



The Atmospheric Fund
75 Elizabeth Street
Toronto, ON M5G 1P4

taf.ca | info@taf.ca
@AtmosphericFund
416-392-0271

REQUEST FOR QUOTATIONS: HUMAN RESOURCES CONSULTING SERVICES

October 2017

GOAL

To support implementation and further development of TAF's human resources policy and practice.

CONTEXT

The Atmospheric Fund (TAF) is a non-profit public agency that has a mandate to advance solutions to climate change and air pollution within the Greater Toronto and Hamilton Area (GTHA). It is supported by an endowment fund from the City of Toronto and the Province of Ontario. With 10 full time staff and approximately 10 temporary/contract staff, TAF is a busy organization with a wide variety of human resources needs and challenges. TAF wishes to uphold the highest standards of human resources practice, however, internal capacity to attend to this important goal is limited. We are seeking external contract services to be accessed on an as-needed basis from an HR specialist who can provide TAF with strategic advice and practical support. .

SCOPE OF WORK AND DELIVERABLES

We are seeking to contract a seasoned HR professional to provide TAF with both ongoing and special/occasional services including:

- Refinement and development of HR policies to ensure they reflect best practices and comply, as needed, with City of Toronto and Province of Ontario standards
- Advisory support for team members with supervisory responsibilities

- Assistance with implementation of HR functions including recruitment, hiring, disciplinary action, professional development, leaves, firing and other tasks
- Quality assurance to ensure HR policies and practices are being correctly applied
- Assistance with TAF organizational development as it relates to HR capacity
- Guidance with respect to TAF's staff benefits plan, including liaison with benefits provider
- Other related duties as assigned
- Ability to provide in-person support, on site at TAF's Toronto office

The service provider will be supervised by the CEO.

TIMELINE

RFQ responses - November 24, 2017

Consultant selection - December 22, 2017

Kick-off meeting - mid-January, 2018

Term of Contract - 2 years with option for a 1 year extension

REQUIRED QUALIFICATIONS

- At least 5 years of professional, hands-on HR experience
- CHRE designation or equivalent
- Familiarity with best practices and requirements for the non-profit sector, small organizations
- Proven experience with the HR component of organizational growth and development
- Project management competency
- Familiarity with development of HR tools and systems, including online systems
- Excellent communication skills

SUBMISSION OF QUOTATIONS:

Please provide the following in your proposal:

1. Overview - maximum 2 pages explaining your interest in and alignment with this assignment, and any specific value proposition.
2. Approach - maximum 2 pages indicating the approach you would take to the assignment.

3. Proponent - CVs and a short (maximum 1 page) outline of the experience of each service provider who would be involved in undertaking providing the services and deliverables.
4. Quote - quotation of hourly rate for providing the required services.
5. References - names of two clients, including contact information and the nature of the services provided.

Deadline for responses to this Request for Quotations is 5 pm, November 24, 2017.

Please email your responses to Jaime at jklein@taf.ca.

- All material must be in a single PDF
- Named as follows: Name or Firm - Quotation - dd-mm-yr

MORE INFORMATION ABOUT TAF

<http://taf.ca/>