



**NEW BRUNSWICK**  
ENERGY & UTILITIES BOARD

COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS  
**NOUVEAU-BRUNSWICK**

# **REQUEST FOR PROPOSAL**

**for**

# **RECRUITING SERVICES**

Issued: **October 7, 2021**

Submission Deadline: **October 28, 2021**

# REQUEST FOR PROPOSAL RECRUITMENT SERVICES

## **BACKGROUND**

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The New Brunswick Energy and Utilities Board (Board) is an independent quasi-judicial tribunal. The Board's mandate and powers are contained in the *Energy and Utilities Board Act* and other statutes.

Additional information can be found in the Annual Report section on the Board's website at [www.nbeub.ca/annual-reports](http://www.nbeub.ca/annual-reports).

## **1.0 INTRODUCTION**

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### **1.1 Purpose**

- 1.1.1 The Board invites proposals (Proposals) from qualified recruiting firms (Proponents) to assist in the process of recruiting full-time Board Members as required (Services) and to assist the nominating committee in this search.
- 1.1.2 The nominating committee is composed of the Chairperson and Vice-Chairperson of the Board, the Deputy Minister of Natural Resources and Energy Development, and the Deputy Minister of Justice and Public Safety (Nominating Committee).
- 1.1.3 The Services will commence once the Proponent has been selected with the objective of filling a position of full-time Board Member by April 2022. Additional Services may be required within a two-year period.

## **2.0 SELECTION PROCESS**

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### **2.1 Request for Proposal Stage**

- 2.1.1 Proposals must be submitted in accordance with the requirements of this Request for Proposal (RFP). Following the evaluation of the Proposals, the successful Proponent will be invited to enter into a contract for the Services.

### **2.2 Procurement Timeline**

- 2.2.1 The following table outlines the expected milestones and timeline for selecting the successful Proponent for this assignment.

Procurement Timeline	
Anticipated Milestones	Date
Issue of RFP for External Recruitment Services	October 7, 2021
Submission Deadline	October 28, 2021
Selection of the successful Proponent	November 4, 2021

### **3.0 SCOPE OF WORK**

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#### **3.1 Role of Recruiting Firm**

3.1.1 The scope of work for the Services is set out in Appendix A.

### **4.0 EVALUATION**

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#### **4.1 Evaluation Criteria**

4.1.1 As established by the Board, the evaluation committee (Committee) will evaluate the Proposals in accordance with Appendix B.

#### **4.2 Evaluation Process**

4.2.1 To assist in evaluating the Proposals, the Committee may, in its sole and absolute discretion:

- a) Conduct reference checks to verify information regarding a Proponent, and may conduct any background investigations that it considers necessary;
- b) Rely on and consider any information from such references;
- c) Consider information from other sources;
- d) Seek clarification or further information from Proponents in writing; and
- e) Consider any supplementary information in the evaluation.

### **5.0 CONTACT WITH PROPONENTS**

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#### **5.1 Defects or Irregularity with RFP**

5.1.1 If in the opinion of the Committee, any Proposal contains a defect or irregularity or fails to comply with any requirement of this RFP that, in the opinion of the Committee, can be remedied without providing an unfair advantage over other Proponents, the Board Contact may request clarification from the Proponent in writing.

#### **5.2 Notification of Award**

5.2.1 A written notice to the successful Proponent will be the only valid form of notification of award.

## **6.0 SUBMISSION INSTRUCTIONS**

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### **6.1 Submission Time and Location**

- 6.1.1 Each Proponent shall deliver one (1) signed original copy and four (4) copies of the Technical Proposal and supporting information, and four (4) copies of the Financial Proposal no later than **4:00 p.m. A.D.T. on October 28, 2021** (Submission Deadline) to the Board's address at:

New Brunswick Energy and Utilities Board  
City Hall Building, 14<sup>th</sup> Floor  
15 Market Square, Suite 1400  
P.O. Box 5001  
Saint John, N.B.  
E2L 4Y9

**Attention: Kathleen Mitchell, Chief Clerk (Board Contact)**

- 6.1.2 Proposals sent by fax or e-mail will NOT be accepted.
- 6.1.3 Proposals received after the Submission Deadline will not be considered and will be returned unopened.
- 6.1.4 The Board assumes no responsibility for improperly addressed or delivered Proposals.
- 6.1.5 The Technical Proposal shall be sealed in an envelope, clearly indicating the Proponent's name and address and marked: **Technical Proposal: Recruiting Services.**
- 6.1.6 The Financial Proposal shall be sealed in an envelope, clearly indicating the Proponent's name and address and marked: **Financial Proposal: Recruiting Services.**

### **6.2 Mandatory Requirements**

- 6.2.1 Each Proposal must comply with the following mandatory requirements. Each Proposal must:
- a) Be in English *or* French;
  - b) Be received at the Board's address before the Submission Deadline;
  - c) Be addressed to the person named in subsection 6.1.1;
  - d) Adhere to content as required in this RFP;
  - e) Be for the entire scope of work; and
  - f) Specify personnel assigned to this RFP, including their proposed role for the scope of work.
- 6.2.2 Incomplete Proposals will be rejected.

