

**REQUEST FOR PROPOSAL  
EXECUTIVE RECRUITMENT SERVICES**

**RHR-CA-2025-001**

**Closing : September 5, 2025**

## Table of Contents

Request for Proposals .....	3
Proposal Submission .....	4
QUESTIONS AND CLARIFICATIONS .....	5
OPENING OF PROPOSALS .....	5
ADJUSTMENT OR WITHDRAWAL OF PROPOSALS .....	5
DISCREPANCIES AND OMISSIONS OF DOCUMENTS .....	5
COMPLIANCE .....	6
CONTEXT .....	6
ORGANIZATIONAL PROFILE .....	6
FRAMEWORK .....	7
PROJECT DETAILS .....	7
CHRONOLOGY .....	7
QUALIFICATIONS OF BIDDER .....	8
PROPOSAL SUBMISSION .....	8
PROPOSAL EVALUATION CRITERIA .....	9
PERFORMANCE .....	10
CHARACTER AND EMPLOYMENT .....	10
ASSIGNMENT OF CONTRACT .....	10
PAYMENT .....	11

# Request for Proposals

Saint Paul University is seeking proposals from qualified consultants for executive recruitment and selection.

**Owner :** Saint Paul University  
223 Main Street  
Ottawa, ON K1S 1C4  
Telephone : 613-236-1393  
[vra@ustpaul.ca](mailto:vra@ustpaul.ca)

## Proposal Submission

- 1.0) Electronic submission as a password-protected PDF document to [vra@ustpaul.ca](mailto:vra@ustpaul.ca) by 15:00 (local time) on September 5, 2025. The subject line must include the tender reference number. After the official closing time, bidders will be invited to submit the password.
- 1.1) It is the Bidder's responsibility to ensure that bids are received by Saint Paul University prior to the submission deadline. Saint Paul University assumes no responsibility for problems caused by electronic or telecommunications problems affecting the delivery of the bid, even if they originate from the University's computer systems.
- 1.2) All pages contained in the call for tenders are an integral part of this process.
- 1.3) The lowest or any other bid will not necessarily be accepted. The Owner may decide, at its sole discretion, that no proposal submitted will be accepted and that no contract will be awarded under this bidding process. If the Owner elects to reject all bids, all bidders will be notified and the Owner will not be liable to any bidder for bid preparation, damages, loss of anticipated profit in connection with the work, or any other matter.
- 1.4) Bidders are advised that Saint Paul University operates under its Regulation FIN-312 "Purchasing Policy" establishing purchasing policies and procedures for Saint Paul University" (Purchasing Policy).
- 1.5) Bidders should check the Saint Paul University website for addendums published prior to the closing date and time. If the Contract Administrator determines that an amendment to the bid documents is necessary, the Contract Administrator will prepare an addendum and publish it on the Saint Paul University website under section <https://ustpaul.ca/en/human-resources/request-for-proposals-rfp/>.
- 1.6) Partial or incomplete proposals will not be considered.

## QUESTIONS AND CLARIFICATIONS

- 2.0) Inquiries, requests for explanations, interpretations or clarifications should be submitted by e-mail to vra@ustpaul.ca. Only requests submitted by e-mail will be considered. E-mails submitted must include the request for proposal title and reference number.
- 2.1) Inquiries will be received until noon local time on August 22, 2025 and will be responded to no later than August 29, 2025 . Inquiries received after this date and time will not be answered.

## OPENING OF PROPOSALS

- 3.0) Proposals will be opened privately.

## ADJUSTMENT OR WITHDRAWAL OF PROPOSALS

- 4.0) Adjustments by telephone, fax or letter to a proposal already received will not be considered. A bidder wishing to make an adjustment to a proposal must withdraw the proposal and/or replace it with another proposal. At any time, only the most recent proposal received from a bidder will be considered.
- 4.1) Bidders may withdraw their proposal at any time prior to closing, provided that the withdrawal:
  - i) is in the form of a letter and,
  - ii) indicates the name of the bidder and clearly identifies the tender being withdrawn and ;
  - iii) is signed by the bidder's duly authorized signatory;
- 4.2) Proposals may not be withdrawn after the closing time.

