



CARILEC

An Association Of Electric Energy Solution Providers

REQUEST FOR PROPOSAL (RFP) **Occupational Health and Safety (OHS) Audit** **CARILEC**

Proposal Submission Deadline: March 31st, 2025

Project Start Date: June 20, 2025

1. Introduction

CARILEC is seeking qualified firms or consultants to conduct an Occupational Health and Safety (OHS) Audit at its new and old headquarters. This audit will evaluate the organization's current health and safety policies, practices, and procedures to ensure compliance with applicable regulations, enhance safety performance, and identify areas for improvement. The successful applicant will provide a comprehensive report with recommendations for ensuring the health and safety of our workforce. **(CARILEC will accommodate a visit prior to or anytime during the preparation of the proposal.)**

2. Objectives of the OHS Audit

The objectives of this audit are to:

- Assess the current state of the organization's health and safety policies and procedures.
- Evaluate compliance with local, state, and national health and safety regulations.
- Identify hazards and risks within the workplace and propose strategies for mitigation.
- Review the organization's safety culture, training programs, and communication processes.
- Provide recommendations for continuous improvement in health and safety practices.

3. Scope of Work

The scope of the OHS audit includes, but is not limited to, the following tasks:

- **Document Review:** Examine the organization's current health and safety policies, risk assessments, and past audit reports.
- **Workplace Inspection:** Conduct a site visit of both the old and new headquarters to observe work practices, identify hazards, and assess the physical environment.
- **Interviews:** Conduct interviews with management, supervisors, and staff to assess their understanding of and adherence to safety protocols.
- **Compliance Evaluation:** Assess the organization's compliance with relevant Occupational Health and Safety regulations.
- **Risk Assessment:** Identify potential hazards and risks in all areas of operation.
- **Report Development:** Provide a detailed audit report with findings, analysis, and practical recommendations.

4. Proposal Submission Requirements

Proposals should be submitted by **March 31, 2025**, and include the following information:

- **Firm Overview:** A brief description of your firm/consultancy, including relevant experience in conducting OHS audits.
- **Methodology:** A detailed outline of the approach you will take to complete the audit, including timelines and milestones.
- **Team Composition:** Information on the qualifications and experience of the team members who will be involved in the audit.
- **References:** Contact information for at least two clients for whom you have conducted similar audits.
- **Cost Proposal:** A detailed breakdown of the cost of the audit, including any additional costs for travel, reporting, and other services.
- **Timeline:** A proposed timeline for the completion of the audit, including key milestones and the expected delivery date for the final report.

5. Eligibility Requirements

The selected vendor must meet the following criteria:

Minimum Qualifications:

Education: A Bachelor's degree (or equivalent) in Occupational Health and Safety OHS or OHSE or related fields.

Preferred:

Master's Degree (or equivalent) in Occupational Health and Safety (OHS) or Occupational Health safety and the Environment or related fields

- **Certifications and Professional Training:**

- Relevant certifications such as:
 - **NEBOSH** (National Examination Board in Occupational Safety and Health) certifications (e.g., NEBOSH International Diploma in Occupational Health and Safety). OR
 - **IOSH** (Institution of Occupational Safety and Health) certification or membership. OR
 - **ISO Certified**
- Specific training in conducting OHS audits and risk assessments would be an asset.

2. General Professional Experience:

Years of Experience:

- At least **10 years** of experience in OHS management, with specific experience in conducting audits, inspections, and assessments in various work environments.

- **Knowledge of Regulations and Standards:**

- Profound understanding of national and international safety standards and regulations (e.g., OSHA standards, ISO 45001, 14001, local workplace health and safety laws).
- Experience in preparing OHS audit reports and providing actionable recommendations.

3. Specific Professional Experience:

- **OHS Audit Experience:**

- Proven experience in conducting **OHS audits** or inspections, including identifying safety hazards, assessing risk management practices, and making compliance assessments against established standards.
- Experience in conducting both **internal audits** and **external third-party audits**.
- Familiarity with tools and techniques for OHS auditing, such as risk assessments, hazard analysis, and control measures implementation.
- Strong knowledge of local and regional health and safety regulations.
- Experience with **root cause analysis** and implementing corrective actions for safety violations.

- **Reporting and Recommendations:**
 - Experience in preparing comprehensive audit reports with practical and actionable recommendations to improve OHS systems.
 - Proven experience in conducting Occupational Health and Safety audits for organizations of similar size and scope
- **Risk Management:**
 - Experience in identifying and mitigating risks, developing safety protocols, and advising on best practices for OHS compliance.
- **Soft Skills:**
 - Strong **communication skills** for writing audit reports, presenting findings, and interacting with management and workers.
 - Strong **problem-solving** and **critical thinking** abilities to analyze data, identify hazards, and propose solutions.

6. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria (See attached matrix)

- Experience and qualifications of the firm and audit team.
- Approach and methodology outlined in the proposal.
- Relevance and quality of past work, including client references.
- Cost-effectiveness and value for money.
- Proposed timeline and deliverables.

7. Proposal Submission Instructions

All proposals must be submitted to the following address by **March 31st, 2025:**
training@carilec.org

Late submissions will not be considered. Please direct any questions to [Laurena Primus] at [slprimus@carilec.org] or [758 724 9873].

8. Project Timeline

- **RFP Submission Deadline:** March 31st, 2025
- **Proposal Review & Vendor Selection:** April 30th, 2025
- **Contract Award:** May 30, 2025
- **Audit Start Date:** June 23, 2025
- **Audit Completion Date:** September 30, 2025

9. Additional Information

- **Confidentiality:** All information contained within the proposals and related materials will remain confidential.
- **Payment Terms:** Payment terms will be outlined in the contract following the selection of the successful vendor.

10. Contact Information

For any questions regarding this RFP, please contact:

Laurena Primus

Manager, Member Services Department

758 724 9873

Contact Email: slprimus@carilec.org

We look forward to receiving your proposal and thank you for your interest in CARILEC Organization's commitment to ensuring the health and safety of our workforce.

4. Other Preferred Requirements:

- **Teamwork & Leadership Skills:** Experience in leading teams of auditors or safety officers may be preferred.
- **IT Skills:** Familiarity with audit software and tools may be necessary for preparing reports and documenting audit findings.