



NOVA SCOTIA  
BARRISTERS' SOCIETY

# Request for Proposal RFP 2022 - 01

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**RECRUITMENT SERVICES FOR:**

**MANAGER, EQUITY AND ACCESS**

**ADVISOR, EQUITY AND ACCESS**

**Request for Proposal**  
**RFP 2022 – 01**  
**Recruitment Services for:**  
**Manager, Equity and Access**  
**Advisor, Equity and Access**

The Nova Scotia Barristers' Society requests qualified Proponents for the provision of recruitment services to assist in the search and selection of two (2) permanent, full-time positions: Manager, Equity and Access and Advisor, Equity and Access.

The [Nova Scotia Barristers' Society](#) ("Society") is the proactive, principled, and proportionate public interest regulator of the legal profession's 2000+ lawyers in Nova Scotia. By ensuring that lawyers are competent and ethical, and practice law in accordance with high quality professional standards, we promote the public interest in the delivery of legal services. The successful Recruitment Consultant ("Consultant") will advise the Society by assisting with the sourcing and assessment of candidates for this position.

Submission                      **Quotation must be submitted by Email only to the following address:**

[hr@nsbs.org](mailto:hr@nsbs.org)

**by: Friday, 2022-09-02, by 1200 hours (noon) local time (AST)**

The quotation submitted shall remain in effect and irrevocable for a period of ninety (90) days from the Request for Quotation submission date.

**RIGHT TO ACCEPT OR REJECT QUOTATIONS**

Nova Scotia Barristers' Society reserves the right to reject any or all quotations or to accept any quotation, should it deem such action to be in its interests.

Yours truly,

Sharon Cox  
Manager, Human Resources & Operations

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## 1.0 INSTRUCTIONS

- 1.1 Ensure that you have received all 22 pages of the RFP package.
- 1.2 Complete ALL FORMS in section 7.0 and return by due date and time received on or before Friday, 2022-09-02, by 1200 hours (noon) local time (AST) or your Proposal will not be considered. Include signed copies of any addenda with your Proposal package.
- 1.3 If the Nova Scotia Barristers' Society determines that an amendment is required to this RFP, the Society representative will issue by email or post a written addendum on the NSBS Website that will form part of this RFP. No amendment of any kind to the RFP is effective unless it is provided by email or posted in a formal written addendum on the NSBS website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda and acknowledged on the submission form.
- 1.4 Proposals must be submitted by Email only.
- 1.5 Unless otherwise indicated herein, the prices stated are payable in Canadian Funds.
- 1.6 Show itemized cost of HST if applicable.
- 1.7 Prices shall remain in effect for a period of ninety (90) days from the RFP due date.

For any questions concerning the contract terms and conditions of this RFP, please contact:

Sharon Cox  
Manager, Human Resources & Operations  
T: 902.719.4841  
E: [scox@nsbs.org](mailto:scox@nsbs.org)

## 2.0 INTRODUCTION AND BACKGROUND

### 2.1 Introduction

The Nova Scotia Barristers' Society (Society) requires the services of a Recruitment firm to assist in the recruitment and selection of two (2) permanent, full-time positions: **Manager, Equity and Access** and **Advisor, Equity and Access**.

The Society is the proactive, principled, and proportionate public interest regulator of the legal profession's 2000+ lawyers in Nova Scotia. By ensuring that lawyers are competent and ethical, and practice law in accordance with professional standards, we promote the public interest in the delivery of legal services. The successful Recruitment Consultant ("Consultant") will advise the Society by assisting with the sourcing and assessment of candidates for this position.

### 2.2 Background

The Society is transforming [how it regulates](#) the legal profession. All aspects of our work are designed to reflect the profession's commitment to high standards, access to legal services and the rule of law. We work to support lawyers and law firms in delivering services of the highest quality of competence and ethics. We also work to support and enable innovation in the delivery of legal services to provide access and affordability for the public.

To fulfill its purpose, the Society has adopted six regulatory objectives that require it to:

- Protect those who use legal services.
- Promote the rule of law and the public interest in the justice system.
- Promote access to legal services and the justice system.
- Establish required standards for professional responsibility and competence in the delivery of legal services.
- Promote diversity, inclusion, substantive equality, and freedom from discrimination in the delivery of legal services and in the justice system.
- Regulate in a manner that is proactive, principled and proportionate.

