



**REQUEST FOR PROPOSAL**  
**FOR EXECUTIVE SEARCH FIRM SERVICES**  
**VIBRANT HEALTHCARE ALLIANCE**

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Issue Date: February 28<sup>th</sup>, 2022

Closing Deadline: **16:00 hours, Monday March 21<sup>st</sup>, 2022**

Delivery Method:

Proponents are requested to submit Proposals marked - **“Proposal – Executive Search Firm Services” to be received via email in PDF format to:**

Attention: Gloria Kurera, Director Strategy and Operations  
[executivesearch@vibranthealthcare.ca](mailto:executivesearch@vibranthealthcare.ca)

**The name and address of the Proponent must be clearly indicated on the cover letter of the email message containing the Proposal.**

**Proposals sent by fax will not be accepted.**

**REFERENCE: VHA-RFP2-2022**

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Appendix A – VIBRANT HEALTHCARE ALLIANCE: General Terms and Conditions for the RFP Process

## **1 Introduction to this Request for Proposal (RFP)**

Vibrant Healthcare Alliance (Vibrant) is inviting qualified vendors to submit bids for consideration related to providing professional executive search firm services to facilitate the recruitment of a new, permanent Chief Executive Officer.

The previous CEO was the inaugural incumbent in the role following the merger of the legacy organizations, the Anne Johnston Health Station and Tobias House Attendant Care Services, in 2017. The CEO recently transitioned from the organization to take on a new role at an external corporation.

The Centre is seeking professional executive search firm services specifically, to assist with the following activities:

- Develop a strategy for the Chief Executive Officer recruitment process;
- Review resumes to assess background and qualifications of potential candidates; and
- Recommend a list of finalist candidates for consideration of the Board of Directors Executive Search Committee

More information is available in this document.

## **2 Introduction to Vibrant Healthcare Alliance (Vibrant)**

Vibrant Healthcare Alliance is a multi-service organization which was born out the April 2017 merger of the Anne Johnston Health Station and Tobias House Attendant Care Inc. Vibrant was formed out of the commitment to create a dynamic and more client-centric approach to enhancing the quality of life and health outcomes of individuals living in the Greater Toronto Area, particularly vulnerable individuals with complex needs, including people from marginalized and racialized communities.

Leveraging new capabilities, Vibrant Healthcare Alliance is proud of its ability to meet the needs of the community by delivering high-quality, innovative health and social care programs that include primary healthcare services, health promotion and prevention programs, attendant care and personal support and community development initiatives. For more information, please visit <https://www.vibranthealthcare.ca/>

## Scope of Work

The Vibrant Healthcare Alliance Board of Directors recognizes the critical importance of conducting a comprehensive executive search to identify its new, permanent Chief Executive Officer, and requires the assistance of professional executive search services to successfully complete this undertaking. The professional executive search firm will provide the following services as a minimum:

1. Develop the ideal profile for the Chief Executive Officer by meeting with the Board of Directors' Executive Search Committee to solicit feedback to develop criteria.
2. Obtain information regarding specific opportunities and challenges facing the organization and the desirable training, experience, background and education of the prospective candidates.
3. Develop and implement a recruitment strategy for the Chief Executive Officer position and identify various recruitment channels and outlets.
4. Determine reporting process and intervals to provide regular updates to the Board of Directors Executive Search Committee.
5. Identify outreach mechanisms to encourage applicants from diverse backgrounds to apply.
6. Review resumes and identify qualified short-listed applicants and present to Board of Directors Executive Search Committee to confirm and prepare for initial round of interviews.
7. Coordinate potential candidates' participation in interview process and notify candidates that were not selected.
8. Solicit feedback from Board of Directors Executive Search Committees to prepare and develop participant Interview Guide.
9. Identify finalist candidates and verify employment, education, credit and criminal background checks.
10. Assist the Board of Directors Executive Search Committee with structuring the finalist candidates job offer and employment package, if required.
11. Reinitiate additional executive searches, at no fee to Vibrant Healthcare Alliance, if the successful candidate leaves the organization within one (1) year of placement. The details of this clause will be an asset as a deciding factor in the selection process of the Award.

## Qualifications

Firms must have a minimum of five (5) years demonstrated experience and expertise in the successful recruitment and placement of executive leadership positions in the non-profit, health care sector within the Province of Ontario or Canada.

**Final Deliverable** - The key deliverable is the successful identification to the new, permanent Chief Executive Officer for Vibrant Healthcare Alliance, and a final report outlining the recruitment process and recommended finalist candidate.

## Selection Criteria

We will use multiple criteria to select the most appropriate professional executive search services. The main criteria that will be considered are as follows:

Criteria	Weight
Services, capabilities and perceived ability to meet the project objectives & timelines	20%
Quality and applicability of the proposed approach	20%
Quality and relevance of referenced projects, particularly any previous experience recruiting diverse candidates within the non-profit, health care sector	20%
Project Costs	20%
History, experience and perceived fit with Vibrant Healthcare Alliance and similar organizations	10%
Diverse Composition of Project Team and Firm's demonstrated commitment to Equity, Diversity and Inclusion and reducing systemic/institutional barriers within their firm	5%
The overall quality of the proposal	5%

## **Information Requirements**

For the purposes of understanding more about your company and your ability to successfully complete this important initiative, please provide the information below as part of your response, clearly referencing each specific question in your response.

