

City of Coquitlam

Request for Information and Qualification

RFIQ No. 23-040

Executive and Professional Recruitment Services

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[SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 23-040 Executive and Professional Recruitment Services
Overview of the Opportunity	The City of Coquitlam is requesting information and qualifications from experienced and qualified recruitment companies for the fulfillment of executive and professional level positions as well as hard to fill level full time vacancies. The intent of this RFIQ is to create a shortlist of firms who can provide high quality service, delivering highly qualified candidates for the City.
Closing Date and Time	2:00 pm local time Tuesday, March 28, 2023
Instructions for Submission	Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFIQ Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Submissions received after the Closing Date and Time.
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFIQ documents is the sole responsibility of the Respondents.
Instructions to Respondents	The guidelines for participation that will apply to this RFIQ are posted on the City's website: Instructions to Respondents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca Questions received after that time may not receive a response.
Addenda	Respondents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.

DEFINITIONS

In this RFIQ the following terms will have the meaning set out below:

“City” means the City of Coquitlam.

“Contract” means a formal written contract between the City and a Consulting firm selected to undertake Services.

“Consultant(s)” mean those firms that the City has selected to provide professional and technical consulting services relating to recruitment of staff as identified in this RFIQ.

“Preferred Respondent” means a proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

“Respondent” means an entity that submits a response to this RFIQ.

“RFIQ” means this Request for Information and Qualifications.

“Services” means and includes anything and everything required to be done by the Consultant for the fulfillment and completion of the Contract as described in this RFIQ.

“Submission” means a response submitted for evaluation in response to this RFIQ.

1 INSTRUCTIONS TO RESPONDENTS

1.1 Introduction

The City is seeking Submissions from qualified Respondents to provide **Executive and Professional Recruitment Services**.

1.2 Purpose

The purpose of this RFIQ is to create a pre-qualification list of Consultants to provide Recruitment Services on an as and when required basis, for an initial term of one year with the option to renew for up to a total of three years or until the City releases a new RFIQ.

The City reserves the right to add one or more of the highest ranked companies to the pre-qualification list.

1.3 General Information

Coquitlam is the largest of the Tri-Cities with approximately 150,000 residents. The Tri-Cities cover approximately 208 square kilometers and are situated east of Burnaby, 10km to the east of Vancouver, stretching all the way to the Fraser and Pitt Rivers to the east. This part of the region is expected to grow to approximately 359,000 people by 2041.

Coquitlam is designated as a Regional City Centre within the Metro Vancouver Regional Growth Strategy, which places it as the key urban centre north of Fraser River from a growth and economic development perspective. It is also well served by various transit routes including the R3 RapidBus, the SkyTrain Millennium Line Evergreen Extension and West Coast Express commuter train.

The City has approximately 1100 Full Time Equivalencies (FTE's), which are managed through a City Manager. The City Manager oversees and supports the following departments, which are led by General Managers:

- City Manager's Office
- Legislative Services
- Corporate Services
- Finance Lands and Police
- Deputy City Manager's Office
- Parks, Recreation, Culture and Facilities
- Engineering and Public Works
- Planning and Development

Every year, the City may experience vacancies in various executive and professional positions due to retirement, resignation or other career opportunities, or creation of new positions. This RFIQ is intended to allow the City the opportunity evaluate Respondents' Submissions to shortlist Preferred Respondents to provide recruitment services for executive and professional positions on an as and when required basis.

Typically, as assignments arise, Respondents on the shortlist will be asked to provide a proposal for Services for a recruitment, and the City will evaluate the cost effectiveness of the proposals.

1.4 Services

The Services include but not limited to:

- meet with City and other appropriate stakeholders to obtain information regarding expectations, challenges, requirements and responsibilities of the position
- develop a position profile and advertising plan based on previous successes with similar clients and positions
- spearhead a direct networking campaign to attract top talent, executing the advertising plan. This may include regional, in-province and local elements as determined during the initial meetings with the City
- contact known potential candidates to encourage application
- outreach to others in similar classifications for either application or referral of potential applicants
- accept all applications
- screen applicants, including face to face or video conference with viable candidates. Screening to include background, criminal and credit checks, references, and media checks to ensure finalists have backgrounds of the highest integrity
- deliver a list of the top candidates to be interviewed for each recruitment
- coordinate and schedule candidate interviews with City personnel
- manage recruitment through the process

The City may propose additional tasks as deemed necessary. Any additional services shall be compensated as agreed upon in the resulting contract by the City.

1.5 Qualifications

Respondent is to have a minimum five (5) years' experience in the professional recruiting field and a proven history of engagements of similar size and scope, with other government sector clients.

1.6 Consultant Performance

The City will monitor and evaluate the performance of the Consultants. In the event that one or more of the pre-qualified companies have either not performed well or do not have resources available that are suited to an assignment may be removed from the shortlist.

1.7 Instructions to Respondents

Respondents are advised that the rules for participation that will apply to this RFIQ are located: [Instructions to Respondents](#).

Respondents are to complete and submit the information requested in this RFIQ document on the Submission Form or in a format that has been approved and is acceptable to the City.

By submission of a Submission in response to this RFIQ, the Respondent agrees and accepts the rules by which the bid process will be conducted.

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party's network or email program, and the City will not be liable for any damages associated with submissions not received.