To comply with the Regulatory Objectives, we undertake the work usually associated with a professional regulator including standard setting, licensure and admissions, investigation of issues of professional misconduct, client compensation, mandatory liability insurance and maintenance of high standards.

As the regulator of legal services delivery, we also strive to improve the administration of justice in the province by promoting access to justice and enhanced legal services for

Nova Scotia. Through communication with the Courts, government departments and participants in the system, we seek to improve all aspects of the justice system.

Details about who we are and what we do can be found here:

<https://nsbs.org/about/who-we-are-and-what-we-do/>.

### **Council:**

Council of the Society is responsible for the governance and regulation of the legal profession. By advancing our Regulatory Objectives and strategic framework, Council carries out its work in the public interest. The *Legal Profession Act* authorizes Council to enact regulations, and to carry out its functions. Council includes 21 members, including the three officers, 13 elected lawyers, and five public representatives.

Council is assisted in its work by several regulatory and other committees which undertake work assigned to them by the Act, the regulations or by Council itself. Council appoints and directs the Executive Director of the Society, who in turn oversees the Society staff as they carry out the Society's public interest regulation.

Details about the current Council are available at: [http://nsbs.org/about\\_us/council](http://nsbs.org/about_us/council)

Council has adopted a strategic framework to set the Society's priorities (<https://nsbs.org/about/strategic-plan/>).

Key to the present and future direction of the Society are the Society's **Mission, Vision and Values:**

#### **Mission:**

We regulate the legal profession in the public interest in a manner that is proactive, inclusive and supportive so our members deliver competent and ethical legal services.

#### **Vision:**

Acting in the public interest, we provide leadership, value and support to a competent, ethical, inclusive and engaged legal profession.

#### **Values:**

**Excellence:** "We promote excellence in the profession and strive for excellence in all aspects of our work. We adopt appropriate and best policies, procedures and practices."

**Fairness:** "We operate fairly and impartially. We are proactive, principled and proportionate."

**Respect:** "We treat all persons with dignity and respect. We listen, consider and seek to understand other points of view."

**Integrity:** "We approach our work in an ethical, honest and principled fashion."

***Visionary leadership:*** “We actively seek out and assess what is happening provincially, nationally and globally that affects the regulation of the legal profession. We anticipate and respond to a rapidly changing environment and have the courage to initiate change.”

***Diversity:*** “We promote substantive equality and encourage the profession to embrace the value of diversity. We are inclusive and supportive of people from diverse backgrounds, cultures, practice environments and life experiences.”

***Accountability:*** “We are open, transparent, objective and fiscally responsible in our independent governance and regulation of the profession.”

### **Strategic Goals and Objectives**

The Society’s Strategic Goals and Objectives have committed the organization to transforming its regulatory process. By focusing on the delivery of legal services and the law firms, we have committed, through our use of proactive and risk-based regulation, to simplifying and streamlining all our processes. Our goal is to both enable innovative methods for delivering legal services and to support lawyers and law firms to limit intervention to circumstances where a demonstrable risk of harm is evident. This approach seeks to:

- not simply react but engage the legal profession and Nova Scotia’s communities to discuss challenges and opportunities (proactive).
- set a regulatory framework that is focused on our public interest mandate rather than based solely on narrowly prescriptive rules. (principled).
- apply efficient and effective regulatory measures to achieve objectives using, risk assessment and risk management tools. It calls for a balancing of interests and a reasoned and thoughtful response, both in terms of how the Society regulates and how it addresses issues of non-compliance. (proportionate).

The Society is committed to implementing these risk-focused principles in everything it does in order to better serve the public and enable lawyers and law firms to do their work better and more effectively. The strategic framework includes a commitment to promoting equity, diversity and inclusion within the legal profession and the community.

Following a series of consultations with lawyers, stakeholders and the public, the Society’s Council established new Strategic Goals to guide its work during 2019 - 2023. These strategic goals are:

1. The Society regulates the legal profession in the public interest in a proactive, principled, and proportionate manner.
2. More Nova Scotians will have access to ethical and competent legal services.