### **Company Information**

Please provide the background of your company. To the greatest extent possible, please ensure to include at least the following items:

- Number of years in operation;
- Types of services offered;
- Types of industries and geographic locations serviced;
- Listing of any services previously provided to VIBRANT HEALTHCARE ALLIANCE or other charities;
- A description of the company's position or policies related to Diversity, Equity and Inclusion; and Environmental Responsibility.

If necessary, please provide any other relevant information to describe your organization.

### **Proposed Approach**

Please outline the approach you would take to accomplish the objectives of this initiative, as outlined above. Include details of any methodologies or tools that you would use. If multiple approaches are available, please describe each, identify the pros and cons, and make a recommendation for this project, with your rationale. Also, please identify the resource requirements from the listed participants and the estimated effort required.

### **Proposed Project Team**

Please describe the roles and responsibilities of the project team members. Provide details of their respective qualifications and relevant experience on projects of this type and within the healthcare, community and not-for-profit sectors. Include the anticipated involvement of the company's partners/senior executives. The proposed use of subcontractors or any other 3rd party must be clearly outlined.

### **Schedule**

Please provide a work plan to deliver the required objectives, as described above.

## **Fees and Disbursements**

Please indicate the proposed fee structure and payment schedule for this assignment, broken down to the various components. If fees are dependent on any variable cost drivers, please identify those drivers and how they may change the costs of this project. In cases where uncertainty exists, please make and state any assumptions that are required to provide a fee proposal.

How will your proposed pricing be affected by Vibrant Healthcare Alliance's not-for-profit, charity status, if at all?

If disbursements and taxes are in addition to the fee, these should be clearly indicated.

## **References**

Provide three significant, relevant examples of previous engagements that most closely parallel this initiative. Please include, if possible, client references and contact information, along with a description of the scope of services provided. Previous experience in assisting non-profit sector clients should be outlined.

## **Term of the Agreement**

The anticipated term of the agreement is limited to the one-time assignment projected to be completed by **September 30<sup>th</sup>, 2022**.

## **Communications and Response Information**

Gloria Kurera is Vibrant Healthcare Alliance's representative for this initiative. For any information relative to this RFP, please direct all inquiries to:

### **Gloria Kurera**

Director, Strategy and Operations

E-mail: [executivesearch@vibranthealthcare.ca](mailto:executivesearch@vibranthealthcare.ca)

## **Notification of Intent to Respond**

Please indicate your intention to respond by email to Gloria Kurera by the time and date indicated in "Key Dates" table below. Please provide the following information:

- Company name
- Name of the individual responsible for coordinating your RFP response
- Contact information for your company during the RFP process
- Your intent to respond

### **Clarification Questions and Answers**

VIBRANT HEALTHCARE ALLIANCE will accept questions regarding this RFP via e-mail only. Questions must be sent via e-mail to Gloria Kurera by the time and date indicated in the below “Key Dates” table.

VIBRANT HEALTHCARE ALLIANCE will share all questions and responses with all companies that have stated an intention to respond to the RFP. Companies submitting questions will remain anonymous.

### **Response Delivery Instructions**

Please submit a PDF electronic copy of your proposal via email to Gloria Kurera: [executivesearch@vibranthealthcare.ca](mailto:executivesearch@vibranthealthcare.ca) All responses must be received on or before the time and date indicated in the below “Key Dates” table.

### **Vendor Presentations**

We intend to hold meetings with shortlisted companies on the *Meetings* dates indicated in the *Key Dates* table below. The presentations will be held via virtual meeting to be scheduled by VIBRANT HEALTHCARE ALLIANCE.



## Key Dates

The following table outlines the key dates and deadlines associated with this RFP process. Note that Vibrant Healthcare Alliance may alter this schedule at any time, with notice provided.

*\* All dates and time are ET*

<b>Event</b>	<b>Date</b>
<b>RFP Release</b>	<b>February 28<sup>th</sup> 2022</b>
<b>Final Date for RFP Inquiries</b>	<b>March 11<sup>th</sup> 2022 at 5:00 pm</b>
<b>Final Date for responses to RFP Inquiries and notification of intention to respond</b>	<b>March 14<sup>th</sup> 2022 at 11:59 pm</b>
<b>RFP Closing Date</b>	<b>March 21<sup>st</sup> 2022 at 4:00 pm</b>
<b>Consultant Interviews (if requested by Vibrant Healthcare Alliance)</b>	<b>Week of April 11<sup>th</sup> 2022</b>
<b>Selection Completed (approximate date)</b>	<b>April 29<sup>th</sup> 2022</b>

## RFP Terms and Conditions

This RFP process will be subject to the terms and conditions presented in *Appendix A – VIBRANT HEALTHCARE ALLIANCE General Terms and Conditions for the RFP Process*.

