



Request for Proposal (RFP)

Recruitment of the President & CEO for the Higher Education Quality Council of Ontario (HEQCO)

Introduction

In anticipation of an upcoming retirement in the summer of 2025, HEQCO is seeking proposals from qualified executive search consultants to assist in the recruitment of the agency's next president & CEO. The selected consultant will work closely with the members of the Executive Hiring Advisory Committee to identify and attract top-tier candidates who can lead HEQCO in achieving its strategic objectives.

Background

HEQCO is an agency of the Government of Ontario with a mandate to conduct research and provide policy advice on improving the quality and accessibility of postsecondary education in Ontario. The president & CEO will play a critical role in shaping the future of higher education research in the province. Detailed information regarding HEQCO can be found at www.heqco.ca. It is recommended that all potential vendors familiarize themselves with the organization and its mandate.

Scope of Work

The consultant will be responsible for the following tasks:

1. Needs assessment: Conduct a thorough needs assessment to understand the requirements and expectations for the president & CEO role.
2. Candidate profile: Develop a detailed candidate profile, including qualifications, experience and personal attributes.
3. Search strategy: Design and implement a comprehensive search strategy to identify potential candidates.

4. Candidate screening: Screen and evaluate candidates based on the established criteria and develop a shortlist of candidates.
5. Interview process: Co-ordinate and facilitate the interview process, including preliminary and final interviews.
6. Reference checks: Conduct thorough reference checks on final candidates.
7. Negotiation and onboarding: Assist in the negotiation of employment terms and support the onboarding process for the selected candidate.

Proposal Requirements

Interested consultants are requested to submit a proposal that includes the following:

1. Company profile: Overview of the consulting firm, including history, mission and areas of expertise
2. Experience: Detailed description of relevant experience in public sector executive search, particularly in the higher education sector
3. Approach and methodology: Outline of the proposed approach and methodology for conducting the search including the management of conflicts of interest throughout the process
4. Team: Information on the team members who will be involved in the project, including their qualifications and experience
5. Timeline: Proposed timeline for completing the search process
6. Cost: Detailed cost proposal, including fees and any additional expenses
7. References: Contact information for at least three references from similar projects

Submission instructions: Proposals must be submitted electronically by email to rfp@heqco.ca by the deadline. Late submissions will not be considered.

Deadline for submission: November 26, 2024, 1:00 p.m.

Contact information: All correspondence, including questions relating to this RFP, must be submitted to rfp@heqco.ca.



If HEQCO determines that additional information (e.g., questions and responses and/or addenda) relating to this RFP should be provided, such information will be sent to all vendors by e-mail and/or posted on the HEQCO website. This information is considered part of the RFP and may modify certain terms and conditions of the original document. The deadline for questions is November 15, 2024, 2:00 p.m.