3. Nova Scotians will be served by a legal profession that is diverse, inclusive and culturally competent.

To learn more about the Society's Strategic Plan, its goals, objectives and how we will hold ourselves accountable, please consult the NSBS website at:

<https://nsbs.org/about/strategic-plan/> .

### **The Society's Equity and Access Role**

One of our regulatory objectives call us to promote diversity, inclusion, substantive equality, and freedom from discrimination in the delivery of legal services and the justice system.

We are obligated to:

- create a legal profession that reflects the public it serves;
- eliminate racism, sexism, and other forms of discrimination from the delivery of legal services; and
- collaborate with other system partners to make the administration of justice more efficient, equitable, and affordable.

These obligations live in our work and inform everything we do.

Through our programming and our decision-making, we work to increase the diversity of the Nova Scotia bar, support lawyers as they seek to be more equitable in their practice and to learn from community voices when they come to us with concerns.

This work originates from, and continues to be motivated by, the recommendations from the Royal Commission on the Donald Marshall Jr. Prosecution.

Learn more about the Society's Equity and Access role at: <https://nsbs.org/about/equity-access/> .

### **2.3 Scope of Work**

The Nova Scotia Barristers' Society would like to engage a Consultant with broad experienced in diverse hiring practices, to source potential candidates and develop a short list to be interviewed. The terms of this engagement are set out in the deliverables below:

2.3.1 Confirm position descriptions, including desired skills and qualifications.

2.3.2 Identify any potential conflict of interest in accepting this assignment and/or an explanation how such conflicts would be managed.

2.3.3 Prepare search materials.

2.3.4 Develop and identify a recruitment strategy based on Nova Scotia Barristers' Society needs.



2.3.5 Source candidates using appropriate methods, e.g. network contacts, referrals, advertising etc.

2.3.6 Screen and assess candidates against set qualifications.

2.3.7 Prepare a short list of candidates and prepare selection panel for interviews.

2.3.8 Conduct reference checks of the final candidates.

2.3.9 Provide details on the firm’s “quality” guarantee.

2.3.10 For the duration of the 1-year probationary period, provide at no cost a “quality” guarantee and candidate replacement should the successful candidate(s) leave the employ of the Nova Scotia Barristers’ Society and/or their job performance is determined to be unsatisfactory in the opinion of the Society.

2.3.11 To fill the position as soon as possible.

## 2.4 Required Skills, Experience and Credentials

The Society seeks the services of a consultant who has a thorough knowledge of and experience with diverse hiring. The following skills, experience and credentials are required:

2.4.1 Previous professional experience with diverse hiring, including sourcing and evaluating candidates.

2.4.2 Knowledge and professional experience with not for profit (NFP), Regulatory or Association recruitment.

2.4.3 Relevant experience and demonstrated ability to recruit in the local market.

## 3.0 SCHEDULE OF EVENTS

The following is a tentative schedule for the Equity and Access Manager and Advisor Recruitment process. The final schedule will be developed jointly with the successful proponent in the first week of project execution:

<b>Pre-Award</b>	<b>Date</b>
Release of RFP	August 17, 2022
Proponents’ Question Deadline	August 26, 2022
Submission Due	September 2, 2022
Proposal Presentation, if required	September 12, 2022
Notification of Award by the Society	September 19, 2022
<b>Post-Award</b>	
Commencement of Work	September 26, 2022

The RFP process and project will be governed according to the above schedule or other schedule provided by the Proponent and approved by the Society. Although every attempt will be made to meet all dates listed, the Society reserves the right to modify any or all dates at its sole discretion. Appropriate notice of change will be provided, in writing, as soon as is convenient so that Proponents are afforded non-preferential treatment.

#### **4.0 PROPOSAL SUBMISSION FORMAT**

Evaluation of Proposals is facilitated when proponents respond in a similar manner. The following page format and sequence should be followed to provide consistency in the Proponent response and ensure each Proposal receives full consideration.

4.1 Title page, showing Request for Proposal number, Proponent's name.

4.2 The page letter of introduction, including duly executed proposal form, signed by the person or persons authorized to sign on behalf of and bind the Proponent to the statements made on the Proposal.

4.3 Table of Contents.

4.4 Executive summary of no more than two (2) pages that outlines the key components of proposal and solution.

4.5 Corporate Information including firm's financial strength and ownership structure.

4.6 Detailed experience, background and other similar project opportunities completed in the Not for Profit (NFP)/Regulatory/Association market within the past five (5) years.

