

**Nova Scotia Innovation Corporation  
(operating as Innovacorp)  
Head Office: 400, 1871 Hollis St.  
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B3J 0C3**

**Request for Proposals for  
Talent and Culture Advisor  
October 2021**

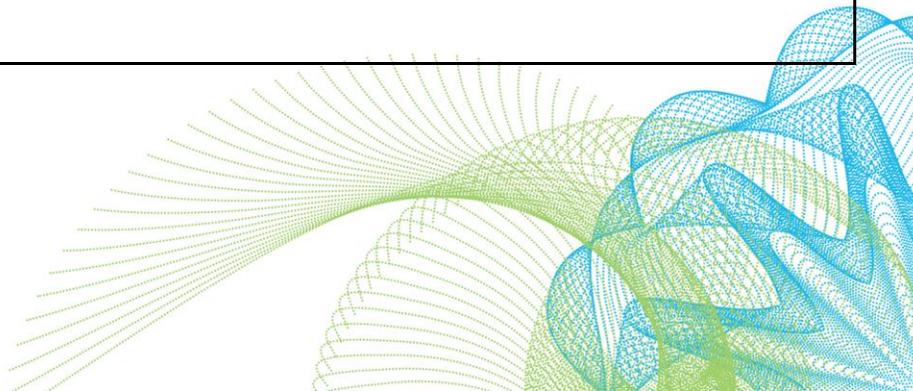
**RFP Number: INN20211014**

Electronic submissions only. Facsimile bids **will not** be accepted for this Request for Proposals

At a minimum, the terms & conditions and supplements listed below apply to this procurement. These documents are available from the Tenders website as shown below. By submitting your response to this Request for Proposals, you acknowledge that you have read and complied with these documents.

Atlantic Standard Terms and Conditions -and- Supplement-Request for Proposals (RFP)

<https://procurement.novascotia.ca/ns-tenders.aspx>



# Request for Proposals for Talent and Culture Advisor

## October 2021

### BACKGROUND

Innovacorp is Nova Scotia's early stage venture capital organization. It finds, funds and fosters innovative Nova Scotia start-ups that strive to change the world. Its vision is that this region will be among the world's top 10 start-up ecosystems.

Early stage investment is at the core of Innovacorp's business model. The organization also gives entrepreneurs access to world-class incubation facilities, expert advice and other support to help them commercialize their technologies, accelerate their companies, and succeed in the global marketplace.

Innovacorp is a Nova Scotia crown corporation, governed by a private sector-led board of directors. Based in Halifax with team members in Wolfville and Sydney, the organization works with start-ups across the province.

### SITUATION OVERVIEW

Innovacorp seeks a management-level professional to provide human resources advice and talent acquisition support to our portfolio companies in the role of Talent and Culture Advisor. If you have experience working in technology sectors, are a natural-born educator, and are passionate about helping ventures succeed, we invite you to apply.

Under the guidance of Innovacorp's Manager of Venture Services, the Talent and Culture Advisor will work with portfolio companies to address some of their most basic and most challenging HR issues by introducing practical and strategic direction to help them grow their companies. Experienced in full cycle recruiting, you take a creative and collaborative approach to helping clients source and retain the best and brightest people for the right role. An innovative thinker who is knowledgeable in progressive HR policies, practices and legislation, you are eager to share your people management and engagement experience with start-up leaders as they establish their company culture.

### SCOPE OF SERVICES

#### 1. Responsibilities:

- Liaise with portfolio companies to understand their business, culture, and hiring needs
- Work with portfolio companies to develop and execute a comprehensive recruitment and hiring process, tailored to each company's requirements
- Identify and work with recruitment firms where appropriate
- Coach senior and hiring managers on innovative practices in recruitment and selection, sourcing, onboarding, retention and performance management
- Provide guidance to the portfolio management team on strategic HR trends (e.g., remuneration and option packages)
- Create resources (e.g., funding opportunities, brand marketing tips) to support administrative and strategic management practices
- Establish practices to encourage knowledge sharing among portfolio companies

- Maintain a database of talent to help fill positions with or provide expertise to portfolio companies
- Work with the venture services and investment teams to identify high potential clients and evaluate opportunities

