



Request for Proposal (RFP)

HR Consultant Services to conduct a Human Resources Staffing Transition Process & Organizational Review

1. Introduction

The Stony Plain & Spruce Grove District Chambers of Commerce are accepting proposals from a qualified business to conduct a Staffing Transition and Human Resources Organizational Review.

In conducting the Human Resources Staffing Transition and Organizational Review, the external consultant will work under the direction of the Chamber of Commerce Executive Director and CEO & President.

The RFP is being issued to obtain proposals from a professional & experienced consultant whom:

- Deliver high quality services as outlined below with integrity, confidentiality and expertise
- Are subject matter experts in current legislative compliance governing HR requirements
- Are experienced in conducting similar HR organizational reviews
- Offer services on a competitive fee basis

Background

On April 10th 2019 the membership of the of Spruce Grove and Stony Plain Chambers of Commerce directed their respective Board of Directors to unify to form one unified Chamber of Commerce. It has been the mandate of the respective boards to form a Task Force named as Tri Regional Action Collaboration (TRAC).

2. Vision

The focus of these services would be to bring together staffing from both Chambers of Commerce to one unified staff with appropriate job roles, job descriptions and a shared understanding. Interview conversations with staff and the possibility of a staff retreat would provide feedback that will form the basis of a report. An organizational chart with lines of authority and communication would be required along with draft recommendations from the interviews and retreat data.

3. Objectives

- a. Financial and Legal requirements
 - Financial & legal due diligence
 - Equality and Diversity
 - Legal requirements
 - Wage and Salary Administration
 - Make and review recommendations for salary adjustments
 - Formulate job reclassification and wage adjustment recommendations as necessary

- b. Structure
 - Organizational Plan
 - Review, revise and compose staff and administrative job descriptions

- c. Strategies
 - Physical locations of staff

4. Deliverables and Outcome

This review will be a collaborative venture between the consultant and TRAC. TRAC will be the representative of the two Chambers of Commerce. The main, and day to day contact will be Sarah Parry, Executive Director Stony Plain & District Chamber of Commerce. Consultations with the TRAC Committee will also be required.

5. Application and Process

The RFP bids will close at 5pm June 10th 2019. All proposals should be submitted electronically accompanied by a breakdown of the bid costs. All applicants will be acknowledged.

During the selection consideration phase, the committee may contact bidders to gain further understanding of their proposal. Inability to respond in a timely manner may impact the decision.

Any and all questions should be forward by email to Sarah Parry at sarah@stonyplainchamber.ca by 5pm June 7th 2019.

Once a successful bid has been selected, a contract will be issued in accordance with the proposal. Work on the project should start as soon as possible. Unsuccessful bidders will be notified.

6. Project Execution and Payment

We ask that the completion of the review and analysis be completed by 5pm September 30th 2019.

The quote, as part of the proposal should include any anticipated costs including travel and accommodation. However, travel and accommodation should be listed separately and will only be refunded should travel be necessary and carried out.

7. Contractual Terms and Conditions

We have a standard service contract format however; we are also happy to consider contract formats supplied by individual contractors.

All final documents/reports/plans and attachments shall be deemed to have been given to TRAC with no restrictions on its use.

8. The proposal should be prepared in MS Word (.docx) or pdf. The proposal should include a description of the consulting firm/business references as an overview of expertise and experience.
9. Proposal Evaluation - the assessment will be looking to see that the proposal has addressed all our points and requirements. Price will be an important consideration however we will also be looking to see that the bid demonstrates an understanding of the issues and objective from our organizational, community and cultural perspective.

10. Proposal Communication

All communications regarding this RFP and subsequent submission of your proposal should be directed to:

Sarah Parry
Executive Director
Stony Plain & District Chamber of Commerce
4815 - 44 Avenue
Stony Plain, Alberta T7Z 1V5 (780) 963-4545
sarah@stonyplainchamber.ca
www.stonyplainchamber.ca