4.7 Detailed organizational chart and biographies of team lead and key members and their roles.

4.8 Provide a project timeline, outlining the number of months and specific milestones/phases, inception of the assignment to offer date and your (and other applicable personnel) role(s) in each phase.

4.9 A breakdown of proposal fee details (professional fees and other associated costs).

4.10 Identified conflict of interests in the event if the Proponent's representation of any of its clients could create a conflict of interest should the Proponent provide services to the Society.

4.11 Provide three (3) references including name, address contact person and telephone number from clients with similar projects as outlined in this RFP, do not list the Society as a reference.

#### **5.0 PROPOSAL EVALUATION CRITERIA**

5.1 The Agreement will not be awarded to the Proposal with the lowest cost, but rather, award shall be based on a combination of related expertise, prior project experience and price. Additionally, the Society may accept or reject any part of the Proponent's bid.

5.2 An Evaluation Team comprised of representatives designated by the Society will evaluate responses to the RFP.

5.3 There are three steps to the pre-defined evaluation process:

Step 1 – Initial Review of Responses

Step 2 – Evaluation of Submitted Proposals

Step 3 – Evaluation of Presentations (if required)

5.4 Step 1 – Initial Review of Responses

The Society will open only those Proposals received by the Proposal Deadline and time specified within this RFP. Immediately upon opening, the Society will review each Proposal for compliance with the instructions and conditions applicable to this RFP. The Society, at its option, may seek Proponent retraction and clarification of any discrepancy/contradiction found during its review of Proposals.

5.5 Step 2 – Evaluation of Submitted Proposals

5.6.1 The Evaluation Team will evaluate each submitted Proposal, that has passed through Step 1, on criteria that will include, but not necessarily be limited to, the following:

Evaluation Criteria	Points
Depth and breadth of the Project team's relevant qualifications and experience in NFP/Regulatory/ Association diverse recruitment assignments	25
Depth and breadth of the Project team Lead's relevant qualifications and experience in NFP/Regulatory/ Association diverse recruitment assignments	25
Understanding of Project scope of work and details on the general approach and methodology to diverse recruitment and selection that proponent would take in performing the services outlined within the RFP	25
Fee/value for money	15
References	10

The Society will rate proposals based on various factors including responsiveness to the requirements laid out in this RFP, cost and technical expertise of bidder and staff members, with relevant past experience and ability to complete the project within the required timeframe being a key element.

5.5.2 The Society may, at its discretion, eliminate a Proposal from further consideration if it deems the overall cost to be prohibitive.

5.5.3 A short-list of suitable Proponents may be established who may be invited to Step 3 to provide presentations related to their Proposal.

5.6 Step 3 – Evaluation of Presentations (If Required)

5.6.1 Invited Proponent(s) shall provide presentations in support of their Proposals or to demonstrate or otherwise expand on the information contained therein.

5.6.2 The Proponent(s) shall ensure that the presentation is made by well versed staff with the authority to make decisions and commitments on behalf of the Proponent.

5.6.3 Any and all costs incurred by the Proponent in order to prepare for and attend the presentation and/or demonstration including transportation, food, lodging, etc. shall be borne entirely by the Proponent.

5.7 The final score is then calculated as illustrated in the following table:

Evaluation	Score
Step 1 – Initial Review of Submitted Proposals	Prerequisite
Step 2 – Evaluation of Submitted Proposals	Maximum 100
Step 3 – Evaluation of Presentations (If Required)	(Maximum 50, If required)
<b>Total maximum score excluding Presentation</b>	100
<b>Total maximum score including Presentation</b>	150

5.8 By responding to this Proposal, the Proponent agrees to accept the recommendation of the Evaluation Team as final.

5.9 All Proposals shall be submitted by the Proponent on the understanding that the Proposals shall become the property of the Society.

5.10 After the Society selects a Preferred Proponent or Preferred Proponents, then it may:

5.11 Enter into a Contract with the Preferred Proponent;

- a) or enter into discussions with the Preferred Proponent to attempt to finalize the terms of the Contract(s), including financial terms, and such discussions may include:
- b) clarification of any outstanding issues arising from the Preferred Proponent's Proposal;
- c) negotiation of amendments to the Preferred Proponent's price(s).

