

REQUEST FOR PROPOSALS

RFP-INVEST-OTTAWA-2023-CEO-Search

Executive Search Firm Services: Invest Ottawa CEO Search

Deadline for Full Proposals: December 1st, at 4:00 PM EST



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II. About Invest Ottawa.

About Invest Ottawa

[Invest Ottawa](#) is the lead economic development agency for knowledge-based industries in Canada's Capital, facilitating economic growth and job creation in Ottawa.

Guided by a vision to help realize Ottawa's full potential as a globally recognized, innovative, inclusive, and future-ready city, Invest Ottawa delivers venture development, global expansion and talent programs and services that catalyze the growth and success of entrepreneurs and firms. These include small business training, mentorship, acceleration for technology firms, foreign business and investment attraction, local business retention and expansion in targeted sectors, commercialization, and marketing Ottawa's diversified economy and high quality of life.

Invest Ottawa is also the manager of [Bayview Yards](#), Ottawa's innovation hub and one-stop business acceleration shop, and founder and operator of [Area X.O.](#), the R&D complex for next-gen smart mobility, autonomy and connectivity technologies.

Since 2013, Invest Ottawa has supported almost 14,000; contributed to the creation of more than 14,700 jobs; helped domestic companies raise \$1.86 billion in capital; and attracted \$1.47 billion in domestic and foreign direct investment to Ottawa. Please explore Invest Ottawa's [2022 Economic Impact Report](#) for additional details.

III. Searching for Invest Ottawa's next CEO.

Invest Ottawa's [Board of Directors](#) seeks the services of a qualified search firm, with a strong regional presence to support the selection committee's efforts in finding Invest Ottawa's next CEO to carry the company's mission forward building on the company's remarkable progression since its inception in 2012. It's important to note that Invest Ottawa offers the broadest range of economic development programs and services in Canada, to a market uniquely steeped in tech, government, and academic sectors. The role is complex, and the mission ahead well captured in its most recent [strategic plan refresh](#) completed earlier this year with broad stakeholder input. Invest Ottawa places significant emphasis on diversity, equity and inclusion in all of our programming, and supports Canada's [50 - 30 Challenge](#) as an active participant.

IV. Project Timelines.

Request for Proposals (RFP) Issued	Nov 16 th , 2023
Deadline for Proposals	Dec 1 st , 2023
Decision on Winning Bid	On or Before Dec 22, 2023
Search Launch	January, 2024
Search Completion	Summer, 2024

The intention is to award a contract for this important search. This RFP does not obligate Invest Ottawa to accept any bid. Invest Ottawa maintains the right to reject any or all proposals and to award a contract deemed to be in the best interests of the company. Submissions that do not meet the mandatory criteria

will be disqualified. Submissions that are delivered after the closing time will not be reviewed. Invest Ottawa may, at their sole discretion, invite one or more Proponents for an interview or request further clarification to address any questions or clarifications relating to Proposals.

V. Proposal Requirements.

Below is a list of basic components that must be included in the full proposal. If any component is missing from the proposal, it will be disqualified.

A. Company Profile: Proponent Qualifications and Roles

Proponents shall provide a concise summary of their organization, describe the qualifications of the proponent in successfully searching for similar executive roles in Ontario and Canada, and outline their operational footprint in the region. The proposal should indicate who will serve as the “key point of contact” and identify the project team and roles for the purposes of this process and overall engagement with Invest Ottawa and our selection committee.

B. Methodology

The proposal must include a detailed description of how the firm will successfully carry out the search process in its entirety, including:

- A clear perspective and understanding of what is required to conduct a successful search for Invest Ottawa’s next CEO, with significant emphasis on diversity, equity, and inclusion.
- Key milestones with activities, deliverables, and proposed dates at each stage in the methodology
- The role that Invest Ottawa management and the selection committee will play within the proposed methodology.
- Any dependencies that proponent expects from Invest Ottawa to ensure a successful search and onboarding of new CEO for our company.
- Proponents approach to ensuring diversity, equity, and inclusion as an integral part of the search methodology. For clarity, it is essential that the proponent deliver a majority of suitable candidates from a diverse talent pool aligned with Canada’s [50 - 30 Challenge](#).

C. Pricing

Proponents shall provide a detailed outline of pricing for the project with a focus on value for money. Proposals must be based on a fixed price model; specify the level of effort per milestone or stage and define a payment schedule that ties to milestones outlined in Section B above.

D. Relevant Executive Search References

In addition to providing a listing of relevant searches in Canada, the proposal must include three recent examples of relevant searches (fully completed or well into the process) conducted in Canada in the not-for-profit sector undertaken by the proponent that are similar in scope of work requested within this RFP,

with references, to illustrate the successful application of the proposed methodology. This should include at least one reference with an Ottawa based Organization.

VI. Evaluation Process

Invest Ottawa management will assimilate all inputs and support the selection committee of the board of directors to conduct an assessment and ranking of proposals in accordance with the criteria defined in this RFP, and ultimately the selection of a proponent.

VII. Ranked Criteria for Proposal Evaluation

Proposals will be evaluated based on the ranked criteria below:

Proposal Component	Points (%)	Score
A. Company Profile: Proponent Qualifications and Roles	25	
B. Understanding, Proposed Approach and Methodology	25	
C. Pricing / Proposal Quality / Value for Money	25	
D. Relevant Experience and References	25	
	Total Score	

VIII. Submission Guidelines

All responses to this RFP must be submitted via email to Joanne Gardner at jgardner@investottawa.ca by December 1st at 4:00PM EST.

IX. Request for Debrief

At the conclusion of this RFP process, all Proponents will be notified. Upon request, unsuccessful Proponent(s) may request a de-brief regarding their Submission within (30) days of notification.

X. Conflict of Interest

Invest Ottawa is a not-for-profit organization that is funded by government departments and agencies..

To ensure unbiased objectivity, it is essential that all proponents are arms-length from Invest Ottawa. Proponents must declare any actual, potential (or perceived) conflicts of interest.