# REQUEST FOR PROPOSALS
# RFP-MCC-2423

## MANAGEMENT TRAINING AND DEVELOPMENT PLANT

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPERN NAPPAN N.S B4H 3Y4

July 31st, 2024

**CLOSING: August 27th, 2024**
**2:00PM**

## 1. Background

The Municipality of the County of Cumberland is the local government responsible for providing services to the citizens in the rural communities of Cumberland County, as well as the former Towns of Springhill and Parrsboro, Nova Scotia. The Municipality has a population of approximately 20,000. The Municipality provides a broad range of municipal services. You can learn more by visiting our website.

The Municipality values the development of its employees, and annually includes professional development budgets to support opportunities. These opportunities can range from safety training to job-specific technical training, to post secondary education, to conferences and more.

## 2. The Opportunity

In 2022, the Municipality completed an organizational review. A recommendation under staff skill building was to develop a management training and development plan. The Municipality has passed a resolution to develop such a plan for its employees who have supervisory responsibilities. Once developed, this plan will provide recommendations on education and development content that can be used to source specific training providers to fulfill the outcomes of the plan.

## 3. Scope of Work

The Municipality is seeking proposals for a management education and development plan that focusses on 4 key areas:

I. Communication – the ability to engage in two-way conversations and communicating to team(s) to provide guidance, direction, inspiration, motivation, and understanding. Competencies include:

- Emotional intelligence
- Resolving conflicts
- Recognizing people for their abilities and accomplishments
- Understanding communication styles

II. Leadership – the ability to influence individuals or groups towards specific action. Competencies include:

- Modeling desired work behaviours/habits
- Building high performing teams
- Building inclusive, diverse teams
- Leading and managing change and innovation

III. Performance Management - the ability to use communication and leadership skills to accomplish shared goals and objectives.
Competencies include:
    - Setting direction
    - Coaching employees
    - Providing performance feedback

IV. Technical Skills – these are related to the leader's specific area of professional training and technical areas of administrative management.

The plan should be cascading, meaning it takes into consideration the competencies required at the various supervisory levels within the organization. The expectation is that the cascading education and development recommendations would have appropriate levels of content based on the level of leadership.

## 4. Roles and responsibilities

The Municipality will work with the successful Proponent to support the day-to-day process to develop the plan.

The Deputy CAO and Human Resources Generalist will serve as the day-to-day contacts for the Proponent. They will assist the Proponent to make connections with appropriate staff and will provide them with materials required. The Municipality will assist with the coordination of employee engagement opportunities, including providing input into the method of engagement, who to engage, and handling engagement logistics. Municipal management will review drafts of the plan and provide timely feedback.

The Proponent will attend project meetings and maintain regular communication with the Deputy CAO and HR Generalist, as required. They will lead the engagement sessions and receive input from employees and management and be responsible for all facilitation materials. The Proponent will write the plan and provide opportunities for feedback and incorporate changes in each draft.

The Proponent and the Deputy CAO and HR Generalist will work closely to ensure the project schedule and deliverables are adhered to.

## 5. Project schedule

The schedule provided below is approximate and is provided primarily for guidance.

| **Project Schedule** | |
|---|---|
| Closing date | August 27, 2024 |
| Successful Proponent chosen | September 4, 2024 |
| Initial meeting with Municipality | September 12, 2024 |
| Completion of competency review, employee engagement and development plan | October 24, 2024 |
| Draft 1 of the Plan | October 31, 2024 |
| Meet with management | November 6, 2024 |
| Draft 2 | November 15, 2024 |
| Edits and final report presented to management | November 29, 2024 |

## 6. Terms and Conditions

### Submission of Proposals

The following is to be used in the preparation and submission of a proposal:

6.1 Completed vendor proposals and other correspondence must be submitted to:

MUNICIPALITY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS B4H 3Y4
**ATTENTION: Shelby Hum, Procurement**
Or procurement@cumberlandcounty.ns.ca

Any proposals submitted by fax or telephone will not be accepted under any circumstances.

6.2 Proposals may be submitted as hard copy in a sealed envelope, or via email to the addresses above. All submissions must be clearly marked **"RFP-MCC-2423 "Management Training and Development Plan"**.

6.3 If submitting in hard copy, please provide **four** hard copies of your proposal and a USB copy.

6.4 **Closing Time and Date:** Proposals are due by the closing time and date indicated on the cover page of this document.