If at any time the Society reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the Society may then either open discussions with another Proponent or terminate this RFP and reissue the RFP or obtain the services in some other manner.

## 6.0 TERMS AND CONDITIONS

### 6.1 Definitions:

“**Society**” means the Nova Scotia Barristers’ Society

“**Vendor**” or “**Consultant**” means the person or persons or Corporation to whom the purchase order is issued.

“**Services**” or “**Work**” means everything that is necessary to be performed, furnished and delivered by the Consultant to meet the Consultant’s obligation under this Contract;

**6.2 Vendor Assurance:** Unless otherwise stated, the goods, material, articles, equipment, work or services, specified or called for in or under this Proposal, shall be delivered or completely performed, as the case may be, by the Vendor as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion.

**6.3 Time of the Essence:** For all requests made by the Society to the Contract, time is of the essence. The acceptance of a late performance, with or without objections or reservations by the Society, shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligation remaining to be performed.

**6.4 Invoicing:** Unless otherwise indicated herein, the prices stated are payable in Canadian Funds at the office of the Society. Any Harmonized Sales Tax applicable shall be shown as a separate item. The Vendor’s HST registration number must be indicated on the invoice. The Vendor shall clearly show any special charges such as packaging and freight as separate items on the invoice. Payments to non-resident Vendors may be subject to withholding taxes under the Income Tax Act (Canada). Unless a non-resident Vendor provides the Society with a letter from Revenue Canada, Taxation waiving the withholding requirements, the Society will withhold the taxes it determines are required under the Income Tax Act (Canada). All payments are subject to terms of Net 30 days from receipt of goods/services.

**6.5 Right to Cancel:** The Society shall have the right to cancel at any time this Quotation or any contract or any part of any contract resulting from this Proposal in respect of the goods, material, articles, equipment, work or services set out in this Proposal or any such contract or part of such contract, not delivered or performed at the time of such cancellation, and the Society will not be responsible to make any payments in respect of any such goods, materials, articles, equipment, work or services and shall not incur any liability whatsoever in respect thereto. In the event that the Vendor fails or neglects by any act or omission to comply with any of the conditions set out herein, this Proposal or any contract resulting from this Proposal may be unconditionally cancelled by the Society without notice to the Vendor.

**6.6 Official Agreement:** No verbal arrangement or agreement, relating to the goods, material, articles, equipment, work or services, specified or called for under this Proposal, will be considered binding, and every notice advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

**6.7 Pricing** Prices offered are fixed for ninety (90) days.

**6.8 Indemnity:** The Vendor shall at all times well and truly save, defend, keep harmless and fully indemnify the Society, and their servants, employees, officers or agents, hereinafter called the “Indemnities”, from and against all actions, suits, claims, demands, losses, costs, charges, damages, and expenses, brought or made against or incurred by the Indemnities, its or their servants, officers, employees, agents or invitees in any way relating, directly or indirectly, to goods, material, articles or equipment supplied or to be supplied, or to the supplying of goods or services, pursuant to this Proposal, or any other claim, action, suit, demand, loss, cost, charge, damage or expense relating to copyright, trademark or patent with regard directly or indirectly with any such goods, services, material, articles or equipment or the supply or performance thereof.

**6.9 Liability for Acts of Vendor Employees, Contractors or Agents:** The Vendor acknowledges responsibility and accepts liability for the acts of any of its employees, contractors and agents while on Society property. The Society reserves the right to request background checks for any individual providing the services requested on behalf of the Vendor.

**6.11 Incurred Costs:** The Bidder shall bear all costs and expenses with respect to the preparation and submission of its quotation and the bidder participation in the quotation process, including but not limited to: site visits and inspections, all information gathering processes, interviews, preparing responses to questions or requests for clarification from the Society, preparation of questions for the Society, and contract discussions and negotiations. The Society shall not be responsible for or liable to pay any quotation costs of any bidder regardless of the conduct or outcome of the Proposal Request, Purchase Order process, or Contract process.

**6.12 Guaranty of Proposal:** All goods, material, articles, equipment, work or services, specified or called for in or under this Proposal, shall be supplied or performed at the price or process and on the basis set forth or referred to in and in accordance with the Offer and this Proposal. The basis on which this Proposal is given shall include any specifications, plans, price schedules, samples, addenda or other details pertaining thereto, or provided in connection therewith.

