REQUEST FOR PROPOSAL FOR EXECUTIVE SEARCH FIRM

The Halifax Chamber of Commerce (the Chamber) has initiated a Request for Proposal (RFP) process to identify a search firm who can assist and facilitate the recruitment of a new Chief Executive Officer.

Due to a longstanding commitment of the current CEO to retire in 2016 after a distinguished career of service to the Chamber and its members, the Chamber’s Board of Directors has approved a process and workplan to select the next CEO by the second quarter (April 1 through June 30) of 2016.

Consistent with our 2013-2018 strategic plan to drive member value and prosperity, we are limiting the RFP to firms who are members of the Halifax Chamber of Commerce (the Chamber).

Formed in 1995, with roots dating back more than 260 years, the Halifax Chamber of Commerce is one of the largest Chambers amongst mid-sized Canadian cities and considered one of the leading Chambers in North America. As the voice of business in Halifax, the Chamber advocates on behalf of more than 1500 members and the 90,000 individuals they employ.

If interested, please provide a detailed response to the questions below, execute where indicated, and Email to my attention to colin@halifaxchamber.com., no later than May 26, 2015.

Upon receipt of written proposals via Email, the finalists will be invited to make a presentation before the Chamber’s CEO Selection Committee at a date to be determined. The Committee will make a decision on the representation.

**Scope of Work**

1. Overview of your processes including specifics on needs, assessment, sourcing and candidate due diligence.

2. A timeline and methodology of the search process with critical milestones for consideration:
   a. Ensure understanding of the Chamber’s needs and establish a strategy to proceed
   b. Develop recruitment plan, screen, list potential candidates
   c. Prepare client for interviews
   d. Identify any potential conflict of interest or restrictions that will limit your recruitment for executive level candidates
   e. References
   f. Advise and provide support on negotiating an employment contract
   g. Your budget (professional fees and other associated costs)
   h. Your terms and conditions of any applicable “replacement guarantee”
Proposal Requirements

Executive Summary
Include an Executive Summary of no more than two pages that outlines the key components of your proposal and solution. Please limit your complete response (including executive summary) to a maximum of 10 pages.

Firm Overview

1. Provide background information on your firm (both its history and current status) that you deem relevant or noteworthy. In particular:
   a. Describe your firm’s financial strength and ownership structure.
   b. Provide some background on your firm’s presence in the Halifax market.

Proposed Services

Define the methodology that you will follow to meet the Chamber’s recruitment and selection requirement and the resources that your firm is committed to provide to successful deliver on this initiative.

2. Provide a projected timeline, outlining the number of months and specific milestones/phases, from inception of the assignment to CEO offer date, and your (and other applicable service personnel) role(s) in each phase.

Project Team

3. Provide the following information on the professionals dedicated to the assignment:
   a. Provide an organizational chart of your proposed team.
   b. Who will be the Chamber’s primary point of contact and how will that individual manage the project team?
   c. List the role and responsibilities of the team members.
   d. Provide biographies of the key project team members.
   e. Provide three (3) references for similar requirements.

Relevant Experience

4. Describe your firm’s experience for similar requirements and the value you brought to those assignments.
   a. Overview of recent successful searches with titles of the position and size of organization.
   b. Description of your network/experience as you see it applies to this position.
   c. Average time to close.
**Unique Qualifications**

5. What strategy(s) will you employ to this requirement and what various services may need to be performed?

6. In what ways do you differentiate your firm from other executive search firms, and what are the advantages to the Chamber?

**Conflicts**

7. Please note any perceived conflict(s) you may have as it relates to this assignment.

**Fee Schedule**

8. The fixed maximum fee required to perform all scope of work activities including the following details:
   a. Estimate of expenses (travel, accommodation, advertising, per diems, etc.).
   b. Estimate of fees, based on hours and hourly rate.

9. The fee quoted shall be inclusive of all costs from conception to delivery.

**Confidentiality/Disclosure**

By signing below, your firm agrees that it and its employees will treat any and all information, documents, data and other materials, in any form, whether oral or written, disclosed to, or accessed by, your firm in connection with, or related to, this request for proposal or the request for proposal process as “Confidential information.”

Your firm agrees that it shall undertake all necessary and appropriate steps to ensure that the secrecy of the Confidential Information in its possession shall be maintained. Your firm and its employees will use Confidential Information solely for the purpose of evaluation and responding to this request for proposal. You agree that your firm and its employees will not disclose Confidential Information to any third party without the prior written consent of the Halifax Chamber of Commerce.

This request for proposal does not constitute an offer and shall not be considered a contract with the Halifax Chamber of Commerce. The Halifax Chamber of Commerce is not obligated to accept any proposal or to engage the services of any service provider. The Halifax Chamber of Commerce reserves the right to accept or reject any and all proposals (or portions thereof) and to negotiate the terms set forth in any proposal. Please indicate in your proposal, any non-negotiable components of the RFP response. Your proposal is to be prepared at your sole cost and expense.

**Evaluation Guideline**

The Chamber is seeking a proposal that provides the best overall value and level of service to the organization. As the best interest of the Chamber will be determinative, the below criteria have been
developed to inform proponents of the primary areas of consideration for the first stage of the evaluation process.

There will be a second evaluation and, as such, pricing shall not be the sole determinative factor for award. The review team for this first stage will evaluate the information provided in the proponent’s proposal, and develop a “short list” of proponents (2) that will advance to the second stage of the evaluation. The second stage of the evaluation is a face-to-face presentation by the proponent to the review team, as described in the following “Presentation” section.

**Evaluation Criteria**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Overall approach to executive recruitment and selection process</td>
<td>25%</td>
</tr>
<tr>
<td>Qualifications and Experiences of firm and key personnel</td>
<td>25%</td>
</tr>
<tr>
<td>Price / value for money</td>
<td>15%</td>
</tr>
<tr>
<td>Network</td>
<td>10%</td>
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<tr>
<td>Values alignment</td>
<td>15%</td>
</tr>
<tr>
<td>Confidence in effectively meeting the Chamber’s requirements</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Presentation**

The review team will develop a “short list” of proponents, and these proponents will be required to prepare a presentation for the CEO Selection Committee. This presentation will take place shortly after the proposals have been submitted. This presentation is not to exceed 30 minutes (exclusive of time for questions from the selection committee) and is expected to include the following:

- Brief company history and resources available for this engagement, including project manager and associated personnel/consultants, their experience and references;
- Review of proponent’s overall recommended approach to Executive Recruitment at the Chamber; and
- Examples of previous similar work for other organizations of a similar size and scope.

A copy of the presentation is to be provided to the Chamber at the beginning of the presentation.
INTENT TO RESPOND
The company named below intends to submit a response to the Halifax Chamber of Commerce’s Request for Proposal for Executive Search Firm

Company Name: ________________________________

Address: ______________________________________

Contact Information:

Contact Name: ________________________________
Contact Title: _________________________________
Telephone Number: _____________________________
Contact Email: _________________________________
Signature: ______________________________________
Date: __________________________________________

Intent to Respond form is due no later than 4:00 PM ADT, MAY 13, 2015.

PLEASE NOTE: Submission of this form indicates the Company’s intent to respond, however, it does not obligate the Company to respond.

Thank you for your time and consideration. Feel free to contact me with questions.

Sincerely,

Robert Batherson  
Chair of the Board  
HALIFAX CHAMBER OF COMMERCE

Francis Fares  
Chair of CEO Selection Committee