## 2. Core Competencies:

- Knowledge of start-up dynamics and the challenges they face
- Expertise and/or operational experience in one or more of the following areas: team building, strategic planning, employee relations, training and development, marketing
- General knowledge of the technology sectors
- A natural facilitator and educator who can effectively communicate verbally and in writing to people of all backgrounds
- Demonstrated organizational and planning skills
- A self-starter who thrives on helping others take action, resolve challenges, and achieve results

## 3. Qualifications:

- An undergraduate degree in business / human resources, a post-secondary diploma, or the equivalent in training and education
- Start-up experience and success
- At least seven years of talent acquisition experience (in-house or agency)
- Management-level experience, ideally in an HR or leadership capacity
- Experience scaling a successful start-up is a plus, ideally in a technology sector
- Experience creating compensation and benefit packages, employment contracts or other HR-related documents in an SME or start-up setting
- Commitment to honour Innovacorp's values: Respect, Integrity, Cooperation and Excellence

## PROPOSAL REQUIREMENTS & EVALUATION CRITERIA

The proponent shall provide the information requested below, in the sequence presented. All appendices or attachments shall be clearly marked and cross-referenced. All costs associated with the proposal preparation and delivery and the interview shall be the proponent's responsibility.

### 1. Experience Profile and Demonstrated Competencies (25%)

Provide a profile description, including but not limited to the following:

- A cover letter of introduction summarizing interest in the role, reason for applying, most relevant experience and qualifications
- A resume outlining relevant experience, competencies and qualifications
- If appropriate, a list of client organization names and locations served, associated timelines, expectations, and objectives achieved
- Any other documentation demonstrating skills and expertise

## 2. Approach (25%)

Describe the method used to meet the responsibilities outlined in the scope of services, including:

- Approach to support portfolio companies
- Techniques or activities to develop and support start-ups and company founders, using examples where applicable
- Process for working with Innovacorp's team and other stakeholders to inform and align and ensure client needs are met
- Communication and reporting plan

## 3. Pricing (20%)

Please include total project pricing, exclusive of HST, based on 10 days (70 hours) per month from November 2021 to March 2023, to perform the full scope of services described above.

Specify any potential costs or expenses not included in the fee. (Travel, accommodation and meal expenses, where approved, will be reimbursed as per the Innovacorp Travel and Expense Policy.)

## 4. References

Provide three references for work done by you in the past three to six years that is similar in nature, complexity and scope to the requirements specified in this RFP. Provide the name of each reference along with a phone number and email address. References provided should be able to describe the scope of work completed, your expertise, their satisfaction with your work, and the results achieved.

## 5. Location (10%)

Innovacorp is following all public health directives and best practices to reduce the spread of COVID-19, so the work will mostly be done remotely during the pandemic. In addition, although the work can likely always be done remotely, as a Nova Scotia crown corporation serving companies based in the province and valuing in-person connections, we will give preference to candidates living here.

## 6. Interview (20%)

Shortlisted applicants will be invited to an interview to discuss their proposal, expertise, experience and fit for the role.

Please identify any potential conflicts of interest or restrictions that might limit your ability to work either virtually or in-person with Innovacorp clients.

Innovacorp reserves the right to negotiate all proposed fees prior to awarding the contract. The fees quoted shall be inclusive of all costs from conception to delivery. Any taxes for municipal, provincial or federal compliance will be the contractor's sole responsibility.

## **EVALUATION CRITERIA AND AWARD**

Innovacorp will review submitted proposals and select a shortlist for interviews. The successful candidate will be selected based on the proposal and the interview. The evaluation criteria and percentages outlined above will be used to score applicants.

Innovacorp is committed to cultivating a culture of diversity, equity and inclusion, and to building a team that represents a variety of backgrounds, perspectives and skills. We value and promote equal employment opportunities consistent with the standards outlined in the Nova Scotia Human Rights Act.

## **PROPOSALS DEADLINE AND CONTACT INFORMATION**

Proposals must be submitted by 5:00 pm on Sunday, October 31, 2021, to Shelley Kenney, Human Resources Manager, Innovacorp, via email at [skenny@innovacorp.ca](mailto:skenny@innovacorp.ca). Inquiries about the RFP should also be made to Shelley.