

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

REQUEST FOR PROPOSAL

Reference: P-01-12

FOR

**Executive Search Services to Identify Candidates
for the position of Director of Education**

Closing Date: Thursday, April 26, 2012

Closing Time: 4:00 p.m., Eastern Daylight Savings Time

LATE BIDS WILL NOT BE ACCEPTED

St. Clair Catholic District School Board reserves the right to accept or reject all or part of any Proposal. St. Clair Catholic District School Board further reserves the right to accept any Proposal that is in its best interests. St. Clair Catholic District School Board further reserves the right to cancel this Request for Proposal at any time.

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I. DEFINITIONS

The following definitions apply to the interpretation of the Proposal Documents:

- (i) **“Addenda”** or **“Addendum”** means such further additions, deletions, modifications or other changes to any Proposal Documents;
- (ii) **“Authorized Person”** means
 - (A) for a Proponent who is an individual or sole proprietor, that person,
 - (B) for a Proponent which is a partnership, any authorized partner of the Proponent,
 - (C) for a Proponent which is a corporation,
 - (1) any officer or director of the corporation, and
 - (2) any person whose name and signature have been entered on the document submitted with the Proposal as having been authorized to participate in the completion, correction, revision, execution or withdrawal of the Proposal, whether that person is or is not an officer or director, and
 - (D) for a Proponent that is a joint venture, the following rules apply: the Proposal shall be signed by a person for and on behalf of each joint venturer or, if a person expressly warrants that he or she has the authority to do so, one person so authorized may sign on behalf of all joint venturers;
- (iii) **“Blackout Period”** means the period of time from when the Request for Proposal issued up to and including the date the Contract is recommended for award by St. Clair Catholic District School Board;
- (iv) **“Call for Proposals”** means the Call for Proposals on the terms and conditions set forth in the Proposal Documents;
- (v) **“Closing Time”** means April 26, 2012 at 4:00 p.m. Eastern Daylight Savings Time;

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- (vi) **“Consultant”** means a successful Proponent who enters into an agreement with St. Clair Catholic District School Board;
- (vii) **“Contract”** means the written agreement governing the performance of the work, which has been executed by St. Clair Catholic District School Board and the successful Proponent(s) following acceptance by St. Clair Catholic District Board of a Proposal;
- (viii) **“Designated Location”** means the offices of Shibley Righton LLP, Suite 700, 250 University Avenue, Toronto, Ontario, M5H 3E5;
- (ix) **“Informal Proposal”** means a Proposal which is not disqualified but which contains minor irregularities, discrepancies, errors or omissions or similar defects;
- (x) **“Mandatory Requirements”** means those requirements described in the Proposal Disqualification of the Instructions to Proponents which must be fully satisfied;
- (xi) **“Prime Consultant”** means the individual employed or engaged by the Consultant to be principally responsible for the performance of any Contract;
- (xii) **“Proponent”** means the individual, sole proprietor, partnership, corporation or joint venture submitting a Proposal;
- (xiii) **“Proposal”** means the Proposal in the form prescribed by these Proposal Documents and completed and submitted by a Proponent or Proponents
 - (A) in response to and in compliance with the Call for Proposals, and
 - (B) for the purpose of entering into the Contract with the St. Clair Catholic District School Board in the event of award;
- (xiv) **“Proposal Documents”** means all of the documents comprising the Request for Proposal, including any Addenda;
- (xv) **“Sub-Consultant”** means a legal entity approved by St. Clair Catholic District School Board which undertakes the execution of a part of the work pursuant to an agreement with the Consultant;

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- (xvi) “**Work**” means the work or service to be undertaken by the Consultant pursuant to the provisions of the Contract; and
- (xvii) “**Working Day**” means Monday through Friday inclusive but not Saturday, Sunday or any statutory holiday applicable in the Province of Ontario.

II. INTRODUCTION

A. ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD

The St. Clair Catholic District School Board (or the “Board”) is a publicly funded Catholic school board located in south-western Ontario. The Board’s jurisdiction covers approximately 5,500 square kilometers in Lambton County and the Municipality of Chatham-Kent. It serves 9,000 students and employs more than 1,000 staff members, who provide a broad range of effective educational programs covering a wide range of needs.

