



## REQUEST FOR PROPOSAL

### Recruitment services for the National Council of Indigenous Midwives (NCIM)

The National Council of Indigenous Midwives (NCIM) invites you to submit a proposal in accordance with the requirements of the following solicitation. Proposals must be received by NCIM no later than the 16<sup>th</sup> of August, 2024, indicated in the table below.

<b>Issue Date:</b>	July 26, 2024
<b>Proposal Due Date:</b>	August 16, 2024
<b>Written questions and Proposals should be submitted via email to:</b>	Email: <a href="mailto:admin@indigenoumidwifery.ca">admin@indigenoumidwifery.ca</a> Subject: NCIM Recruitment Proposal

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## SECTION I – BACKGROUND AND OBJECTIVE

The **National Council of Indigenous Midwives'** (NCIM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NCIM advocates for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities consistent with the U.N. Declaration on the Rights of Indigenous Peoples.

As active members of the Canadian Association of Midwives, we represent the professional development and practice needs of Indigenous midwives to the responsible health authorities in Canada and the global community.

Indigenous Midwives enable access to culturally-safe sexual and reproductive health care for Indigenous families, the return of birth to Indigenous communities, and a reduction in the number of medical evacuations for births in remote areas. For more information, visit: <https://indigenoumidwifery.ca/>.

### OBJECTIVE

The National Council of Indigenous Midwives is issuing a Request for Proposals (RFP) for Recruitment Services. The successful bidder(s) will be selected for a contract for specific project(s) by the National Council of Indigenous Midwives over the period August to December 2024, but may extend into 2025 as required.

## SECTION II – OVERVIEW AND SCOPE OF WORK

**RFP No:** 2024-002-NCIM

**RFP Date:** July 26, 2024

**RFP Title** **Recruitment Services** for the National Council of Indigenous Midwives.

**RFP Issued By:** National Council of Indigenous Midwives (NCIM).

**Submission of Questions regarding the RFP:**

Questions related to the RFP must be submitted in writing to [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca) no later than August 9<sup>th</sup>, 2024.

**Language of Proposals:**

The technical and cost proposals should be in English.

**Instructions for Submission of Proposals:**

In order to be considered, an electronic copy of the proposal must be submitted by August 16<sup>th</sup>, 2024, at 5PM EST to [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca). Please include subject line: "NCIM Recruitment Proposal".

**Interview Process:** Following receipt of qualified proposals, NCIM reserves the right to interview all bidders. Interview format will be presented to the offerors at the time of official notification of any interview.

**Award:**

NCIM will select the successful bidder(s) based on the qualifications and experience of the respondent and the respondent's experience providing these services in Canada.

Issuance of this request for proposals does not constitute an award commitment on the part of the NCIM nor does it commit NCIM to pay for costs incurred by the bidders for the preparation and submission of a proposal.

## **SCOPE OF WORK**

NCIM is seeking a recruitment professional or firm to manage the recruitment process for a new Executive Director of NCIM.

### *Duties and Responsibilities*

- Report to the hiring committee of stakeholders from from the National Council of Indigenous Midwives (NCIM) and the Canadian Association of Midwives (CAM)
- Develop a recruitment plan, including creating a strategy for publicizing and promoting as widely as possible the opportunity
- Prepare a job description, screening criteria, and interview questions
- Manage applications
- Conduct initial screening and interviews
- Other key deliverables as needed by the hiring committee
- Adapt practices to align with CAM hiring process

### **Language(s) required:**

The successful bidder(s) must be able to work with English text.

**Dates of Service:** August to December 2024

## SECTION III – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### A. Recruitment Services Proposal

Offerors' Recruitment Services Proposal should include all aspects of the Scope of Work and should include the following.

**Narrative** - Offerors shall submit a complete narrative and/or supporting materials addressing all benefits provided under their Services Package and their capabilities to perform the scope of work. **Please consider the following when submitting your proposal.**

1. What are your core services?
2. How many years have you been in business?
3. Where are your staff located?
4. What are your standard days/hours of operation?
5. Describe briefly your experience servicing non-profit organizations, professional organizations and/or health organizations.
6. Describe your experience working with Indigenous led organizations
7. Briefly describe your recruitment process, in particular your process for attracting a diverse pool of applicants
8. What is your process for safeguarding proprietary information?
9. Provide examples of comparable work.