**6.13 Right of Notice:** Any notice that the Society may require or desire to give to the Vendor shall for all purposes to be deemed to have been sufficiently and properly given and afforded by registered mail addressed to the Vendor at the address shown for the Vendor on this form and shall therefore be presumed to have been received by the Vendor on the third day following such registration.

**6.14 Formal Contract:** The Vendor may be required and shall, if requested by the solicitor for the Society so to do, to execute and enter into a formal contract that is satisfactory to the solicitor for the Society, in order to document the contract resulting from this Proposal and to embody indemnity and related provisions that in the opinion of such solicitor are required to protect the Society.

**6.15 Non-profit Status:** The Society is a registered non-profit organization and accordingly may be eligible for preferred pricing which should be reflected in the Quotation as submitted.

**6.16 Governing Law:** This RFP and Proposal submitted in response to it and the process contemplated by this RFP shall be governed by the laws of the Province of Nova Scotia. Any dispute arising out of this RFP or this RFP process will be determined by a court of competent jurisdiction in the Province of Nova Scotia.

## 7.0 SUBMISSION FORM

The undersigned Proponent, having reviewed and fully understood the RFP and all terms and requirements of the RFP and all terms and conditions of the RFP and information provided, hereby submits the attached Proposal and supporting materials in accordance.

I/We, hereby, have received, allowed for and included as part of our submission all issued Addenda numbered \_\_\_\_\_.

I/We have included the number and type of references require by the RFP and consent to the Society performing checks with those references and with any other relevant references.

The Society reserves the right to reject any or all Proposals or to accept any Proposal, should it deem such action to be in its interests.

By submitting a Proposal the Proponent agrees to all of the terms and conditions of this Request for Proposal.

By signing and submitting this Proposal, you are agreeing to the release of your Proposal information, as deemed necessary by the Society, in order to conduct business associated with this Proposal or project.

COMPANY INFORMATION			
Company Name:			
Name of authorized Signing Officer		Title:	
Signature:		Date:	
Contact Name:		Title:	
Address:			
Telephone #:		Fax #:	
Email:		Web Site:	
HST #:			
DISCOUNT		Discount	Days
Discount allowed for prompt payment and period within which invoice must be paid to qualify.		%	

## 7.0 REFERENCE FORM



**REFERENCES**

Provide the names of three (3) client references, noting contact person and telephone number for each.

Contact Name	Brief Description of services provided	Telephone

By submitting this information, I/We hereby authorize the Society for this RFQ to contact the above listed individuals and companies to verify the information contained in my/our Proposal and to ask whatever questions the Society deems necessary to determine my/our suitability as a Bidder. The information obtained in these additional reference checks will be included in the evaluation of the RFP submission.

**INSTRUCTIONS:**

**NOTICE OF NO BID**

It is important to the Society to receive a reply from all invited bidders. If you are unable, or do not wish to submit a bid, please complete the following portions of this form. State your reason for not bidding by checking the applicable box(es) or by explaining briefly in the space provided. It is not necessary to return any other Request for Proposal documents or forms. Please return this completed form by fax or email prior to the official closing date to **Fax Number: (902) 429-4869, or [scox@nsbs.org](mailto:scox@nsbs.org)**

<b>A Proposal is not submitted for the following reason(s):</b>	
<input type="checkbox"/> Project/quantity too large.	<input type="checkbox"/> Project/quantity too small.
<input type="checkbox"/> We do not offer services or commodities to these requirements	<input type="checkbox"/> Cannot meet delivery or completion requirement
<input type="checkbox"/> We do not offer this service or commodity.	<input type="checkbox"/> Agreements with other company do not permit us to sell directly.
<input type="checkbox"/> Cannot handle due to present commitments.	<input type="checkbox"/> Licensing restrictions
<input type="checkbox"/> Unable to bid competitively.	<input type="checkbox"/> We do not wish to bid on this service or commodity in the future.
<input type="checkbox"/> Insufficient information to prepare proposal	<input type="checkbox"/> Specifications are not sufficiently defined
<input type="checkbox"/> We are unable to meet bonding or insurance requirements.	