The Board’s focus is clear, as it seeks to carry out the mission of Catholic education and follow the path set out by its vision statement – Lighting the Way – Rejoicing in Our Journey. The Board helps to prepare its students to be 21st century learners and to pursue excellence by achieving their best in a learning environment which is faith-filled and founded on the principles of the Ontario Catholic School Graduate Expectations. St. Clair Catholic District School Board schools strive to be authentic Catholic learning communities that reflect Gospel values and exemplary instructional practices, with a focus on improving the achievements and well-being of all students. Working in partnership with parents, local parishes and the wider community, the Board seeks to educate students to their full academic, social and spiritual potential, informed by Catholic faith and traditions.

The Board will attract a dynamic, faith-filled leader, who is a community builder capable of mounting a challenge to realign system goals and set a course for the future. With leading practices in governance and clearly established roles for the Board and staff, St. Clair Catholic District School Board seeks to establish itself as a leader among Catholic boards in Ontario. St. Clair Catholic District School Board students do well in provincial assessments and the Board continues to increase its graduation rate; however, the new Director of Education will take a leading role in helping to develop and implement a multi-year plan to further strengthen student achievement by continually improving student outcomes. The new Director of Education will also seek to strengthen the partnerships among the home, schools and parish, which are foundational to Catholic education and work to proclaim and protect the right to Catholic education for future generations.

B. PURPOSE OF THIS REQUEST FOR PROPOSAL

St. Clair Catholic District School Board

Reference: P-01-12

Request for Proposal for Executive Search Services to Identify Candidates for the position of Director of Education

St. Clair Catholic District School Board invites proposals from established executive search firms to assist the Board in selecting qualified candidates for the next Director of Education and Secretary of the Board. The primary objective of the recruitment and selection process is to identify candidates who meet the criteria and possess the skills we need to advance our Board in 21st century learning, demonstrate a commitment to Catholic education, are practicing Catholics and who can facilitate the achievement of St. Clair Catholic District School Board's current and future priorities.

The role of Director of Education and Secretary of St. Clair Catholic District School Board, as outlined in the *Education Act*, is as follows:

- i. the Director of Education is the chief education officer and the chief executive officer of the Board;
- ii. the Director of Education and Secretary of the Board shall, within policies established by the Board, develop and maintain an effective organization and the programs required to implement such policies;
- iii. annually reviews with the Board the multi-year plan;
- iv. ensures that the multi-year plan developed establishes the Board's priorities and identifies specific measures that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular its responsibility for student achievement;
- v. directs and monitors the implementation of the multi-year plan;
- vi. reports periodically to the Board on the implementation of the multi-year plan;
- vii. acts as Secretary to the Board; and
- viii. immediately upon discovery, brings to the attention of the Board any act or omission by the Board, that, in the opinion of the Director of Education, may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*.

In addition to the requirements of the *Education Act*, the ideal candidate will have demonstrated expertise, experience, knowledge and skill in providing Catholic leadership, commitment, and direction in the following areas by focussing on:

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- i. Catholic faith, community and culture;
- ii. leading vision into organizational practice;
- iii. effective and proactive media relations;
- iv. building relationships among staff and internal and external stakeholders; and
- v. a collaborative approach to problem solving.

III. TERMS OF REFERENCE AND SCOPE OF WORK

A. The principal deliverables for the engagement are as follows; additional deliverables may be defined by Addendum or Addenda:

- i. a detailed project plan with milestones and identified owners;
- ii. provide a focussed ‘needs assessment’ in order to gain insight into the goals and values of the St. Clair Catholic District School Board community, and to develop a clear profile of the role and the mandate for the position by conducting:
 - a. an interview with the current Director of Education to determine what is working well with the system and to identify the challenges;
 - b. a focussed consultation with trustees and internal and external stakeholders;
- iii. develop a comprehensive communication strategy reflecting the assessment process and role description aligned with the *Education Act* and the identified needs, goals and expectations of the system including:
 - a. an internal and wide-spread public announcement; and
 - b. extensive provincial and national advertising of the position;

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- iv. develop criteria and process for candidate screening and formation of a short-list including:
 - a. the design of interview process and questions for shortlist in consultation with the Chair of the Board;
 - b. providing all resumes of candidates to the SCCDSB Executive Search Committee;
 - c. establishing interview dates;
 - d. coordinating the interviews of shortlisted candidates in conjunction with the trustees;
 - e. coordinating post interview debriefing of panel;
 - f. conducting reference checks;
 - g. supporting the process for final selection discussion and decision making;
 - h. supporting contract negotiations led by chair and another trustee; and
 - i. developing a communication strategy to announce new director.

