

December 8, 2021

Request for Quote

Recruitment Services for Public Health Sudbury & Districts Associate Medical Officer of Health or Public Health Physician

This is a request for information only and quotations furnished are not offers. This request does not commit Public Health Sudbury & Districts (PHSD) (i) to pay any costs incurred in the preparation of the submission of a quotation, or (ii) to contract for supplies or services.

Project Overview

This is an invitation to prospective proponents to submit a proposal for the provision of recruitment of a qualified Associate Medical Officer of Health (AMOH) or Public Health Physician.

Description of Work Required

The successful proponent will, in consultation with PHSD, undertake a national search for the recruitment, interviewing, candidate testing and profiling, and hiring of a qualified full-time AMOH or Public Health Physician.

The main theme of the project will be to search for qualified candidates through national networks and established strategies as well as organize and participate in interviews and support selected candidate.

The firm will assign recruitment team member(s) and a lead/point person. The recruitment team/lead will have a good understanding of public health, PHSD as well as the uniqueness of Northern Ontario.

Recruitment team will professionally represent PHSD at all times.

Recruitment will take into consideration PHSD values of trust, respect, and humility, organizational fit as well core credentials and core competencies for the position being recruited. Public Health Sudbury & Districts is dedicated to maintaining a fair and equitable work environment and welcomes submissions from all qualified applicants. Logistical consideration for selection of a candidate will be discussed with PHSD, such as incentives, travel or relocation expenses. Updates will be provided to PHSD on a regular basis. PHSD will be consulted regarding any recommended changes to the strategies.

Proponents must comply with PHSD COVID-19 Vaccination Policy, attached and complete the attached COVID-19 Vaccination Attestation form at the time of submission.

Proposal Contents

Proponents are encouraged to submit Proposals that conform to the following section headings and requirements. Failure to comply may impair the Proposal review process, possibly to the detriment of the Proponent.

- An “Introduction” giving a brief description of the Proponent’s relevant experience, comments on the proposed scope of work, overall approach to the work and identification of any sub-consultants.
- A “Project Management” section outlining the recruitment process/methodology and showing how the required Deliverables will be provided.
- A “Fees and Costs” section showing a breakdown of applicable taxes.

This section is to allow for a detailed cost analysis if applicable. If costing for the project is expected to be “fee for service only, then no need to elaborate with breakdown other than applicable taxes. The evaluation of the costing element of a project is always done from the amount before taxes.

Public Health Sudbury & Districts will not pay or reimburse consultants for hospitality, food and incidental expenses, and such items should not be included in submissions.

- A “Subcontractor Section”, if the Proponent is proposing to employ a sub-contractor, describing the Proponent’s arrangements with the subcontractor (and including a copy of the subcontractor’s Proposal to perform that portion of the work).
- An “Experience Section” describing the Proponent’s relevant experience, supported by illustrative material relating to past projects.
- An “Appendix” showing the curricula vitae of professional staff of the Proponent and any subcontractor.
- A Registration Form (Appendix A), separate from the Proposal, signed by an authorized officer.
- A Reference Form (Appendix B), separate from the Proposal, listing three persons for whom the Proponent has provided goods and/or services similar to the Deliverables within the past five years.

The contract will extend over the period starting January 3, 2022, for a maximum of 6 months from the contract execution date, with possibility of extension.

Evaluation Criteria

PHSD will be evaluating the submission based upon the following criteria:

- Quality of Proposal
- Experience, Skills, and Qualifications
- Fees and Costs
- Methodology/plan
- Understanding of public health, PHSD and uniqueness of Northern Ontario
- References from sector-related clients

Public Health Sudbury & Districts will not be limited to the criteria referred to above, and Public Health Sudbury & Districts may consider other criteria that Public Health Sudbury & Districts identifies as relevant during the evaluation process. Public Health Sudbury & Districts may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals. In the event of a tie score, the selected Proponent will be determined on the basis of the Proponent with the highest rated score for pricing

Submission Guidelines

1. Please supply PHSD with a bottom line total cost and a break down (i.e. hourly rates) with explanations of each Work described above. Please include hourly rates if applicable.
2. Evaluation on the submissions will be performed based on the criteria noted above. Notwithstanding the above, PHSD may follow-up with requests for additional information and may wish to interview candidates.
3. Complete a Registration Form (Appendix A), separate from the Proposal, signed by an authorized officer.

In addition to the other information and representations made by each Proponent in the Registration Form, each Proponent must declare whether it has an actual or potential Conflict of Interest. Public Health Sudbury & Districts will neither favour nor discriminate in this regard. Proponents are expected to disclose any personal business, commercial or financial interests as well as any potential relationships that the Proponent may believe could contribute to a conflict of interest.

If, at the sole and absolute discretion of PHSD, the Proponent is found to be in a Conflict of Interest, PHSD may disqualify the Proposal submitted by the Proponent.



The Proponent, by submitting the Proposal, warrants that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Agreement other than those disclosed in the Registration Form. Where PHSD discovers a Proponent's failure to disclose all actual or potential Conflicts of Interest, PHSD may disqualify the Proponent or terminate any contract awarded to that Proponent pursuant to this procurement process.

4. Complete a Reference Form (Appendix B), separate from the Proposal, listing three persons for whom the Proponent has provided goods and/or services similar to the Deliverables within the past five years.

Each Proposal should include a Reference Form completed by the Proponent according to the instructions contained in that form. The name and telephone number of a contact person for each reference and a brief outline of the nature of the goods and/or services provided should be included.

PHSD, in its sole discretion, may confirm the Proponent's experience and/or ability to provide the Deliverables by checking the Proponent's references.

5. Electronic copy of the Proposal shall be submitted in Adobe Acrobat format.

Timelines

RFQ Release Date

December 8, 2021

Proponents' Deadline for Questions

December 16, 2021 at 3:00 p.m.

Posting of Responses to Questions

December 17, 2021 at 4:30 p.m.

Proposal Submission Deadline

December 23, 2021 at 12:00 p.m.

Submission of Proposals

Proposals must be submitted by the following method:

Proponent must submit, by email to Public Health Sudbury & Districts Finance Clerk at purchasing@phsd.ca, a password protected electronic file named RFQ – Recruitment Services AMOH_Public Health Physician, including all mandatory appendices, with the Registration Form signed by an authorized representative of the Proponent. The Proponent must then send the password only to unlock the Proposal and appendices to France Quirion at quirionf@phsd.ca.



Public Health Sudbury & Districts Contact

Please forward your questions and/or quotes electronically to:
France Quirion, Director, Corporate Services, quirionf@phsd.ca

Please cite '**RFQ – Recruitment of an Associate Medical Officer of Health/Public Health Physician – Public Health Sudbury & Districts**' in the subject line.