<u>Other reasons or additional comments (please explain):</u>   
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Company Name:		Phone Number:	
Address		Email address	
Contact Person:		Fax Number:	
Signature of Company Representative:		Date:	

***APPENDIX 1***  
**JOB DESCRIPTIONS**

## POSITION DESCRIPTION

**Title:** Manager, Equity and Access

**Level:** Executive

**Reports to:** Executive Director

**Direct Reports:** 1

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### PURPOSE

As the regulator of the legal profession, the Nova Scotia Barristers' Society protects the public interest in the practice of law. The Society is the independent, trusted and respected regulator of the legal profession. Acting in the public interest, they provide leadership, value and support to a competent, ethical, inclusive and engaged legal profession.

This position is a member of the Society's Management team and reports to the Executive Director. The Manager of Equity and Access leads the advancement of equity, diversity, and inclusion principles and practices as well as cultural proficiency within the legal profession, among Society staff and volunteers and within the justice system, in general. The Manager addresses all forms of discrimination in the legal profession and promotes a profession that reflects the public it serves in Nova Scotia.

The Manager of Equity and Access advances access to legal services projects and the Society's initiatives for equity seeking communities in support of the Society's broad strategic goals. The position advises the Society on equity and access issues and how to incorporate them into policy and operations, ensuring an equity lens is applied to all work the Society does.

The Manager, Equity and Access supervises the work of the Equity and Access Advisor and provides leadership, coaching and guidance in the performance of their work.

### KEY RESPONSIBILITIES:

- Provides support to the Executive Director, the Senior Management Team, Council and Committees on applying an equity lens to all aspects of our work.
- Supports Council in meeting its strategic goals and objectives relating to Equity and Access.
- Supports and works with the Truth and Reconciliation (TRC) Working Group to implement the TRC Calls to Action as they relate to the Society.
- Delivers presentations and updates to Council on the Society's work in improving the administration of justice.
- Provides support and works with the Society's Racial Equity and Gender Equity Committees under their mandates and ensures they maintain regular engagement with Council.

- Plans and organizes projects and initiatives relating to the administration of justice including but not limited to community engagement strategies, education seminars, research studies and programming.
- Provides strategic advice, education and expertise on equity and access to all other departments of the Society.
- Collects and analyzes data to identify significant issues to entry and retention of lawyers in designated groups and, provides advice and recommendations in support of strategic initiatives to address challenges and barriers.
- Delivers presentations, workshops and educational seminars on cultural competence, equity, diversity and inclusion to members, law students and students in the bar admission program.
- In collaboration with other Society staff, develops and maintains materials and documents relating to diversity and cultural competence including the web and video content.
- Coordinates the Society's Mentorship Programs for equity seeking law students.
- Supports the Aboriginal (Ku'TawTinu) and African Nova Scotian (Ujima) articling initiatives that provide well-rounded articling experiences for law clerks focusing on contemporary legal issues in these communities.
- Participates in community outreach activities that support the advancement of cultural competence and inclusiveness in the legal profession and improve the administration of justice for equity seeking individuals and groups.
- Working with justice partners, provides leadership and support to equity and access to justice related projects.
- Coordinates and administers programs to address issues and provide support for lawyers experiencing workplace discrimination and harassment.
- Collaborates with the Equity and Access Advisor throughout the yearly work planning cycle in a joint process to set performance goals and give feedback about the work of the Advisor.

**KEY RELATIONSHIPS:**

**Internally:**

- Members
- Committees
- Council
- All Staff

**Externally:**

- Government Departments, Agencies, and Nova Scotia Human Rights Commission
- The Courts
- Dalhousie Law School IB&M Initiative and students
- Equity seeking communities and access to justice organizations
- Canadian Bar Association

**REQUIREMENTS, SKILLS AND ASSETS:**

The Manager of Equity and Access is a unique position requiring sound judgment with the ability to act both as an internal consultant to the Society and its members and as an advocate for community organizations advancing their interests in the justice system. Specifically, this position requires:

**Requirements:**

- A degree in law, education, social policy, public policy or a relevant combination of education and experience.
- 5 years of direct experience in the diversity, equity and inclusion field or comparable related experience with an extensive network of related contacts or an ability to build a network.

