



Request for Proposals

From recruitment firms to provide services to Lionel Kelland Hospice in search and placement of an Executive Director for Lionel Kelland Hospice.

Issued: August 4, 2022

Lionel Kelland Hospice will be the first residential hospice facility in Newfoundland and Labrador. It will provide care, respect and dignity to those at the end of life and offer support to their families. Located in Grand Falls-Windsor, the Hospice is currently under construction and scheduled to open in late spring of 2023.

Killick Hospice Care is a registered charity which owns and operates Lionel Kelland Hospice. Proposals are requested from prospective executive hiring firms to carry out the search for the first Executive Director of Lionel Kelland Hospice.

Proposals are due on **August 31, 2022** not later than 2:00pm, NST. Proposals are to be sent electronically in PDF format to email: office@lionelkellandhospice.ca .

For more information, contact:

Mr. Mark Griffin, B. Eng. (Mech), LL.B.
Chair, Board of Directors, Lionel Kelland Hospice
Email: office@lionelkellandhospice.ca

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Background

In 2014, a group of health care professionals in the Central Newfoundland Region began exploring options to address the gap that exists in the health care continuum for end-of-life care. Through research and support from the Canadian Palliative Care Association, the group identified the most viable option as a 10-bed residential hospice. A residential hospice is a home away from home for palliative patients who no longer need to remain in hospital, but for various reasons are unable to be cared for at home.

The concept to develop a community-based hospice was well-received by the community at large. In 2016, the Presentation Sisters donated St. Catherine's Renewal Centre in Grand Falls-Windsor to be used as a residential hospice. The Centre is now being re-developed to accommodate a 10-bed hospice which will focus on comfort, care, and dignity for dying patients and provide support for their loved ones.

Hospice palliative care is a special kind of health care for those who are at the end of life, where the goal is to provide comfort and dignity, and the best quality of life possible. Through a multi-disciplinary team approach, Lionel Kelland Hospice will offer 24/7 medical care for residents and provide support that meets the emotional, cultural, spiritual needs of residents and their families. The Hospice is scheduled to open in late spring of 2023.

Purpose and Objectives

The purpose of this Request for Proposals is to solicit proposals from consultants to provide executive recruitment services to Lionel Kelland Hospice in identifying, hiring and placement of the first Executive Director for the organization.

Scope of Work

The Scope of Work in general involves development and implementation of an executive-level recruitment and subsequent hiring of an Executive Director for Lionel Kelland Hospice. At a minimum the scope of work will include the following:

1. Development of a position description for the Executive Director which will address immediate and future requirements and the leadership goals of Lionel Kelland Hospice;
2. Based on consultation with Lionel Kelland Hospice, establish the

minimum qualifications for the Executive Director position;

3. Assist Lionel Kelland Hospice to establish the Executive Director's salary;
4. Develop a comprehensive recruitment plan for attracting executive-level candidates for the position of Executive Director of Lionel Kelland Hospice;
5. Actively solicit interest from executive level candidates with essential qualifications;
6. Assist the Board of Lionel Kelland Hospice create a short list of qualified candidates;
7. Perform background checks and conduct interviews with those candidates who are short-listed;
8. Assist the Board of Directors in all phases of recruitment and hiring of the Executive Director.

Guidelines for Submissions

Proponents are requested to note the following conditions:

1. The contract will be a fixed fee contract.
2. Preparation of the proposal shall be at the consultant's expense.
3. The proposal may be organized in any manner the consultant believes will best present the information required.
4. All changes to the RFP will be made by Lionel Kelland Hospice in the form of a written addenda.

Proposal Content

All proposals are to contain, at a minimum, the following information:

1. Qualifications and Technical Specifications

A description of the consultant's organization including the affiliation and

responsibilities of the project team members, and the lead person who will be assisting Lionel Kelland Hospice in the search for an Executive Director.

2. Relevant Experience or Specialized Knowledge

A general statement of qualification identifying the consultant's relevant experience and specialized knowledge in executive level recruitment with particular emphasis on recruiting for not-for-profit agencies and compensation and benefits.

3. Detailed Work Plan, which shall include at a minimum:

- a. A description of the consultant's understanding of the scope of work and the proposed approach for completing the identified tasks and the services to be provided.
- b. An estimated time schedule for each task and the level of effort required for each task.
- c. Information and assistance that is anticipated to be required by the consultant from Lionel Kelland Hospice.
- d. The proposal shall be signed by an individual authorized to bind the consultant and shall contain a statement that the proposal is a firm offer for a 14 day period.
- e. The proposal shall also provide the following information: name, title, address, and telephone number of the individual who may be contacted during the period of the proposal evaluation.
- f. Provide an itemized budget for the services to be provided.

Consultant Selection Procedure

1. Only proposals received on or before the due date will be considered.
2. Proposals which do not fully comply with the proposal content outlined in this RFP will not be considered.

3. An Evaluation Committee has been formed by Lionel Kelland Hospice to evaluate the technical and cost portion of each proposal.
4. If deemed necessary, the Evaluation Committee may conduct interviews or have discussions with consultants who submit proposals. However, Lionel Kelland Hospice reserves the right to accept proposals and award the contract without such discussions.
5. Consultants may be asked to disclose potential conflicts of interest during the selection process.
6. In making the final selection, the Evaluation Committee will review and evaluate all proposals relative to the Evaluation Criteria.

Evaluation Criteria

The Evaluation Committee will review and evaluate all proposals based on the following criteria:

- a. Method, approach, and technical capabilities, including human resources management and compensation and benefits, for completing the scope of work (40%);
- b. Experience in conducting executive level searches. (30%);
- c. Experience in working with executive search committees of charities and not for profit organizations. (20%);
- d. The total budget request submitted, competitiveness, and fairness of price (10%).

Contract Award Procedures

Upon selection, the consultant will be awarded a fixed fee contract. The contract duration shall not exceed a period of 10 weeks from the date of awarding of the contract.

Inquiries to Lionel Kelland Hospice

Written questions from consultants will be accepted by email only until the end of day on **August 17, 2022**. A consolidated response to any questions will be provided to those consultants who submitted questions. Questions should be submitted to Lionel Kelland Hospice at office@lionelkellandhospice.ca.

Proposal Due Date

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