



Ontario Association of Home Inspectors

Established by the Ontario Association of Home Inspectors Act, 1994

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REQUEST FOR INFORMATION LEGAL SERVICES

Scope of Work

The Ontario Association of Home Inspectors (OAH) is requesting proposals from qualified firms of Administrative Lawyers to provide legal advisory and operational.

The Ontario Association of Home Inspectors was formed in 1987. In December 1994, OAH became a self-regulating professional body when the Ontario Association of Home Inspectors Act received royal assent, granting the OAH the exclusive right to define qualification requirements, regulate its members and grant the designation "Registered Home Inspector" and "RHI" to qualified practitioners in the Province of Ontario.

The OAH is dedicated to enhancing the technical skills and professional practice of home inspectors, and maintaining high professional standards through education and discipline. Membership in the association is approximately eight hundred (800). Its main source of revenue is membership fees, with a secondary source being delivery of certain services such as project management and training.

Private home inspectors are strategic partners in the system which ensures consumer protection, public health and safety, and economic fairness, of the building marketplace, particularly the residential marketplace. Members complement the roles played by builders, buyers, code authorities, municipal and private enforcement staff, professionals and para-professionals, and warranty and insurance structures. The association occupies a unique risk-management position in new, resale and renovation projects by providing qualified inspectors with liability insurance.

Information Requested

OAH requests the following information from interested companies:

A - Company

A.1 Firm Profile: Detail breadth of legal assignments and clients; resource and support services available; particular strengths relevant to legal activity; information on relevant work in the association and non-profit sector. We foresee the following aspects of administrative law as potentially relevant to OAH needs:

- Certification, Standards and Credentialing
- Chapters and Affiliated Organizations
- Contracts
- Copyright, Trademarks and Trade names
- Conflict of Interest

- Corporate Organization and Governance (bylaws, policies, rules, etc.)
- Disciplinary Proceedings
- Electronic Communications
- Employee Relations and Benefits
- Employment Agreements and Executive Compensation
- Ethics
- Human Rights
- Information Technology
- Insurance
- Legislative and Lobbying Activity
- Liability
- Litigation
- Marketing
- Meetings, Events and Trade Shows
- Membership
- Mergers, Acquisitions and Asset Sales
- Publishing
- Real Estate
- Regulatory Matters
- Subsidiary Organizations
- Tax and Tax Exemption

A.2 Project Experience: A summary of past projects in association legal support; including the involvement of key personnel proposed in this assignment as identified in A.1.

A.3 Legal Team Information: Including the location of the office responsible for the support, the names and resumes of the partner(s), and senior staff who will be assigned to the assignment if the firm is successful.

A.4 References: Client references or contact information for minimum of three similar organizations.

Section B – Professional Services Proposed

B.1 Understanding: The proponent's understanding of the requirements of OAH, outlining the various aspects of the advisory role, and operational role.

Section C – Pricing Overview

C.1 Scope: A summary of the method of costing used. A summary of the major work components and the prices/estimates assigned each kind of activity, by level of staff assigned to each of the tasks. Note that out of pocket expenses shall be clearly stated to be either part of the fee or an additional fee with an estimated cost identified separately.

C.2 A price should be provided for fiscal 2010, 2011 and 2012 at a minimum.

C.3 Discussions with the Board of Directors and attending at the Annual Meeting of Members should be assumed.

Evaluation

Proposals will be evaluated by an evaluation team comprised of appropriate Board and staff members of OAHI.

Interviews will be conducted if deemed necessary. OAHI may ask firms to provide further information or clarification on the contents of their submissions.

The evaluation criteria may include, but not be limited to, the following:

- firm's statement of understanding of the project
- techniques/methodologies
- legal plan/timetable
- information obtained through the references provided in the submission
- firm's relevant experience, as well as the project team's experience
- pricing
- interview
- compliance with the proposal submission requirements

Submission

Submissions should be directed electronically by August 15, 2010 to the attention of:

Aubrey LeBlanc
Chief Operating Officer
Ontario Association of Home Inspectors

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647-504-6862