### **6.3 Enquiries**

- 6.3.1 All enquiries (including notification of any discrepancies or errors or omissions) must be submitted by e-mail, no later than five (5) business days before the Submission Deadline, to the Board Contact at: [kathleen.mitchell@nbeub.ca](mailto:kathleen.mitchell@nbeub.ca).
- 6.3.2 The Board reserves the right not to respond to enquiries. If a change to the RFP or additional information is warranted, the Board's response will be communicated to all Proponents through written Addenda. Orally communicated information shall not be binding upon the Board. Enquiries made after the Submission Deadline will not receive a response.
- 6.3.3 The Board is not responsible for any error that may occur from the submission of an enquiry.

### **6.4 Addenda**

- 6.4.1 Written addenda are the only means of amending or clarifying this RFP. Only the Board Contact is authorized to amend or clarify this RFP. Amendments or clarifications will be posted on the Board's website before the Submission Deadline.

### **6.5 Revisions Before the Submission Deadline**

- 6.5.1 By written notice to the Board Contact, a Proponent may amend or withdraw its Proposal before the Submission Deadline.
- 6.5.2 The Proponent will not be entitled to revise its Proposal after the Submission Deadline, except to the extent requested by the Board for clarification purposes, according to the enquiry process outlined in section 6.3.
- 6.5.3 At the Submission Deadline, all Proposals which have not been previously amended or withdrawn become irrevocable for at least **ninety (90) days**.

## **7.0 RFP TERMS AND CONDITIONS**

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### **7.1 Cost of Preparing Proposals**

- 7.1.1 Each Proponent is solely responsible for all costs incurred in preparing its Proposal, including providing the information requested by the Board, attending meetings, and conducting due diligence.

### **7.2 Limitation of Damages**

- 7.2.1 Each Proponent, by submitting a Proposal, agrees that:
  - a) In the event, any or all Proposals are rejected, or the scope of work or the competitive selection process is modified, suspended, or cancelled for any reason, neither the Board nor any of its employees will be liable, under any circumstances, for any claim or to reimburse or compensate the Proponent in any manner whatsoever, including but not

limited to costs of preparation of the Proposal, loss of anticipated profits, loss of opportunity or for any other matter; and

- b) The Proponent waives any claims whatsoever, including claims for loss of profits or loss of opportunity, if the Proponent is rejected or disqualified in the competitive selection process or for any other reason.

### **7.3 Disclosure**

7.3.1 The Board is committed to an open and transparent competitive selection process while understanding the Proponents' need to protect confidential commercial information. To assist the Board in meeting this commitment, Proponents will cooperate and extend all reasonable accommodation to this endeavour.

### **7.4 Reservation of Rights**

7.4.1 The Board reserves the right, in its sole and absolute discretion, to:

- a) Amend the scope of work, modify, cancel or suspend the RFP or the competitive selection process, at any time for any reason;
- b) Require Proponents to provide additional information after the Submission Deadline to support or clarify their Proposals;
- c) Require any or all Proponents to attend an interview with the Committee;
- d) Accept or reject any Proposal based on the evaluation criteria as determined in the sole and absolute discretion of the Committee;
- e) Not accept any or all Proposals;
- f) Reject any or all Proposals without any obligation, compensation, or reimbursement to any Proponent or any of its team members;
- g) Withdraw this RFP and cancel or suspend the competitive selection process;
- h) Re-advertise for new submissions, call for tenders, or enter into negotiations for the Services or work of a similar nature with any person or firm whether pursuant to a competitive procurement or tender process or otherwise; or
- i) Extend, from time to time, any date, time period, or deadline provided in this RFP upon written notice to all Proponents.

7.4.2 The Board is not obligated to accept the lowest cost or any Proposal submitted. The Board further reserves the right to select the successful Proponent in any manner deemed (in its sole and absolute discretion) to be in the Board's best interests.

**7.5 Firm Pricing**

7.5.1 Prices contained in the Proponent's Financial Proposal will be firm and not subject to change for the entire contract term unless otherwise expressly permitted in the contract.