The SCCDSB Executive Search Committee expect to meet with the successful firm during the week of May 14, 2012. The Board's intention is to enter into an agreement with the successful Director of Education candidate by the week of June 26, 2012. The successful Proponent will provide twice-weekly status reports and respond to any questions by the SCCDSB Executive Search Committee.

B. Every Proposal should disclose in detail the recruitment process that the Proponent is recommending including, but not limited to, the following:

- i. the proposed approach, strategy and role of the Proponent firm in the executive search process to identify candidates for the position of Director of Education;
- ii. a proposed work plan and schedule for the search;

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- iii. the role proposed by the Proponent of the Board and the SCCDSB Executive Search Committee in the search process, as well as the time commitment expected from them by the Proponent;
- iv. the consultation process proposed by the Proponent by which stakeholders, including students, parents, staff, and the Catholic community will be consulted as outlined above in paragraphs Ai, Aii, and Aiii;
- v. the communication/media strategy proposed by the Proponent including samples of ads;
- vi. a potential risks and mitigation strategy; and
- vii. the proposed status reporting structure.

C. Every Proposal should provide the following information:

- i. a profile of the Proponent, including the breadth of its other executive search assignments including, in particular but without limiting the generality of the foregoing, any executive search assignments in the education sector within the last five years;
- ii. CVs of those who are proposed to be on the Proponent's team working this engagement including professional references of the specific individuals who will be assigned to the search;
- iii. a description of resource/support services available to the Proponent;
- iv. a description of the particular strengths of the Proponent relevant to this executive search;
- v. a declaration that the firm is solvent and has the necessary resources to undertake this assignment;
- vi. a statement of:
 - a. the Proponent's understanding of the work to be done as described in this Request for Proposal;

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- b. an outline of the executive search strategy proposed to employed;
- c. a firm quote on fee structure including commission, all related out-of-pocket expenses and HST;
- d. any assumptions incorporated in the Proposal;
- e. the prime consultant who will be employed in the execution of any Contract;
- f. two references of the Prime Consultant (as opposed to references of the Proponent) where the Prime Consultant has successfully conducted a search of this significance. The Prime Consultant will remain as the primary contact throughout the duration of any Contract, unless mutually agreed-upon alternatives can be found. The Board reserves the right to terminate any Contract should a suitable alternative not be available.

IV. INSTRUCTIONS TO PROPONENTS

1 GENERAL

- 1.01 St. Clair Catholic District School Board is requesting Proposals from Proponents who have the necessary qualifications and experience to provide the type of services described in this Request for Proposal. The Proposal should be detailed, specific and shall be completed and submitted in the prescribed format.
- 1.02 If requested by St. Clair Catholic District School Board, the Proponent should be prepared to have senior management staff available to meet with the Board to review the Proposal during the evaluation process.
- 1.03 The Scope of Work contemplated is described herein, as part of the Request for Proposal. St. Clair Catholic District School Board reserves the right to amend the Scope of Work as necessary or desirable.

2 PROPOSAL CLOSING TIME

2.01 The Proposal must be submitted by the Proponent at Closing Time at the Designated Location in a sealed package addressed as follows:

Tony Prizio
Procurement Specialist
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg, Ontario
N8A 4C4

Reference: P01-012

2.02 Submissions received late or by electronic transmission (including by fax or email) or other forms of unsealed Proposals shall not be accepted. Late submissions will be returned unopened to the bidder, if a return address is included on the submission envelope. Submissions delivered to an address other than the Designated Location will not be considered. The Proponent is solely responsible for the method and timing of the delivery of the Proposal to the Designated Location. Delays caused by any delivery service, including Canada Post, will not be grounds for an extension of the proposal submission deadline.