## ***APPENDIX A – Vibrant Healthcare Alliance General Terms and Conditions for the RFP Process***

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The evaluation and selection process will be subject to the following terms and conditions:

1. The submission of a proposal shall not in any manner oblige VIBRANT to enter into a contract or to be responsible for the costs incurred by your company in responding to this request.
2. All proposals will become the property of VIBRANT.
3. Once all proposals are received, they will be considered by VIBRANT and it is anticipated that a vendor partner(s) will be selected, whom VIBRANT will then consider a preferred vendor(s). The selection of the vendor(s) will be at the sole discretion of VIBRANT. VIBRANT reserves the right to retain more than one vendor for the various products / services contemplated by this Request for Proposal and to retain vendors other than those to whom the Request has been sent.
4. Evaluation of vendor submissions will include a weighted scoring of qualitative criteria as outlined in the RFP document, as well as an evaluation of the financial aspects of the submissions. In the event of a tie score VIBRANT's evaluation team will consider all available information, both tangible and intangible, and including but not limited to the information contained in the submissions, to arrive at a tiebreaking decision.
5. For the successful vendor(s), any or all answers and information contained within your proposal shall become part of the final agreement between your company and VIBRANT.
6. Conflict of Interest: By submitting a proposal for this program, the vendor certifies that no known conflict of interest exists between the vendor, VIBRANT, or any related party with respect to the work described herein.
7. Agreement of Non-Disclosure: This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential vendor solely for the benefit of VIBRANT.
8. Bid Rigging: The respondent certifies that any submitted proposal has been arrived at independently from that of any other bidder. Furthermore, the prices in the proposal have not been knowingly disclosed by VIBRANT, and will not knowingly be disclosed by the respondent prior to or after the awarding of any preferred relationship, directly or indirectly to any other bidder or competitor.
9. Responsibilities: VIBRANT shall not bear any liability whatsoever regarding any costs or other burdens your company may incur during the preparation, submission, and review of this RFP response.
10. Bid Dispute Resolution: The bid dispute resolution process is intended to ensure that any dispute is handled in an ethical, fair, reasonable, and timely fashion; and complies with bid protest or dispute resolution procedures set out in the applicable trade agreements.

Where a vendor wishes to dispute the outcome of a bid, subsequent to a debriefing with the Procurement Committee, the aggrieved party is to file their bid protest with VIBRANT's representative for the RFP process within 15 business days of the debriefing meeting. The aggrieved party's filing should include:

- The name and address of the supplier
- Identification of the contract or bid solicitation being protested
- Detailed and factual statement of the grounds for protest
- Supporting documentation
- Desired relief, action or ruling

VIBRANT's representative will respond to the aggrieved party within 10 business days of receiving the bid protest notice. If a resolution cannot be achieved, the aggrieved party must contact VIBRANT's Chief Executive Officer and copy VIBRANT's representative within 10 business days of receiving the first response from VIBRANT's representative. VIBRANT's Chief Executive Officer will respond to the aggrieved party with a final decision within 10 business days of receiving the second bid protest notice.

11. VIBRANT reserves the right to engage or maintain vendors outside of the preferred vendor relationship. However, the preferred vendor will be centrally endorsed and supported by VIBRANT's team.
12. Work proposed to be performed under this RFP or under the vendor's proposal by the vendor or its employees shall not be subcontracted without prior written approval of VIBRANT. Acceptance of a vendor's proposal shall include any sub-vendor(s) specified therein.
13. VIBRANT makes no guarantee of future volumes and offers volume information for directional purposes only to assist suppliers with proposal preparation.
14. The respondent shall not use the award of a contract as part of any news release or commercial advertising without VIBRANT's prior written consent.
15. It is VIBRANT's expectation that pricing information submitted by all suppliers shall remain in effect for a minimum of 120 calendar days from the date of the last submission or, in the case of any supplier(s) with whom VIBRANT wishes to conclude an agreement (if any), until a preferred vendor agreement has been executed.
16. Pricing submitted shall be itemized to the greatest detail possible and shall be inclusive of all programs. The basis for program costing and expense management shall be clearly outlined.
17. In the interest of a fair and equitable review process, all correspondence regarding contract proposals, terms and conditions of the contract and/or submissions for contract proposals shall be made as instructed within this document. No copies or duplicate submissions shall be made to any other party. At the discretion and request of VIBRANT, all submissions and correspondence may be reviewed by other parties who are employed by VIBRANT. It is recommended that all submissions follow the format of this Request for Proposal. This will help serve as a consistent guideline for the review process. If additional services or conditions are being offered by the respondent, they should be duly noted and highlighted. If standards or aspects of service can be proven to exceed those being requested, this too should be duly noted, justified and highlighted.
18. All aspects of this RFP must be responded to in all proposal submissions. It may not be necessary to initially comply with each and every aspect and it may be acceptable to indicate that certain aspects or criteria contained in this document are not acceptable to the respondent. If that is the case, however, it must be so indicated in your proposal. It is the right of the respondent to enhance or expand this document if your service exceeds the service being requested. That too, must be indicated in your submissions.
19. At no time shall anyone at VIBRANT be contacted in regards to this RFP other than the above listed contact person.