## DISCREPANCIES AND OMISSIONS OF DOCUMENTS

- 5.0) Bidders are responsible for reviewing RFP documents for completeness. If the Bidder finds discrepancies or omissions in the specifications and other documents, the Bidder must submit a written request for correction to the Contract Administrator. Written requests for corrections must be received no later than three (3) days prior to the proposal closing date. Any required corrections, additions,

deletions or revisions to the bid documents will be made by written addenda to the bid documents issued by the Contract Administrator by posting them on the Saint Paul University website under section <https://ustpaul.ca/en/human-resources/request-for-proposals-rfp/>.

## COMPLIANCE

- 6.0) The successful bidder shall ensure compliance with all applicable University regulations and legislation and shall take the necessary steps to mitigate any risks either through liability insurance or otherwise.

## ACCEPTANCE OF PROPOSAL CONTENT

- 7.0) The content of the successful bidder's proposal may become a contractual obligation if the University wishes to execute a contract based on the submitted proposal. Failure by the successful bidder to comply with these obligations in a purchase agreement, purchase order, contract or similar instrument may result in cancellation of the award, and such bidder may be excluded from future solicitations.

## CONTEXT

### ORGANIZATIONAL PROFILE

Saint Paul University, located in Ottawa, is a Catholic, **bilingual** institution that has been entrusted for over a century and a half to the congregation of the Missionary Oblates of Mary Immaculate. Endowed with a civil charter (1866) and a pontifical charter (1889), it has been federated with the University of Ottawa since 1965.

Saint Paul University has four faculties: Canon Law, Philosophy, Humanities and Theology. Its undergraduate and graduate programs cover more than 20 disciplines and are taught by a renowned faculty.

The University's niches of excellence are social communications, counselling and psychotherapy, canon law, public ethics and governance, conflict studies, social innovation, transformative leadership, human relations and theology.

## FRAMEWORK

The Recruitment Committee is looking for an executive search firm with experience in Canadian academia and in equity, diversity and inclusion, to assist in the recruitment process for senior management positions that will become vacant over the next two years.

## PROJECT DETAILS

Saint Paul University's Regulation RHR-201 ([https://ustpaul.ca/wp-content/uploads/2023/03/RHR-201\\_Procedure\\_for\\_the\\_Appointment\\_and\\_Reappointment\\_of\\_a\\_Member\\_of\\_the\\_Administration\\_Committee.pdf](https://ustpaul.ca/wp-content/uploads/2023/03/RHR-201_Procedure_for_the_Appointment_and_Reappointment_of_a_Member_of_the_Administration_Committee.pdf)) sets out the procedures for filling positions reporting to the Rector. As such, the selected firm will be required to support the hiring committee in both official languages as required by performing the following tasks:

- Provide equity, diversity and inclusion training to members of the recruitment committee
- Conduct consultations with the university community to gather information about the experience, qualities and attributes required for the position
- Develop candidate profile
- Develop the call for applications to the university community and externally
- Actively seek applications for the position
- Present applications to the recruitment committee
- Assist the hiring committee in short-listing candidates for the interview stage
- Conduct in-depth background checks on short-listed candidates
- Organize the interview process, including preparation of the interview questionnaire and any other documentation required to support the selection process
- Prepare the interview committee
- Support the committee in the evaluation of candidates
- Support the recommended candidate in any presentation, where applicable.

The recruitment committee is responsible for overseeing the recruitment process.

## CHRONOLOGY

1. The position of Secretary General and Vice-Rector for Student Life – starting date of the successful candidate: no later than January 5, 2026.
2. The position of Vice-Rector, Administration: starting date of the successful candidate: April 1, 2026

It is therefore essential that the process for each of these competitions be completed with these dates in mind.

There is a possibility of adding to the mandate over the next two years as follows:

- a Director, Partnerships and External Relations position with a start date of May 1<sup>st</sup>, 2026
- a Director of Human Resources or Associate Vice-Rector, Talent Diversity and Culture with a start date of May 1<sup>st</sup>, 2026
- a Vice-Rector, Academic and Research position with a start date no later than August 31<sup>st</sup>, 2027
- other positions upon request as needed

All incumbents must be bilingual and, in some cases, it may be necessary to obtain a *nihil obstat* before the incumbent's start date.