3 PROPOSAL PREPARATION

3.01 All Proposals shall provide the information required and address in detail all matters raised in the Terms of Reference, set out in Part III, above, and must also provide the information required and address in detail all matters raised in any Addenda. All Proposals must provide any other documentation required by this Request for Proposal.

3.02 No adjustments by Proponents to Proposals already submitted is permitted.

3.03 A Proponent may request that its Proposal be withdrawn prior to Closing Time. Withdrawal requests must be made in writing, signed by an Authorized Person and addressed as set out in paragraph 2.01. Withdrawal requests may be sent by facsimile transmission or delivered in person to the Designated Location. Telephone or email requests will not be considered.

3.04 Any Proponent who has withdrawn a Proposal may submit a new Proposal, which must be received at the Designated Location prior to Closing Time.

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3.05 If at any time the Board requires clarification of a Proposal, that Proponent will provide a written response to the request for clarification which shall then form part of the Proposal.

3.06 After Closing Time, each Proposal is irrevocable and shall be open for acceptance by St. Clair Catholic District School Board for a period of ninety (90) Working Days from the Closing Time or until a Contract is executed by the successful Proponent and the Board. If for any reason no Contract is executed within ninety (90) Working Days from Closing Time, St. Clair Catholic District School Board may without notice accept another Proposal.

3.07 All Proponents and Sub-Consultants must be legibly and correctly named.

3.08 Each Proponent shall submit one (1) signed original Proposal and four (4) copies of the Proposal plus one soft copy (on a memory stick) by the Closing Time.

4 BLACKOUT PERIOD

4.01 Except as expressly provided herein, at no time during the Blackout Period shall there be any communication between the Proponent and trustees of St. Clair Catholic District School Board or any of the Board's employees or representatives involved in this process.

4.02 Any communication by a Proponent during the Blackout Period, other than communications expressly provided for herein, is grounds for disqualification of a Proponent and its Proposal.

5 CLARIFICATIONS AND INQUIRIES

5.01 An RFP Coordinator has been assigned by the St. Clair Catholic District School Board. All communications concerned this Request for Proposal must be directed to the RFP Coordinator, whose name and address and email address appear below:

Tony Prizio
Procurement Specialist
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg, Ontario N8A 4C4

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E: tony.prizio@st-clair.net

5.02 It is the responsibility of each Proponent to inform itself of all aspects of the Request for Proposal. Should any details necessary to a clear and comprehensive understanding be omitted, or any errors appear in the Request for Proposal, or should the Proponent note facts or conditions which in any way conflict with the letter or spirit of the Request for Proposal, it is the responsibility of the Proponent to obtain clarification before submitting its Proposal. The proponent will have from April 9, 2012 until April 17, 2012 at 2:00:00 p.m. to ask questions concerning this Request for Proposal or its requirements. All questions must be submitted in writing. All questions and answers will be posted on the Board website and on Biddingo.com on April 19, 2012. Please direct questions to tony.prizio@st-clair.net. After April 17, 2012 at 2:00 p.m. no other inquires, questions or concerns may be submitted.

6 PROPOSAL EVALUATION AND SELECTION PROCESS

6.01 The Request for Proposal process will be governed according to the following schedule. Although every attempt will be made to meet all dates, St. Clair Catholic District School Board reserves the right to modify or alter any or all dates at its sole discretion by posting notice on its website and Biddingo.com. Dates are subject to change.

April 9, 2012	Issuance of Request for Proposal
April 17, 2012	Last day for questions by Proponents, by 2:00 p.m.
April 19, 2012	Responses to questions posted on Board website and Biddingo.com
April 26, 2012	Closing Date, at 4:00 p.m.
Week of May 7, 2012	Notification of short list for interview
Week of May 14, 2012	Interviews and Selection of Consultant
June 26, 2012	Award position of Director of Education

7 PROPOSAL EVALUATION AND SELECTION PROCESS

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7.01 An evaluation committee will meet soon after the proposals are received to conduct an initial review and to prepare a short list of firms. The Proposals will be analyzed by an evaluation committee which will consist of the the Board's Executive Search Committee, legal counsel, as well as other parties at the Board's Executive Search Committee's discretion. All Proposals will be evaluated through a comprehensive review by the evaluation committee against a number of evaluation criteria and will be awarded to the firm whose Proposal best meets the needs of the Board.

