



**ST. JOHN'S SPORTS & ENTERTAINMENT LTD.**

**REQUEST FOR PROPOSAL: RECRUITMENT OF CHIEF EXECUTIVE OFFICER**

**March 1, 2023**

**St. John's Sports & Entertainment Ltd.**  
**Request for Proposal: Recruitment of Chief Executive Officer**  
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**Responses due March 24, 2023 by 3:00 p.m. NST**

**Summary:** St. John's Sports & Entertainment Ltd. (SJSEL) is issuing this Request for Proposals for the services of an Executive Search Firm (ESF) to assist in the recruitment of our next Chief Executive Officer. The ESF shall assist SJSEL search committee in attracting, interviewing, and hiring of the position. Services include development of a recruitment plan, conducting a nationwide search, vetting of qualified candidates, and decision assistance in final selection. The ESF will coordinate its efforts with the Recruitment & Selection Committee.

**Background:** SJSEL was incorporated in 1999 and is governed by a City of St. John's appointed Board of Directors. SJSEL owns and operates the Mary Brown's Centre (MBC), a 6,000 seat sport and entertainment venue and the St. John's Convention Centre (SJCC) with 47,000 square feet of state-of-the-art divisible meeting space.

**Chief Executive Officer Position:** Reporting to the Board of Directors, the CEO is responsible for the executive leadership and management of SJSEL in accordance with the SJSEL Bylaws. This includes the execution of SJSEL's strategic plan, operations, and organizational governance. The current human resource complement of SJSEL is approximately 350 employees, consisting of Management, non-unionized, unionized, and casual staff positions. There are 35 full time positions.

**Services Requested:** The SJSEL Executive and Recruitment Committees seeks the following services to identify a new CEO:

- Coordinate with SJSEL's Recruitment Committee chair throughout the process.
- Conduct a nationwide search to identify a diverse pool of highly qualified individuals to serve as SJSEL CEO. The role is expected to be filled by August 31, 2023.
- In coordination with SJSEL's Recruitment Committee, develop evaluation criteria to be used.
- Vetting of qualified candidates to identify those both willing and most worthy of consideration; provide those candidates to the Recruitment Committees.
- Development of an executive offer to the most qualified candidate to include benefits and terms of employment. This executive offer will be evaluated by SJSEL Recruitment and Selection Committee as part of the final selection process. It is expected that the position will include a 6-month probationary period.

**RFP Selection Process Timeline:** Proposals are **due by March 24, 2023, by 3 pm NST**. It is expected that work to fulfill the services outlined in this RFP to begin in early to mid April.

**RFP Submission Requirements:** Proposals should be no more than 15 pages, not including references, and cover the following:

1. Organization Description: brief history and summary of your firm and expertise;
2. Recruitment Approach: propose approach to meeting recruitment goals including recommendations; describe a clear delineation of the firm’s responsibilities and the expectations of SJSEL;
3. Deliverables: delineate how success will be measured throughout the process;
4. Proposed Timeline: estimate the start and end dates for each phase of the search process;
5. Budget: proposed cost along with narrative description of what is included in this cost;
6. Contact Persons(s): provide the name(s) and professional experience(s) of main contact person(s) for execution of proposed work;
7. References: provide three references.

By submitting a proposal, the firm authorizes the SJSEL to contact references to evaluate the firm’s qualifications for this work.

**Evaluation Criteria:** All proposals will be evaluated based on the following:

<b>CRITERIA</b>	<b>WEIGHT</b>	<b>EVALUATION PARAMETERS</b>
Qualification & Resources	20%	<ul style="list-style-type: none"> <li>• Capabilities</li> <li>• Organizational Chart</li> <li>• Qualifications</li> <li>• Personnel assigned to this engagement</li> </ul>
Experience Methodology & Approach	40%	<ul style="list-style-type: none"> <li>• Demonstrates experience facilitating processes at this level of decision making, as well as strong project management and communication skills</li> <li>• Proposed recruitment methodology including timelines and key milestones</li> <li>• Experience with recruitment at the CEO level – minimum three examples</li> </ul>
Price	40%	<ul style="list-style-type: none"> <li>• Fee proposal including all disbursement if any</li> </ul>
<b>Total</b>	<b>100%</b>	
References	Pass/Fail	Three references for the firm and individuals who will be assigned to this engagement

\*A “Fail” on references will result in a bidder being disqualified from the bidding process

**Disclaimer:** This RFP does not commit SJSEL to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. SJSEL reserves the right to accept or reject any or all submittals received, cancel or modify the RFP in part or in its entirety, or change the RFP guidelines, when it is in the best interests of SJSEL to do so.

Proposals must be sent electronically in a single PDF file to: [ceorecruitment@sjsel.ca](mailto:ceorecruitment@sjsel.ca) using the subject line: *SJSEL Executive Search RFP*. Proposals are **due March 24, 2023, by 3:00 pm NST**. Any inquiries or questions related to this RFP should be directed to [ceorecruitment@sjsel.ca](mailto:ceorecruitment@sjsel.ca).