1.8 Eligibility

For eligibility, and as a condition for prequalification, the successful Respondent would be required to meet or provide the equivalent:

- Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City's [Certificate of Insurance - Consultant Form](#)
- Enter into Contract with the Cities as provided in [Appendix A – Consulting and Professional Services Agreement](#)
- May be required to obtain a City of Coquitlam or Tri Cities Intermunicipal Business License: [Business License](#)

These items are not required as part of this RFIQ Submission but will be required prior to entering into an agreement with the City for the Services.

1.9 Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

2 SELECTION PROCESS

2.1 Process

It is the intent of the City to utilize this RFIQ to invite qualified Respondents who are interested in, and who have the expertise, experience, resources and knowledge to perform Services as described in this RFIQ.

The City will review the Submissions and rank them based on the evaluation criteria outlined in this RFIQ. The City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

The City will create a shortlist of Respondents that the City identifies to have the expertise, capabilities, and resources to successfully provide Executive and Professional Recruitment Services that meets the needs and requirements of the City.

The City reserves the right at any time and at its sole discretion to cancel this process for any reason in its entirety.

The evaluations will be confidential and no totals or scores will be released to any of the Respondents.

2.2 Evaluation Criteria

Each Respondent shall only provide the City with one submission, which should indicate all the categories being applied for. The strength of the submission will be evaluated separately for each applicable category. The evaluation criteria are as follows:

The evaluation criteria are as follows:

Criteria	Points
Corporate Strength	10
Qualifications and capabilities of the project team who will carry out the projects	20
Demonstrated success of the project team with similar projects as per the Services requested in this RFIQ.	20
Experience, references and successful completion of similar projects	20
Methodology	10
Fee Structure and Methodology	15
Value Added Benefits and Sustainability	5

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria, for each category. Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a Submission.

2.3 Selection

The City will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to compare Submissions to other Submissions and consider other criteria that may become evident during the evaluation process to obtain best value.

The City makes no representation of any kind as to the volume of projects and reserves the right to implement a separate pre-qualification process where more specialized services or projects are involved.

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

2.4 Prequalification List

The City intends to create a shortlist of Preferred Respondents. The City may request proposals from those companies at any time. Typically, as assignments arise, one or more of the Consultants on the shortlist will be asked to provide a proposal for professional services for that assignment, and the City will evaluate the strength and cost effectiveness of the proposal.

The City will monitor and evaluate the performance of the Consultants. In the event that that one or more of the shortlisted companies either:

- not performed well, and as a result have been removed from the shortlist, or
- do not have resources available that are suited to an assignment.

The City reserves the right to add one or more of the highest ranked companies to the shortlist.

The City reserves the right to issue an independent bid process, at its discretion, to select Consultants for any project, including those deemed to require other specialized skills, knowledge or experience, as well as add new companies on to shortlist on an on-going basis as deemed appropriate by the City in its sole discretion.

The City makes no representation of any kind as to whether it will invite proposals for or carry out future projects, or as to the volume of projects that would be available to any Consultant.



City of Coquitlam

SUBMISSION FORM

RFIQ No. 23-040

Executive and Professional Recruitment Services

Submissions will be received on or before 2:00 pm local time on

Tuesday, March 28, 2023

(Closing Date and Time)

INSTRUCTIONS FOR SUBMISSION

Submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFIQ Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3037.

Legal Name of Respondent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. CORPORATE - Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Structure of the Respondent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, etc.):

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ii. Respondent is to describe the firm including the size, range of activities, etc. Particular emphasis should be given as to how the firm-wide experience and expertise is to be brought to bear on the proposed work.

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iii. Respondent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFIQ :

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iv. Respondent is to state if the Respondent has a national, local or regional presence. Please include the office address of where the work will be performed:

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2. REFERENCES – Respondent shall be competent and capable of performing the Services requested and successfully have engaged in similar engagements. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):

Reference No. 1

Description of Engagement	
Start Date	
End Date	
Contract Value	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Engagement	
Start Date	
End Date	
Contract Value	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Engagement	
Start Date	
End Date	
Contract Value	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 4	
Description of Engagement	
Start Date	
End Date	
Contract Value	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 5	
Description of Engagement	
Start Date	
End Date	
Contract Value	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

3. KEY PERSONNEL

- i. Respondent proposes the following key personnel for the Services stated in the RFIQ. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. Resumes are to be included along with Submission.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	ENGAGEMENT ROLE
i.				
ii.				
iii.				
iv.				
v.				

- ii. Respondent is to describe the organization of the proposed project team, detailing the level of involvement, field of expertise and estimated hours for each member for executive and professional recruitments:

(use the spaces provided and/or attach additional pages/resumes, if necessary. Maximum 2 pages each resume)

4. METHODOLOGY - Respondent to describe the methodology to be followed for executive and professional recruitments:

5. FEE STRUCTURE – Respondent is provide a fee structure for personnel and provide methodology/outline as to billing and total budget for a typical recruitment:

6. VALUE ADD - Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City

7. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY - Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

Attention Purchasing Manager:

1. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFIQ and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Submission in response to the RFIQ.
2. **I/We** agree to the rules of participation outlined in the [Instructions to Respondents](#) and should our Submission be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFIQ document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

Addendum No.	Date Issued

This Submission is submitted this ____ day of _____, 20 ____.

I/We have the authority to sign on behalf of the Respondent and have duly read all documents.

Name of Respondent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.