

Request for Quotation



Town of Peace River
9911 100 St, PO Box 6600
Peace River, AB T8S 1S4

Department: **Human Resources**
Contact: **Leanne Cottrell**
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Date: **March 21, 2024**
Closing Date: **April 2, 2024 at 2:00 PM**

Purpose and Deliverables:

The Town of Peace River (Town) is soliciting statements of interest and qualifications for assisting the Town with human resources consulting services. Such services are to include, for example:

- 1) Competency Framework.
- 2) Update Salary Grid.
- 3) Revamp the Performance Review Process.
- 4) Policy and Directive writing.
- 5) Review of Sick Leave Program vs other options.
- 6) Review and provide suggestions for Fire Department Compensation structure.
- 7) Other needs as they arise on an on-demand basis.

The intent of this solicitation is to enter a master services agreement/contract for on-demand services where work will be performed per a task order that will be compensated on a time-and-materials basis. Each task order will define a "not to exceed" cost for that task order service at an hourly rate that is billed as necessary by the vendor. The contract period will be for 12 months, with the possibility of extension.

The Town's Purchasing Policy can be found here: <https://peacriver.ca/tenders/>

To meet the requirements of the Purchasing Policy, the Town is issuing the Request for Quotation (RFQ) to various vendors.

Response:

Interested parties are asked to submit a brief statement of interest, qualifications, and experience (SoQ), not to exceed seven pages, to the Town by 2:00 p.m. MDT, April 2, 2024. The SoQs should include a description of relevant project-based experience conducted by the offeror; specification of the individual(s) who will most likely be performing the work and a paragraph summary for each that summarizes individual qualifications and experience; and any other information that the offeror deems relevant to coordinating this review.

The RFQ evaluation will generally be scored on price (60%), along with delivery time, quality of response package and SoQs (40%.)

On the basis of the information provided by the offerors under this solicitation, the Town will evaluate and develop a short list of candidates; conduct interviews as/if necessary; determine the order of the best qualified offerors for the Town for this particular work; and then will negotiate mutually acceptable terms for the proposed contract with the best qualified offer, or if necessary, the next best qualified offeror. The Town will contract with the successful offering individual, group, or company for work to be completed no later than one year after contract date on either a time and materials basis, or an on-demand hourly rate whichever is more favorable to the Town. While the cost of the prospective work will be negotiated following contractor selection, the Town has budgeted up to \$60,000.00, including GST, for these services.

Submissions shall be:

mailed to: Town of Peace River, re: RFQ for
HR Services, PO Box 6600,
Peace River, AB T8S 1S4

emailed to: purchasing@peaceriver.ca

faxed to: (780) 624-4664

- This RFQ is part of a competitive procurement process, which helps serve the best interests of the Town. With a RFQ, price may or may not be the determining factor. The award may be made to the Bidder(s) whose proposal is determined to be the most advantageous to the Town.
- The Town reserves the right, at any time of evaluation of any proposal to request additional information that it deems necessary in order to make a decision on any proposed offer.
- The Town reserves the right to reject any or all proposals after evaluation. Rejection of all proposals will mean that the Town, in its own best interest at this time, has determined not to pursue this issue. The Town may at its own discretion, invite one or more Bidder(s) to participate in a competitive negotiation process.
- G.S.T. is applicable but should be quoted separately from the quoted prices. All other taxes and duty, if applicable, should be included.
- Facsimile and email replies will be accepted. The Town of Peace River shall not be responsible for late or incomplete responses.