



# Town of Marystown

## Requests for Proposals – Consulting Services

### Municipal Financial and Human Resources Consulting Services

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#### 1. Invitation to Bid

The Town of Marystown is inviting bids from qualified consultants or consulting firms with demonstrated experience in municipal tax collection, municipal accounting, and human resource management to provide professional services on an on-call, as-needed basis.

This Request for Proposals is intended to establish a qualified consultant to work with the Town Manager on a variety of special projects over a one-year period.

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#### 2. Scope of Services

Services may include, but are not limited to, the following:

##### **Municipal Tax Collection**

- Review and evaluation of tax collection practices
- Tax arrears analysis and recovery strategies
- Assistance with implementation of Tourism Accommodations Tax
- Advice on policies, procedures, and compliance requirements

##### **Municipal Accounting and Finance**

- Review of financial controls related to tax collection
- Implement new processes for the submission of property information to the Municipal Assessment Agency

## **Human Resources Management**

- Develop new Human Resources structures and policies to help improve the efficiency of Town operations as needed
  - Recommend modifications to employee job descriptions to reflect new procedures
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### **3. Availability Requirements**

- Consultants must be available to begin work within five (5) business days' notice of receiving a project request.
  - Work will be performed on an on-call basis at the request of the Town Manager.
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### **4. Term**

The term of this on-call arrangement will be one (1) year from the date of award, with the option for extension at the Town's discretion.

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### **5. Bid Submission Requirements**

Bidders must submit the following information:

1. Cover Letter
  - Legal name of individual or firm
  - Primary contact name, phone number, and email
2. Consultant or Firm Profile
  - Description of qualifications and relevant experience
  - Years in operation
3. Relevant Experience
  - Summary of similar municipal or public-sector work
  - A minimum of two (2) references, preferably municipal clients
4. Approach and Availability
  - Description of approach to delivering on-call services
  - Confirmation of ability to meet five (5) business day notice requirement
5. Hourly Rate for Services (Mandatory)

- Consultants must submit an hourly rate for services
- Rates should be inclusive of all professional fees
- Any expenses or disbursements must be clearly identified

#### 6. Additional Information (Optional)

- Any specialized expertise, certifications, or value-added services
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### **6. Evaluation of Bids**

Bids will be evaluated based on, but not limited to, the following criteria:

- Relevant experience and qualifications
- Municipal or public-sector experience
- Availability and responsiveness
- Hourly rate and overall value

The Town of Marystown is not obligated to accept the lowest-priced or any bid.

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### **7. Submission Deadline**

Bids must be received no later than:

Friday, April 10, 2026 at 3:00 pm (local time)

Late submissions will not be accepted.

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### **8. Submission Method**

Bids shall be submitted by email or sealed envelope to:

**Greg Osmond, Town Manager**

Town of Marystown

150-168 Ville Marie Drive

P.O. Box 1118

Marystown, NL A0E 2M0

Tel: (709) 277-1401

Email: [gosmond@marystown.ca](mailto:gosmond@marystown.ca)

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## **9. General Conditions**

- The Town reserves the right to accept or reject any or all bids
- The Town may cancel this Request for Proposals at any time
- The Town may request clarification or additional information from bidders
- The Town will not be responsible for any costs incurred in preparing submissions
- Any engagement resulting from this call will be subject to a written agreement

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## **10. Inquiries**

All inquiries related to this Request for Proposals must be directed to:

**Greg Osmond, Town Manager**

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150-168 Ville Marie Drive

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Marystown, NL A0E 2M0

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