6.5 Late proposals may not be accepted at the sole discretion of the Municipality.

6.6 Proposals must be submitted on firm letterhead duly signed by an authorized person.

6.7 There will be no public opening of the Proposals.

6.8 **Terms and Conditions:** The terms and conditions of Proposals submitted are to remain firm and irrevocable from the closing date for a period of 60 days and will become part of the contract between the successful Proponent and the Municipality**.**

6.9 Submission of a Proposal indicates acceptance by the Proponent of all the conditions contained in this RFP, unless otherwise clearly and specifically noted in the Proposal.

6.10 The Municipality reserves the right, without prejudice to:

- accept any Proposal,
- reject any or all Proposals,
- accept any Proposal that it considers to be in its best interests.

- waive formality, informality, or technicality in any Proposal; and
- to reject any Proposal from a Proponent that it feels may be incapable of providing the necessary resources to perform the work in a satisfactory manner.

6.11 Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

Acceptance may be subject to the approval of the Municipality of the County of Cumberland Council.

6.12 No adjustments will be allowed to any submitted Proposals. Proposals, may however, be withdrawn by written request prior to the proposal submission closing time and date.

6.13 The Proponent must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

6.14 The Municipality shall pay no fee to any firm for the preparation and delivery of its Proposal. The Municipality will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Proponent because of, or arising out of data/information collection, the submission of any proposal, or due to the Municipality not accepting or rejecting any Proposal.

6.15 In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Municipality will be considered correct.

6.16 All inquiries regarding this request for proposals must be directed to: shelbyhum@cumberlandcounty.ns.ca

Information, offers, commitments or instruction obtained by any source other than in writing from: shelbyhum@cumberlandcounty.ns.ca will not be binding on the Municipality.

6.19 Enquiries and responses given may be recorded and may be posted on the Municipality's website as an Addendum or Information Release.

6.20 It is the responsibility of all respondents to check the Municipality's website (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addendums or information releases for this RFP.

6.21 No addendums or other relevant information related to the RFP will be issued within 72 hours of the RFP closing time and date.

6.22 The successful Proponent will be informed of the acceptance of their Proposal by a scanned and emailed letter, duly signed by an authorized officer of the Municipality. This letter shall contain any adjustments to the Proposal that have been negotiated and agreed to by the parties, and together with this RFP and the Proposal shall form a contract between the parties. If either party requires, the letter of acceptance, RFP, and Proposal shall be incorporated into a contract to be executed by both parties in hard copy.

6.23 The Municipality reserves the right to clarify any Proposal after closing by seeking further information from that Proponent, without becoming obligated to clarify or seek further information from any or all other Proponents.

6.24 It is mandatory that all submitted proposals comply with Section 7 – PROPOSAL REQUIREMENTS.

## 7. PROPOSAL REQUIREMENTS

### 7.1 The Consulting Team and References

7.1.1 Provide a general description of your firm.

7.1.2 Indicate the consulting team to be assigned to the work including the names of any sub-contractors or partners that would be utilized, the proposed amount of time each person will spend on the project, and

their hourly rate.

7.1.3 Detail the extent of the team's relevant experience.

7.1.4 List three clients and references that would relate to this project.

7.1.5 The proposal must include contact information for the primary contact for the project.

7.2 **Work Plan and Schedule**

7.2.1 Provide a detailed plan for conducting the work including methodology and a schedule that will conform with the project completion deadline of November 29, 2024. Identify any key milestones including approximate meeting dates required.

7.3 **Project Fees**

7.3.1 The budget for the project is $25,000 CAD inclusive of HST, please quote in CAD. The proposal must provide a breakdown of consulting fees and estimated expenses consistent with the work plan, and within the budget. It must include all expenses for the project including travel fees, hotels, meals, printing costs and so on.

## 8. OTHER

### 8.11 Evaluation Criteria

Each response to this Request for Proposals will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposals, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

| Criteria | Weighting |
|---|---|
| Experience with similar projects; team qualifications | 25% |

| | |
|---|---|
| Familiarity with local government | 25% |
| Response to RFP, including methodology and approach; work plan and schedule | 25% |
| Price | 25% |

8.2 **Termination**

If the Proponent fails to comply with any of the terms and conditions set forth in this document, the Proponent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period, if the Proponent has not complied with same, to the satisfaction of the Municipality, the Contract will be terminated. Any termination of the contract by the Municipality as aforesaid shall be without prejudice to any other rights or remedies the Municipality may have.

8.3 **General**

Proponents may provide any other information and/or comments which are believed to be relevant for the Municipality to consider in making its decision.