**Skills:**

- Strong understanding the social issues of equity and diversity as they relate to the legal profession and the Nova Scotia demographic framework.
- Strong understanding of poverty and the impact of inequity on the justice system.
- Ability to develop training materials and facilitate training programs.
- Ability to establish and manage multiple, competing priorities in consultation with stakeholders.
- Excellent conflict resolution and negotiation skills.
- Strong interpersonal and leadership skills.
- Excellent communication skills, both oral and written.
- Strong public speaking skills and media relations experience.

**Assets:**

- Strong knowledge of the legal profession and the structure, culture and operation of law firms and practitioners in both public and private sectors.
- Experience conducting research, analysis and evaluation.
- Project management skills and experience.
- Cultural competency training.
- Lived experience as a member of an equity-seeking group.

## POSITION DESCRIPTION

<b>Title:</b>	<b>Advisor, Equity &amp; Access</b>
<b>Level:</b>	Administration - Other
<b>Reports to:</b>	Manager, Equity & Access

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### PURPOSE:

As the regulator of the legal profession, the Nova Scotia Barristers' Society protects the public interest in the practice of law. The Society is the independent, trusted and respected regulator of the legal profession. Acting in the public interest, they provide leadership, value and support to a competent, ethical, inclusive and engaged legal profession.

Reporting to the Manager of Equity & Access, the Advisor supports the advancement of equity, diversity, and inclusion principles and practices as well as cultural proficiency within the legal profession, among Society staff and volunteers and within the justice system, in general. The Advisor supports the Society's access to legal services projects and the Society's initiatives for equity seeking communities and implementation of the Society's broad strategic goals. The Advisor seeks to foster community, member and employee engagement by providing best practice advice, conducting research, analysis and evaluation on the effectiveness of programs, initiatives and services, and supports the creation of innovative tools, techniques and approaches that educate and build awareness in cultural proficiency.

### KEY RESPONSIBILITIES:

- Provide subject matter expertise and support a range of equity, diversity and inclusion related projects and initiatives.
- Develop relationships/partnerships and resources/tools for the Society that embed equity, diversity, inclusion and human rights considerations in all aspects of the Society's work.
- In collaboration with the Equity and Access Manager, support the Society's various equity committees and enhance supporting tools, resources and educational offerings.
- Coordinate events and activities that foster equity, diversity, inclusion and cultural proficiency.
- Conduct complex data analysis, develop reports, create presentations and educational material to support internal and external consultations and strategic action planning.
- To inform policies and initiatives, conduct research and monitor current social, economic and political trends and issues, including government legislative proposals and Council directives, that impact inclusion of equity seeking communities.
- Build, maintain and leverage networks with government, community agencies, other stakeholders and groups as appropriate.

**KEY RELATIONSHIPS:**

**Internally:**

NSBS employees  
NSBS Council and Committees

**Externally:**

Members	Government
Community groups	Public
Academic institutions	

**REQUIREMENTS, SKILLS AND ASSETS:**

**Requirements:**

- Post-secondary education in a discipline relevant to the job function.
- Minimum 3 years of experience directly related to the development and implementation of equity, diversity and inclusion policies and programs, as well as direct experience in client support and delivery of diversity training programs.
- An equivalent combination of education and/or experience.

**Skills:**

- Considerable experience with equity and diversity policies, practices and/or laws and related change strategies and mechanisms.
- Considerable experience in the development and implementation of equity, diversity and inclusion-related programs and initiatives, preferably within the non-profit and/or in the public sector.
- Experience in program planning and administration.
- Strong research, analytical, evaluative and report writing skills.
- Experience developing and implementing educational strategies using an equity lens and adult education principles.
- Proficiency with computers, virtual technology such as Microsoft Office Teams and Zoom and standard office software such as Microsoft Office.
- Ability to analyze complex information with attention to detail and accuracy and communicate information to various audiences.
- Demonstrated ability to operate as a highly organized and fully accountable team member able to exercise sound judgement and take initiative under limited supervision.
- Highly developed interpersonal and communication skills, both orally and written.
- Well developed conflict resolution skills.

**Assets:**

- Lived experience as a member of an equity-seeking group.
- Cultural competency training.
- Experience working in a legal environment and/or a regulated profession.
- Training in conflict resolution and/or restorative approaches to justice.
- Project management skills and experience.