**7.6 Cancellation**

7.6.1 The contract may be cancelled by either party for any reason without cause or penalty upon 30 days written notice, and the recruiter (Recruiter) shall be compensated for services and deliverables provided up to the date of the notice.

**7.7 Agreement to Terms and Conditions**

7.7.1 By submitting a Proposal, the Proponent is deemed to have acknowledged all the undertakings, terms, and conditions contained in this RFP and to be bound by them. An authorized signing officer of the Proponent must sign the Proposal.

## APPENDIX A

### TERMS OF REFERENCE

*Appendix A will form the basis for the scope of work under the contract.*

The scope of work for the successful Proponent is described as follows:

1. Identifying potential candidates through extensive research and personal networking at the regional, provincial, and national levels will take into consideration diversity representation. The Board will advertise the position and, at the discretion of the Nominating Committee, in a national publication;
2. Attracting qualified candidates by meeting with them to explain the recruitment process with an emphasis on the roles and responsibilities of the Board and Government; the role and the expectations of the position; the Board's workplace culture, and to respond to questions;
3. Conducting a preliminary evaluation of candidates' suitability for the role by performing initial interviews and discussing their experience, competencies, and expectations;
4. Assessing if candidates fit the role by conducting psychometric testing;
5. Assessing candidates' writing, oral communication in both official languages, and intellectual skills;
6. Conducting reference checks and verify credentials;
7. Developing a shortlist of suitable candidates;
8. Presenting a detailed review of candidates to the Nominating Committee, including their skills, experience, and working style;
9. Facilitating candidate interviews with the Nominating Committee; and
10. Facilitating process and communication until invitations are extended and accepted.



## **APPENDIX B**

### **PROPOSAL GUIDELINES AND EVALUATION CRITERIA**

#### **1. PROPOSAL GUIDELINES**

##### **1.1 Overview of Proposals**

1.1.1 Proposals will include, in addition to the required number of copies specified in section 6.1 and the Mandatory Requirements identified in this RFP:

- a) All of the information requested in this appendix;
- b) Follow the format set out below; and
- c) Include sufficient information to enable appropriate evaluation of the Proposal regarding the Evaluation Criteria while avoiding extraneous information.

##### **1.2 Number of Copies and Packaging Requirements**

1.2.1 The Proponent should provide all of the information requested below in an envelope, clearly marked and addressed in accordance with subsection 6.1.1 of this RFP.

##### **1.3 Submission Format and Evaluation Criteria**

1.3.1 Each Proposal must:

- a) Be no longer than 20 pages in length; and
- b) Include the Proponent's name, a contact person, phone number, e-mail address, and a return address.

The following is an overview of the categories and weighting of the rated criteria relevant to the evaluation of proposals under this RFP:

Item	Content	Evaluation Criteria	Scoring (Points)
Title Page		Not Applicable	
Introduction		Not Applicable	
Roles and Qualifications	<ul style="list-style-type: none"> <li>• Experience and Success</li> <li>• Personnel</li> <li>• Resumes for key personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and qualifications with a description and role of Recruiter's key personnel</li> <li>• Successful contracts with similar clients</li> </ul>	30
Availability	<ul style="list-style-type: none"> <li>• Discuss the availability of key personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Availability of key personnel for the duration of the contract</li> </ul>	15
Methodology	<ul style="list-style-type: none"> <li>• Approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm all tasks that would be provided that are necessary to complete the scope of work described in Appendix A</li> <li>• Schedule and timelines</li> </ul>	20
Quality	<ul style="list-style-type: none"> <li>• Quality and completeness of submission</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation Committee's assessment</li> </ul>	10
Value Added	<ul style="list-style-type: none"> <li>• Additional information, specialized knowledge, and options</li> </ul>	<ul style="list-style-type: none"> <li>• Recruiter's ability to provide other services</li> <li>• Evaluation Committee's assessment</li> </ul>	5

Item	Content	Evaluation Criteria	Scoring (Points)
Recruiter's Costs and Remuneration	<ul style="list-style-type: none"> <li>• Fixed fee for the described scope of work set out in Appendix A</li> <li>• Disbursements cost estimate</li> <li>• Terms and conditions under which the Recruiter might request a variation in the fixed fee</li> <li>• Fee schedule for the team including titles and hourly rates (if relevant to variation in fee proposals)</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed fee</li> <li>• Total estimated costs (fee plus disbursements)</li> <li>• Potential outcomes from variation in the terms and conditions</li> </ul>	20
<b>Total Scoring (Points)</b>			<b>100</b>