

**Message from Dexter King, Director, Strategic Procurement Services  
Recruitment Services Vendors  
April 2023**

This bulletin is to advise the community of new Vendors of Record (“**VORs**”) for Recruitment Services.

**Background**

Recruitment firms are currently being engaged across York University (“York”) in an as-needed, decentralized fashion. To reduce administrative time and costs associated with obtaining multiple quotations, York has created a VOR for Recruitment Services. Strategic Procurement Services has conducted a formal competitive bidding process with an evaluation team consisting of a diverse group of subject matter experts from a variety of divisions and faculties across campus with the goal to develop a roster of qualified and competent vendors.

The result of the competitive bid process is a roster of VORs that have the requisite qualifications, experience, and appropriate insurance coverage with the university.

York issued a Request For Supplier Qualification (“**RFSQ**”) for Recruitment Services in the following categories;

Recruitment Category	Examples of Positions
<b>Senior Executives</b>	<ul style="list-style-type: none"> <li>➤ Vice President</li> <li>➤ Assistant Vice President</li> <li>➤ Vice Provost</li> <li>➤ Deans</li> </ul>
<b>Senior Administrators</b>	<ul style="list-style-type: none"> <li>➤ Executive Directors</li> <li>➤ Directors</li> <li>➤ Executive Officer within subcategories of:               <ul style="list-style-type: none"> <li>• Information Technology</li> <li>• Finance</li> <li>• Facilities Management</li> <li>• Human Resource</li> <li>• Specialist Research Positions</li> <li>• General Management.</li> </ul> </li> </ul>
<b>Faculty members and Academic Administrators</b>	<ul style="list-style-type: none"> <li>➤ Faculty</li> <li>➤ Chairship</li> <li>➤ Directorship</li> <li>➤ Director of Research Centres</li> <li>➤ Canada Research Chairs</li> <li>➤ Academic Administrators</li> <li>➤ Advisory Council.</li> </ul>

**Recruitment Service Awarded Vendors**

The awarded Vendors include:

Vendor	Category 1 Senior Executives	Category 2 Senior Administrators	Category 3 Academic Administrators and Faculty
Altis Recruitment		X	
Arlington Partners International	X		
BIPOC Executive Search	X	X	X
Boyden	X	X	
Caldwell Partners	X		
Davies Park Edmonton LP o/a Leaders International Executive Search	X	X	X
KCI (Ketchum Canada Inc.)	X	X	
Odgers Berndtson Canada Inc	X	X	X
Perrett Laver	X	X	X
Phelps Group	X		
ZRG Partners	X	X	

The term of this agreement will expire on January 8, 2026 with an optional extension of twenty-four (24) months.

**Implementation Details**

Effective immediately, for any new Recruitment Services engagements, the vendors above shall be engaged by the York community. Details for the new program are available on the [Procurement Services Pan University VOR Recruitment webpage](#), including:

- Vendor contact information
- Profiles for each firm provided by the Vendor
- Recruitment Request for Quote (“RFQ”) letter template

## Recruitment Services Process

The Vendors awarded on this contract must be considered when engaging an external recruitment firm for positions within the categories listed above.

York community members will select Vendors to carry out specific searches and will solicit or negotiate prices or rates for the Services on a search-by-search basis and may undertake a second stage request in respect of a specific engagement of the Services. For more information please see the [Procurement Services Pan University VOR Recruitment webpage](#).

The benefits of establishing a VOR list for Recruitment Services are include:

- Time reduction and administrative efficiencies
- Broader Public Sector policy compliance
- Established contracts with qualified vendors

Please contact Carolyn Fasick, Procurement Specialist at [cfasick@yorku.ca](mailto:cfasick@yorku.ca) or ext: 44626 should you have any questions.