## QUALIFICATIONS OF BIDDER

Successful bidders must:

- Demonstrate qualifications and experience in executive search services for universities. Experience with universities in Ontario will be considered with greater interest.
- Demonstrate skills in ensuring deadlines are met.
- Demonstrate experience in maintaining communication protocols with university recruitment committees.

## PROPOSAL SUBMISSION

- A) Prices quoted must include all incidental costs and the owner must be satisfied with the complete requirements of the quotation request. No claims for additional work will be accepted and all additional work must be authorized in writing prior to commencement. If the bidder requires further information or clarification on any point, this must be obtained in writing prior to submission of the proposal.

Submissions must include, but are not limited to, the following information:

- i) Contact information, including full name of company or individual, full address, telephone number, full name of contact person and e-mail address
- ii) A description of the firm's experience in the Ontario university sector on similar projects



- iii) A presentation of the project team and the division of responsibilities between the project team and the internal Saint Paul University team
- iv) A detailed work plan, describing the services to be provided and deadlines
- v) A minimum of three references, including a contact name and telephone number
- vi) Any other supporting information you wish to include with your submission.

B) Failure to comply with the information requirements may result in rejection of the proposal. A point-by-point response is requested. Respondents should address each of the required elements as indicated below

## PROPOSAL EVALUATION CRITERIA

	Evaluation Criteria	Weighted score
1.	<b>Qualifications and experience – Executive Search Experience</b> Bidders must provide at least two (2) examples that demonstrate how their previous experience aligns with the executive search and selection process in an Ontario university environment.	25%
2.	<b>Process – Proposed methodology, calendar and milestones</b> Bidders must provide: One (1) detailed example that demonstrates knowledge and experience related to universities and the recruitment process for senior management, including an appreciation of the scope of work for this assignment, an explanation of how the components of the work will be achieved and the length of time required to complete each component. This includes a timetable for the completed work, decision points and the University's responsibilities.	30%
3.	<b>Price - Cost proposal and financial implications</b> The overall price submitted for recruitment services Bidders must provide a total project cost, including a list of proposed related expenses and an hourly rate for their services.	35%
4.	<b>Added value – Public relations</b> Provide examples that demonstrate past experiences where they have successfully dealt with the variety of university stakeholders.	10%
	TOTAL	100%

As part of the proposal, the bidder hereby certifies that it has reviewed this request for proposal and is familiar with all of the terms and conditions contained herein.

## PERFORMANCE

Any undue delay in the performance of the work and/or costs incurred by the University due to inefficiencies in performance on the part of the successful bidder shall be deemed to be the responsibility of such bidder and, as such, all costs, deemed appropriate and reasonable as compensation to the University, shall be charged to the successful bidder.

## CHARACTER AND EMPLOYMENT

The successful bidder shall employ only orderly, competent and qualified employees to ensure that services are performed in a respectful manner.

The quality of work and services must be of the highest quality, performed by qualified, experienced employees who are fully competent in the respective tasks for which they are employed.

The decision regarding the quality or professionalism of work in the event of a dispute rests solely with the contract administrator, whose decision is final.

In the event that any person employed by the successful bidder in connection with service under this proposal gives, in the opinion of the University, just cause for complaint, the successful bidder, upon written notice from the University, shall not permit such person to continue in any future service under this proposal.

The bidder will be informed of any unsatisfactory performance, as identified by the contract administrator, and will be given a reasonable opportunity to remedy the situation.

Unresolved issues of unsatisfactory performance may result in termination of the remainder of the contract.

The University reserves the right to disqualify a bidder on the basis of the bidder's past performance on previous contracts awarded, inability to complete the work awarded or termination of previous contracts.

## ASSIGNMENT OF CONTRACT

The successful bidder shall not assign, transfer, convey, sublease or otherwise dispose of this contract or its right, title or interest therein, or its power to perform such contract, to

any other person, firm or corporation, without the prior written consent of Saint Paul University's Administration Committee, such consent not to be unreasonably withheld.

## PAYMENT

All invoices submitted by the selected firm must indicate the name of the project, the project reference number and the name of the contract administrator.

Only original copies of invoices will be processed for payment.