**Completed Attachment A** – Cover Sheet

**Completed Attachment B** – Past Performance/References - A minimum of two (2) client references worked with in the past two years on an activity that is similar to this Scope of Work. Include the contact information (names, company or organization, phone number and email). This document must be signed by the offeror. ***\*This is not required for suppliers who have worked with NCIM in the past three years.***

**Completed Attachment C** – Cost Proposal - The cost proposal should include a detailed breakdown of costs on a per hourly and/or per page and/or per deliverable basis. Please specify if any discounts or non-profit rates are being offered. If your company has a pricing chart, please attach it.

### B. Questions

Questions regarding this RFP may be submitted IN WRITING VIA EMAIL no later than August 9<sup>th</sup>, 2024. Questions shall be submitted to: [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca).

### C. Submission of Offers

Proposals must be received no later than **August 16<sup>th</sup>, 2024**.  
Proposals shall be submitted via email to: [admin@indigenoumidwifery.ca](mailto:admin@indigenoumidwifery.ca).  
Subject: NCIM Recruitment Proposal

*Note: Any proposal received after the above date and time will not be considered*

## SECTION IV – EVALUATION CRITERIA

### A. General Information

NCIM intends to evaluate proposals in accordance with the following criteria and select offeror(s) whose proposal(s) best fit the evaluation criteria.

### B. Evaluation Criteria

Selections will be made based on whose services will ensure the best possible quality in keeping with the most efficient process in terms of quality versus cost.

We welcome all prospective offeror(s) to submit their applications. At NCIM, we value the diverse perspectives and unique lived experiences that offerors bring to the table. Lived experience is taken into consideration when determining the level of qualification. NCIM is an Indigenous led and governed organization. Indigenous offerors are strongly encouraged to apply. Non-Indigenous candidates must have a commitment to working within an anti-oppressive framework.

Offers will be evaluated based on the following criteria:

1. Ability to provide the best option and prices:
  - Provide best overall solution to recruitment requirements
  - Offer should be very competitive technically and financially
  
2. Experience and Skill
  - Certification or demonstration of qualifications
  - Experience recruiting for senior leadership level positions.
  - Experience in recruitment in the areas of health care, non-profits, and professional associations is an asset.
  - Experience/knowledge of working with Indigenous organizations will be considered an asset.
  - Must be willing to work within an anti-oppressive framework.
  
3. Saving Time
  - Fast turn-around time
  - Ability to meet deadlines
  - Consultant contact(s) must be available via phone and email for questions and revisions
  
4. Good Reputation
  - Quality assurance
  - References
  - Billing done in a timely manner

### C. Non-Profit Pricing

NCIM is a non-profit organization. Offerors should provide any and all discounts available to NCIM based on its status as a non-profit organization.

### D. Acceptance of Offer and Award

NCIM reserves the right to select a proposal in whole or in part, or not to select a proposal, in accordance with the best interests of NCIM.

**ATTACHMENT A – PROPOSAL COVER SHEET**

**2024-002-NCIM**

Company Name:

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Name of Person to be Contacted in Case of Questions Regarding this Proposal:

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Telephone of Contact Person Named Above:

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Email of Contact Person Named Above:

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Name of Individual Authorized to Sign Contracts on Behalf of Company Named Above:

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Title of Authorized Individual:

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**Certification:**

**By signing below, I certify that the information provided is true and correct, that it shall remain valid for a minimum of 90 days, and that I am authorized to respond to this solicitation on behalf of the Company named above. I further understand that NCIM retains the right to reject, in whole or in part, any and all bids for any reason.**

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Signature of Authorized Individual

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Date



**ATTACHMENT B – REFERENCES/PAST PERFORMANCE**

**2024-001-NCIM**

*Complete the table below providing information for at least 2 past/current customers for whom your company provided services similar to the ones for which you are submitting a proposal. Past customers listed below must be available to speak with a NCIM staff member during the evaluation process.*

Offeror Signature (Mandatory): \_\_\_\_\_

**REFERENCES/RECOMMENDATIONS**

<b>Past Customer's Company Name</b>	<b>Past/Current Customer Contact Person</b>	<b>Phone &amp; Email Information for Contact Person</b>	<b>Company Address</b>	<b>Description of Services Provided</b>	<b>Date(s) Work Performed</b>

**ATTACHMENT C – PRICE QUOTE**

VENDOR NAME: \_\_\_\_\_