7.02 A Proposal is disqualified and will be rejected should any of the following apply:

7.02.01 the Proposal is delivered after Closing Time;

7.02.02 the Proposal is not completed in ink or typed;

7.02.03 the Proposal is not signed by an Authorized Person;

7.02.04 the Proposal contains strikeouts, whiteouts, erasures or overwriting not initialled by the Authorized Person signing the Proposal;

7.02.05 the Proposal does not acknowledge receipt of any Addendum or Addenda that may be issued; and

7.02.06 the Proposal otherwise deviates from the express requirements of the Request for Proposal.

7.03 All short-listed firms will be required to make a presentation to and be interviewed by the evaluation committee the week of May 14, 2012.

7.04 The aim of the evaluation committee will be to select one the Proposal which in its opinion meets the Board's requirements under this Request for Proposal and provides the best overall value to the Board. The Proposal selected may not necessarily be the one offering the lowest fees or cost. Once all Proposals are reviewed and interviews completed, if a firm is found to be acceptable, the award will be made public. Given the tight execution timelines, it is expected that work will begin with the successful Proponent during the week of May 14, 2012.

7.05 A copy of the Evaluation Form to be employed is annexed as Schedule "A".

7.06 The result of this RFP will be posted to the SCCDSB website: [www.st-clair.net/Bid Opportunities](http://www.st-clair.net/BidOpportunities) and Biddingo.com.

8 DEBRIEFING

8.01 Not later than sixty (60) days following the date of posting a contract award notification in respect of this Request for Proposal, a Bidder may contact the Coordinator to request a debriefing from St. Clair Catholic District School Board, and the Board shall conduct such debriefing in accordance with the requirements of the Ontario Supply Chain Guidelines (a “Debriefing”).

9 DISPUTE PROCESS

9.01 In the event that a Proponent wishes to review the decision of St. Clair Catholic District School Board in respect of any material aspect of this Request for Proposal process, and subject to having attended a Debriefing, the Proponent shall submit a protest in writing to the Board within ten (10) days from such the Debriefing.

9.02 Any protest in writing that is not timely received will not be considered and the Proponent will be so notified in writing.

9.03 A protest in writing shall include the following:

9.03.01 a specific identification of any provision of the Proposal Documents that is alleged to have been breached;

9.03.02 a specific description of each act alleged to have breached the procurement process;

9.03.03 a precise statement of the relevant facts;

9.03.04 an identification of the issues to be resolved;

9.03.05 the Proponent’s arguments and supporting documents; and

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9.03.06 the Proponent's requested remedy.

9.04 In the event of any dispute or claim arising between the Board and any Proponent as to their respective rights and obligations under the Contract, either party may give the other written notice of such dispute or claim within fourteen (14) calendar days of dispute or claim arising. The parties agree that they will first work together in good faith to resolve the matter internally by escalating it to higher levels of management and then if necessary, use mutually agreeable alternative dispute resolutions prior to resorting to litigation. Each party shall continue performing its obligations during the resolution of any dispute.

VI. GENERAL TERMS AND CONDITIONS

10 PURCHASING POLICIES

10.01 It is the Proponent's responsibility to become familiar with and comply with the Board's purchasing policy and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 ("MFIPPA"). The Board's purchasing policy is available on the Board's website: www.st-clair.net

11 CONFIDENTIALITY

11.01 Confidentiality of records and information concerning the project must be strictly maintained by the Proponent at all times.

11.02 All correspondence, documentation and information provided by the Board staff to any proponent in connection with, or arising out of, this Request for Proposal or the acceptance of any Proposal:

11.02.01. is and remains the property of the Board;

11.02.02 must be treated as confidential by the Proponent;

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11.02.03 must not be used for any purpose other than for replying to this Request for Proposal and the fulfillment of any related subsequent Contract.

11.03 More particularly, all correspondence, documentation and information provided to the Board by any Proponent in connection with, or arising out of, this Request for Proposal, as well as any Proposal will become the property of the Board, and as such, will subject to MFIPPA and may be subject to release pursuant to the provisions of MFIPPA. The Proponent's name, at a minimum, shall be made public upon request by any interested party.

