



Request For Proposals

Human Resource

Policy & Procedures Development

Atlantic Canada Aerospace & Defence Association

RELEASE DATE: MARCH 2, 2021

CLOSING DATE: MARCH 16, 2021

Corporate Background

The Atlantic Canada Aerospace & Defence Association (ACADA) is a non-profit industry association representing the interests of 170+ members in the Atlantic Canadian aerospace, defence, and security industries.

ACADA plays an important leadership role as the regional voice and facilitator for strategic industry engagement and an overarching mandate to promote and facilitate the growth of Atlantic Canadian industry through four strategic pillars of activity including;

- Workforce & Talent Development
- Business Competitiveness
- Business Development
- Sector & Industry Promotion

ACADA was officially established in late 2016 through a collaborative effort to amalgamate the four provincial industry associations in Nova Scotia, Newfoundland and Labrador, New Brunswick, and Prince Edward Island. The organization is headquartered in Halifax, Nova Scotia also holds office locations in each of the Atlantic Provinces.

The organization is governed by a board of directors comprised of 12 voting industry members (3 from each province) and supported by 8 permanent staff members including:

- CEO & President (NS Headquarters)
- Manager, Finance & Operations (NS Headquarters)
- Manager, Marketing & Events (NS Headquarters)
- Manager, Membership & Communications (NS Headquarters)
- Nova Scotia Provincial Director (NS Headquarters)
- New Brunswick Provincial Director (NB Office)
- Newfoundland & Labrador Provincial Director (NL Office)
- Prince Edward Island Provincial Director (PE Office)

Project Overview & Scope

ACADA has been operating on the general administrative policies and procedures that were developed upon the establishment of the organization. The organization is reaching a 5-year operational milestone this year which is driving the need to mature the Human Resource policies and procedures.

ACADA is seeking a qualified consultant to define and deliver a suite of common and essential Human Resource policies and procedures for the organization. These policies should be reflective of industry standards and best practice models in the non-profit association operational environment.

Project Schedule

Milestone	Target Date
RFP closes	March 16, 2021
Review of proposals and development of short list	March 19, 2021
Respondent presentations to ACADA	March 22-23, 2021
Contract award	March 24, 2021
Contract completion	April 14, 2021

Existing Roadblocks Or Issues

ACADA seeks to complete this work in a condensed timeline of 3 weeks to ensure the policies are in place to coincide with the timing and hiring of several key positions the organization is actively recruiting for.

The new policies and procedures must also take into consideration the existent conditions upon which the current staff members were hired and the terms of such employment contracts or letters of offer.

Evaluation and Key Response Components

ACADA will evaluate bidders and proposals based on the following criteria:

- Proposed methodology/approach and schedule for completion of work
- Demonstrated experience in HR policy and procedure development (including examples and references)
- Presentation/pitch to ACADA (virtually, via Zoom or like platform)
- Project costs

Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Proposals must be received on or before March 16, 2021, 5:00 pm (AST) by email to Lisa Clory, Acting CEO, at lisa@ac-ada.ca. Bidders who are interested in submitting a proposal should advise of their intent (to the same email) no later than March 9, 2021.
- Price quotes must be firm/fixed and in Canadian dollars.
- Bidders must include a minimum of two (2) relevant references/work examples with the proposal.
- Proposals should not be more than ten pages. Failure to comply to this guideline will result in an automatic rejection.
- A proposed schedule must also be included and clearly expressed.

What We're Looking For in Potential Vendors

Our ideal vendor:

- Will have deep expertise in the human resource and non-profit organization domain.
- Will demonstrate flexibility and a collaborative approach to work with us throughout this project.
- Is a good communicator and will keep us informed through the entire process.

- Will demonstrate a high degree of integrity and professionalism that is respectful of the confidentiality of this scope of work, the organization and its employees.
- Is an Atlantic-Canadian business.

Reserved Rights of ACADA

ACADA and its Partners reserves the right to:

- a) make public the names of any or all bidders;
- b) request written clarification in relation to a bidder's proposal;
- c) waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements (if applicable);
- d) verify with any bidder or with a third party any information set out in a proposal;
- e) check references other than those provided by any bidder;
- f) disqualify any bidder whose proposal contains misrepresentations or any other inaccurate or misleading information;
- g) disqualify any bidder or the proposal of any bidder who has engaged in conduct prohibited by this RFP;
- h) amend this RFP process without liability at any time prior to the execution of a written agreement between ACADA and a bidder. These changes are issued by way of addendum in the manner set out in this RFP;
- i) cancel this RFP process without liability at any time prior to the execution of a written agreement between ACADA with its Partners and bidder. A cancellation is communicated by way of addendum. ACADA with its Partners may in its sole discretion issue a new RFP for the same or similar Deliverables; or
- j) reject any or all proposals

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

Limitation of Liability

By submitting a proposal, each bidder agrees that:

- a) neither ACADA, nor its listed Partners in this program, nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal

process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and

- b) the bidder waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of ACADA's (and its listed Partners in the delivery of this program), decision to not accept the proposal submitted by the bidder, to enter into an Agreement with any other bidder or to cancel this proposal process, and the bidder shall be deemed to have agreed to waive such right or claim.

Other Terms and Conditions

- a) Negotiation sessions will be held to work out contract details, payment schedule and, and expectations of the parties applicable to the services being performed.
- b) Final payment will be issued upon satisfactory completion of scope of work.
- c) ACADA will notify the successful Consultant in writing via electronic means. Unsuccessful bidders will receive written notification via electronic correspondence as soon as possible following award and contract negotiations have been concluded with the successful Consultant. ACADA does not commit to provide comprehensive de-briefs to unsuccessful bidders.
- d) The terms and conditions of this RFP process;
- are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
 - are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of ACADA or its Partners;
 - are to be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.

Contact Information

For questions or concerns connected to this RFP, we can be reached at:

Lisa Clory, Acting CEO

lisa@ac-ada.ca | 506.470.9924