

REQUEST FOR PROPOSAL

Provision of Board Recruitment Services

Issue Date: January 24, 2025

Closing Date: February 7, 2025

Introduction: The Ontario Centre of Innovation (OCI) is seeking proposals from qualified recruiting firms to assist in the identification and recruitment of volunteer Public Directors to its Board of Directors.

Background:

For over 37 years OCI, has been a central pillar of Ontario's innovation ecosystem, with a mission to bring industry, academic, and government partners together to invest in collaborative R&D, technology development and commercialization opportunities that will generate the highest return on innovation for Ontarians.

As an ecosystem connector, OCI initiates unparalleled partnership opportunities, develops, and manages successful industry-academic collaborations, supports high-potential SMEs in commercializing ground-breaking research, and provides hands-on training and skills development opportunities for the next generation of highly skilled talent. OCI drives economic growth and job creation through investments in the development, commercialization, and adoption of advanced technologies.

OCI is a non-profit organization funded by the Government of Ontario.

www.oc-innovation.ca

Scope of Work: The selected recruiting firm will be responsible for the following.

- Conducting a comprehensive search for qualified candidates, including for one vacancy to be filled immediately and up to 3 vacancies to be filled in October 2025.
- Developing and implementing a recruitment strategy to attract diverse and highly skilled candidates.
- Ensuring alignment to Board Skills Matrix and diversity of candidates to ensure representation from a broad group of individuals including experience and stakeholder representation. Vetting applicants and preparing a final list of well qualified candidates.
- Supporting the interview and selection process, including coordinating with management and the Governance and Nominating Committee of the Board.

The ideal recruiting firm will possess:

- Experience in Board search and recruitment, preferably within the non-profit and innovation sectors.
- Demonstrated expertise in sourcing and attracting top-tier talent.

- Knowledge of Ontario’s innovation ecosystem and understanding of economic development and not for profit organizations.
- Demonstrated relationships and networks across government, industry and academic stakeholders in Ontario’s innovation ecosystem.

Proposal Requirements:

- Company name and contact information (address, email, phone number, and website).
- Name and position of individual who will oversee the project, as well as project team members (if applicable) including brief professional biographies.
- Outline of previous experience:
 - Providing consulting services, including Board recruitment processes.
 - Working with organizations in the non-profit and innovation sectors.
 - Sample list of past and current clients.
- Workplan describing approaches, timelines, and responsibilities for how the work will be accomplished.
- Confirmation of willingness to work alongside Board and staff members to achieve the deliverables.
- Price proposal: Vendors are required to price their work competitively based on the scope outlined in this RFP. Proposals must include a detailed breakdown of fees for completing the services. OCI prefers flat fee quotes. Please specify any proposed milestones tied to fee payments. All prices must be firm for the duration of the contract and stated in Canadian dollars.

Evaluation Criteria:

RFP submissions will be evaluated using the following criteria:

- Experience and qualifications (40%)
- Proposed approach and methodology, including ability to meet timelines (30%)
- Cost effectiveness (30%)

Timeline

- Proposal submission deadline by 4:00 pm EST **Friday, February 7, 2025.**
- Selection of Firm: **Friday, February 14, 2024.**
- Project commencement: **Monday, February 24, 2024.**

Subsequent Contract Terms and Conditions

- The Ontario Centre of Innovation (OCI) reserves the right to award all, partial or none of this solicitation.
- This RFP does not create an employment relationship. Individuals performing services required by the contract are not employees of OCI. Vendor's employees shall not be considered employees of the Ontario Centre of Innovation and as such shall not be eligible for benefits accruing to OCI employees.
- Any changes to the scope of services and associated costs following the execution of the contract must be submitted in writing and are subject to approval by OCI
- Travel and travel reimbursement is not authorized for this acquisition.
- The vendor will be paid upon submission of proper invoices to OCI at the prices stipulated in the contract.

Contact Information

Proposals are required via email on or before 4 pm EST February 7, 2025, to:

Maryanne Orhiere
HR Coordinator
Ontario Centre of Innovation
morhiere@oc-innovation.ca

All bids will be acknowledged with a return receipt.

Questions may be addressed via email to Maryanne Orhiere at morhiere@oc-innovation.ca.

Responses may or may not be shared with all potential bidders.

Confidentiality: All information provided by or obtained from OCI in any form in connection with this RFP, including any intellectual property information is the sole property of OCI and must be treated as confidential.