees, and (2) strong experience and demonstrated expertise in providing Executive Search Services.

The College reserves the right to consider such other relevant factors as it deems appropriate in order to hire the best value provider of the Executive Search Services. The College may or may not seek additional information from Respondents prior to making a selection.

Those firms whose proposals are selected for further consideration may be asked to make a personal presentation to us and/or answer questions in advance of our final selection. The College will not necessarily select the lowest cost proposal.



Proposal Conditions

Contingencies

This Request for Proposals (RFP) does not commit the College to award a contract. The College reserves the right to accept or reject any or all proposals or waive irregularities if the College determines it is in the best interest of the College to do so.

Acceptance or Rejection of Proposals

Proposals shall remain open, valid, and subject to acceptance, anytime up to three months after the proposal opening date and time. The College understand that conditions other than lowest cost are important and will award contract(s) based on the proposal(s) that best meet the needs of the College.

Modifications

The College reserves the right to issue addenda or amendments to this RFP.

Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this proposal. It is the Proposer's responsibility to ensure that its proposal arrives on or before the specified time.

Incurred costs

This RFP does not commit the College to pay any costs incurred in the preparation of a proposal in response to this request. The Proposer agrees that all costs incurred in developing its proposal are the Proposer's responsibility.

Negotiations

The College may require the firms selected to participate in negotiations, and to submit cost, technical, or other revisions of their proposals as may result from negotiations.

Questions

Please direct questions to: Mr. Jamie Osmond, (709) 778-4285, or email josmond@cpsnl.ca.