

May 21, 2021

## **REQUEST FOR PROPOSAL**

### **HR-CAO-RFP 2021**

The Township of Nipissing is requesting proposals for the management of a search for a CAO-Clerk-Deputy Treasurer.

#### **Scope of the work:**

- Prepare and circulate a job advertisement, including electronic platforms.
- Preliminary screen of applicants.
- Assist with establishment of an interview panel.
- Structure the format and interview questions with the interview panel.
- Facilitate interviews of appropriate/selected candidates.
- Recommend a preferred candidate to Mayor and Council.
- Negotiate an agreement with the agreed upon candidate.

#### **Please provide:**

- Estimated time frame for the project.
- Costs to complete the project.
- Outline of the project timeline.

RFP Submissions will be accepted up until Tuesday, June 8, 2021 at 12:00 p.m. (Noon).

Please submit in proposal packages to:

Kris Croskery-Hodgins, Acting CAO-Clerk-Treasurer  
45 Beatty Street  
Nipissing, ON P0H 1W0  
[admin@nipissingtownship.com](mailto:admin@nipissingtownship.com)