



Acting Chief Administrative Officer Services Request for Proposals (RFP)

With the assistance of HMC Management Inc., <https://hmcmanagement.net/> Council is accepting proposals for the provision of Acting Chief Administrative Officer (CAAO) Services for the approximate time period of November 01, 2023 to May 31, 2025.

To that end, Council is seeking proposals for CAAO Services from qualified individuals or companies in two forms: **Option 1** – Traditional Employer/Employee Relationship for 18 months or **Option 2** – Enter into an Independent Contractor Agreement with the Town for 18 months.

All Proponents must have prior urban CAO experience or a minimum of 2 year's experience at a senior level in municipal government along with a thorough knowledge of provincial legislation. Past experience in municipal accounting and the Munisoft Accounting system is required along with a current Standard or Class "C" Saskatchewan Municipal Administrator certification or be eligible to obtain a standard certificate in accordance with the Urban Municipal Administrator's Act is required.

Proposals for the Town of Wolseley, SK Acting Chief Administrative Officer Services will be accepted via email to sdy.hmc@wcgwave.ca until August 31, 2023 at 2:00 pm.

Proposal information or RFP packages may be obtained by contacting:

Dean Yaremchuk, RMA CMMA
HMC Management Inc.
1.204.870.0236
sdy.hmc@wcgwave.ca

The lowest or any proposal will not necessary be accepted and the Town of Wolseley reserves the right to negotiate with the desired Proponent if required.

All proposals shall be open and prices secure for 45 days after the proposal closing date. Other conditions apply and are included within the RFP package,