11.04 Because of MFIPPA, Proponents are hereby advised to identify in their Proposal any specific scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which would prejudice the competitive position of the firm or cause it undue loss. Any information in a Proposal material which is not specifically identified as confidential will be deemed as public information.

11.05 All correspondence, documentation and information provided to the evaluation committee may be reproduced for the purposes of evaluating the Proposal.

12 CONFLICT OF INTEREST

12.01 Proponents must disclose to the Board in their proposal any potential, actual or perceived conflict of interest. If such a conflict of interest does exist, the Board may, in its sole discretion, refuse to consider the proposal.

13 NON-COLLUSION

13.01 No Proponent shall discuss or communicate, directly or indirectly, with any other proponent or its agent or representative about the preparation of their Proposals. Each Proponent shall attest that its participation in this Request for Proposal process is conducted without collusion or fraud. If a breach of this requirement is discovered at any time during the process, the Board reserves the right in its sole discretion to disqualify the Proposal or to terminate any Contract, together with the right to seek damages.

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14 LOBBYING

14.01 The Board prohibits lobbying during all requests for proposals. As set out in section 5 above, the Board designates Tony Prizio, Procurement Specialist, St. Clair Catholic District School Board as the bid coordinator to respond to all communications with respect to the call from the time of issuance, during the competitive process and up to and including the announcement of award.

14.02 Vendors or any representatives employed or retained by them, or any unpaid representatives acting on behalf of either to promote a Proposal or to oppose any competing Proposal are strictly prohibited from communicating, either verbally or in writing, with any other Board employees or elected officials from the time of issuance until the time of award.

15 BOARD'S RIGHT TO REJECT

15.01 The Board is not obligated to select the proposal with the lowest commission or any Proposal. The Boards reserves the right to negotiate the proposals, in whole or in part, with any or all proponents at any time prior to the awarding of the Contract.

16 PROPONENT'S LIAISON/CONTACT

16.01 Proponents must identify one senior individual by name, address, telephone number, fax number and email who will act as the Proponent's primary liaison/contact with the Board's RFP Coordinator for both pre-and post-submission communications and for on-going consultation with regard to the Contract arising out of the Request for Proposal.

17 ADDENDA

17.01 The Board reserves the right to revise the Request for Proposal up to Closing Time. Any such revisions shall be included in Addenda to the Request for Proposal distributed to all Proponents. If, in the Board's opinion and sole discretion, more time is necessary to enable the Proponents to revise their Proposals in response to an Addendum, the Board may provide that additional time and an Addendum shall state any changes to the Closing Time. All Proponents must acknowledge receipt of the Request for Proposal documents and all Addenda in their proposal.

18 NO ASSIGNMENT

18.01 The successful proponent shall not assign any part of the project awarded to it under the Contract without the prior written consent of the Board, which consent may not be unreasonably withheld. However, such written consent shall not under any circumstances relieve the successful proponent of its liabilities and obligations under this Request for Proposal and the Contract arising out of this Request for Proposal.

19 FAILURE OR DEFAULT OF PROPONENT

19.01 If the successful Proponent for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the proponent under the terms of the Request for Proposal and the Contract, in addition to all of its other rights and remedies the Board may treat the Contract with the Proponent as terminated and, in addition, the Board may, at its option, either:

19.01.01 consider that Proponent has withdrawn any offer made or has abandoned the Contract if a Contract has been made with the Board, whereupon, the Contract shall become null and void; or

19.01.02 require the Proponent to pay the Board the difference between its Proposal and any other Proposal which the Board accepts, if the latter requires a greater payout by the Board, and, in addition, to pay to the Board any costs which the Board may incur by reason of the Proponent's failure or default, and further, the Proponent will indemnify and save harmless the Board, its officers, trustees, employees and agents from all loss, damage, liability, cost, charge and expense whatsoever and however incurred which it, they or any of them may suffer, incur or be put to by reason of such default or failure of the proponent.

In addition, the Board may disqualify the Proponent from participation in future requests for proposal issued by the Board.

20 WAIVER OF RIGHTS IN PROPOSAL AND INDEMNITY

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20.01 Each proponent acknowledges and agrees that the Board is likely to receive and be required to deal with several proposals, all of which may contain or disclose information considered by the Proponents to be of special, unique, secret or a proprietary nature, and that such information and the manner in which the Board may use it, may be entitled or subject to, protection under any of Canada's intellectual property laws, the *Competition Act* and the common law relating to unfair competition. The Board cannot accept any Proposal that is subject to a reservation by the Proponent of any such rights, and each Proponent, by virtue of delivering a Proposal pursuant to this Request for Proposal, expressly waives any and all protection to which the Proponent might otherwise be entitled.

20.02 Each Proponent shall indemnify and save harmless the Board, its officers, trustees, employees and agents against all claims, actions, suits and proceedings, including all costs incurred by and awards against the Board, in connection herewith, brought by any person in respect of the infringement or alleged infringement of any patent, copyright, trademark or industrial design, or the use or misuse in connection therewith with their Proposal.

20.03 The successful Proponent will indemnify the Board for any loss, claims or damages arising from the award of the Contract arising from this Request for Proposal.

21 NO LIABILITY FOR EXPENSES

21.01 The Board shall not be liable for any expense of any kind incurred during the preparation and/or submission of any Proposal.

22 BOARD'S RIGHT NOT TO PROCEED

22.01 The Board reserves the right not to proceed with the Request for Proposal and to reject any or all of the Proposals. If the Board accepts any of the Proposals, which it is not obliged to do, the lowest or any Proposal will not necessarily be accepted and the Board may, in its sole discretion, consider any and all other factors it deems appropriate in the awarding of the contract.

22.02 The Board may request further clarification of a Proposal from the Proponent. While the Board is not obligated to consider Proposals that do not strictly comply with its material

requirements, it nevertheless reserves the right to do so and specifically reserves the right to waive formalities as its interest, in its sole discretion, may require.

23 BOARD'S RIGHT TO TERMINATE

23.01 The Board may terminate this Request for Proposal for any reason or for no reason at all.

23.02 The Board may terminate a Contract upon written notice to the successful Proponent if in the Board's sole discretion the Proponent is determined to be in breach of its Proposal or any of its obligations as described herein.

SCHEDULE “A”

Evaluation Table

Proponent’s Name: _____

Evaluation Criteria		
STAGE 1: Compliance with Mandatory Submission Requirements	Pass	Fail
STAGE 2: Proposal structure, attributes and content	Points Available	Points Awarded
A. Experience and Qualifications i. Proponents’ history of recruiting experience within the Education/public sector ii. Extensive experience successfully recruiting senior executive and senior management positions iii. Quality of references	15	
B. Demonstrated understanding of the scope of work i. Clearly articulates the context, criteria required for a Director of Education (DOE) and extensive experience using various recruitment techniques	15	
C. Methodology and approach to work i. Demonstrates proposed methodology and approach to staged recruitment process from launch to final job offer acceptance including a description of phased activities, briefings and consultation with SCCDSB Executive Search Committee and Board of Trustees	20	
D. Quality work plan of deliverables and timelines i. Provision of detailed work plan including key steps/deliverables in the process	15	
E. Proposed Staff Team and Resources i. Dedicated senior staff with necessary qualifications and experience to fulfill scope of work ii. Sufficient and appropriate resources to meet the timelines and deliverables	15	

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F. Cost	40	
Total (A to F)	120	
STAGE 3: Interview		
G. Quality, presentation and articulated understanding of scope of work	30	
H. Proponent's ability to respond to questions regarding the Proposal and requirements outlined in the scope of work	30	
Total (G to H)	60	
OVERALL TOTAL (A to H)	180	

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ACKNOWLEDGEMENT

I/we have read, understand and agree to comply with the terms and conditions as stated in this document.

I/we acknowledge that I/we have received Addenda numbered ____ to ____ and this proposal incorporates such Addenda.

(Please type or print)

NAME OF OFFICER: _____

LEGAL NAME OF
PROPONENT: _____

ADDRESS: _____

TELEPHONE: _____

CELL PHONE: _____

FACSIMILE: _____

E-MAIL ADDRESS: _____

SIGNATURE OF OFFICER: _____

DATE: _____

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