

# The District of Timiskaming Social Services Administration Board (DTSSAB)

Request for Proposal

## Community Safety & Well-being Plan

RFP-2021-01

Issued Date: March 10, 2021

Proposals shall be received no later than:  
April 1, 2021 at 10:00:00 a.m. (Local Time)



District of Timiskaming  
Social Services Administration Board  
Conseil d'administration des services  
sociaux du district de Timiskaming

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## PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

### 1.1 Introduction

The District of Timiskaming Social Services Administration Board (“DTSSAB”) wishes to embark on a process to develop a Community Safety & Well-being plan on behalf of our 23 member Municipalities and the Municipality of Temagami (The “Municipalities”) in accordance with the *Police Service Act*. Provisions of the Community Safety and Well-being Plan are further described in Appendix A (“Deliverables”).

To that end the DTSSAB is looking for a proponent to assist in:

- Leading a planning process that will engage all 24 communities within the catchment area and ensure multi-sectoral buy-in while meeting legislative requirements:
- Supporting an Advisory Committee and a multi-sectoral Working Group(s) as required in identifying priorities, determining outcomes, selecting strategies, developing an implementation plan along with monitoring and evaluation indicators: and
- Embedding the planning process within the Municipalities.

### 1.2 RFP for Deliverables

The DTSSAB invites proposals to perform the work described in Appendix A (The Deliverables). Proponents wishing to respond to this RFP are requested to submit a complete proposal using the form attached as Appendix B (proposal form) to this RFP. The successful proponent will be invited to negotiate a contract for the performance of the Deliverables, which will be based upon the form of contract as Appendix C (contract) as negotiated with the successful proponent. It is the DTSSAB’s intention to enter into a contract with only one (1) legal entity.

### 1.3 RFP Timetable

Issue Date of RFP	March 10, 2021 at 12:00pm
Deadline for Questions	March 22, 2021 at 4:00pm
Deadline for Issuing Addenda	March 24, 2021 at 4:00pm
Submission Deadline	April 1, 2021 at 10:00am
Anticipated Execution of Agreement	April 19, 2021

Note the RFP timetable is tentative only and may be changed by the DTSSAB at any time.

### 1.4 RFP Contact

For the purposes of the RFP, all communications in relation to the RFP must be made to the RFP contact below:

Kelly Black, CAO with the DTSSAB

Email: [blackk@dtssab.com](mailto:blackk@dtssab.com)

Phone: 705-567-9366 x3253

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the DTSSAB or member municipality other than the RFP contact. Failure to adhere to this rule may result in the disqualification of the proponent and the reject of the proponent proposal.

### **1.5 Proponent Questions**

Prior to the deadline for questions proponents may ask questions or seek additional information in relation to the RFP through the RFP contact as noted above.

### **1.6 Submission of Proposals**

The DTSSAB shall receive proposals for the Community Safety & Well-being plan until **10:00:00 a.m. (local time) April 1, 2021**. Submissions will be accepted via email only. Paper submissions are discouraged at this time due to the CoVID-19 Pandemic.

Electronic packages shall be clearly identified as “Community Safety & Well-being plan” and shall be submitted to including in the subject line RFP-2021-01:

Ms. Kelly Black, CAO with the DTSSAB

Email: [cswb@dtssab.com](mailto:cswb@dtssab.com)

[End of Part 1]

## **PART 2 – EVALUATION**

### **2.1 Proposal Submission and Content**

The DTSSAB Evaluation Committee shall be the sole judge in selection of the ‘best valued’ proposal and will be focused on the most effective proposal for the Municipalities. In compliance with the DTSSAB purchasing policy, the CAO will prepare a recommendation report to the DTSSAB Board with respect to the approval of the successful Proponent and award the contract to the successful candidate.

The DTSSAB Evaluation Committee may choose to interview certain participants to clarify issues. Participants are advised that only complete submissions shall be reviewed and evaluated. However, the DTSSAB may deem it necessary, if in its best interest in the interests of the Municipalities, to request additional information.

## 2.2 Evaluation Criteria

All proposals will be evaluated using the evaluation matrix as set out within the RFP document, as follows:

Criterion	Weight
Experience and Qualifications	40%
Implementation Methodology/Approach	30%
Financial Considerations	30%
Total	100%

## 2.3 Selection of the Top Ranked Proposal

After completion of the evaluation for all criteria the scores will be added together and the proponents will be ranked based on their total scores. The selected proponent will be notified in writing and will be expected to satisfy any applicable conditions of the RFP. Failure to do so within the specified timeframe may result in the disqualification of the proponent and the selection of another proponent or cancellation of the RFP.

The DTSSAB shall not be bound to accept the lowest Proposal or any other Proposal and is under no obligation to negotiate with any Proponent, or to enter into a contract with any Proponent.

The DTSSAB, at its sole discretion, reserves the right to negotiate with any Proponent it believes has the most preferable Proposal, or with any other Proponent or Proponents concurrently. The DTSSAB reserves the right to enter into post-submission negotiations and discussions with any one or more Proponent(s) regarding any term of a Proposal, and such other terms as the DTSSAB may require, at any time prior to execution of a contract.

[End of Part 2]

## PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

### 3.1 General Information

#### 3.1.1 Proponents to follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in the proposal should reference the applicable numbers in the RFP.

#### 3.1.2 Proposals in English

All proposals are to be in English only.

### 3.1.3 No Incorporation by Reference

The entire content of the proponents proposal should be submitted in a fixed form, and the content of the websites or other external documents referred to in the proponents proposal but not attached will not be considered to form part of the proposal.

### 3.1.4 Past Performance

In the evaluation process, the DTSSAB may consider the proponents past performance or conduct on previous contracts with the DTSSAB or the Municipalities.

### 3.1.5 Information in the RFP only an Estimate

The DTSSAB and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all information necessary to prepare a proposal in response to this RFP.

### 3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation of its proposal, including, if applicable costs incurred for interviews or demonstrations.

### 3.1.7 Proposals to be Retained by the DTSSAB

The DTSSAB will not return the proposal or any accompanying documentation submitted by a proponent.

## **3.2 General Information**

### 3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents of this RFP and should report any errors or omission or ambiguities to the RFP contact prior to the deadline for Questions. The DTSSAB is under no obligation to provide additional information and the DTSSAB is not responsible for any information provided by or obtained by any source other than by addenda issued by the RFP contact. It is the responsibility of the proponent to seek clarification from the RFP contact on any matter it considers to be unclear. The DTSSAB is not responsible for any misunderstanding on any part of the proponent concerning this RFP process.

### 3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum. If the DTSSAB, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum through the RFP contact. Each addendum will form an integral part of this RFP.



### 3.2.3 Post Deadline Addenda and Extension of Submission Deadline

If the DTSSAB determines that it is necessary to issue an addendum after the deadline for issuing addenda the DTSSAB may extend the submission deadline for a reasonable period of time.

### 3.2.4 Verify, Clarify and Supplement

When evaluating proposals the DTSSAB may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory requirements set out in the RFP. The DTSSAB may revisit and re-evaluate the proponent's response on the basis of any such information.

## **3.3 Notification and Debriefing**

### 3.3.1 Notification to Other Proponents

Once an agreement is executed by the DTSSAB and a proponent, the other proponents will be notified directly in writing.

### 3.3.2 Debriefing

Unsuccessful proponents may request a debriefing after receipt of a notification of outcome of the procurement process. All request must be in writing to the RFP contact and must be made within thirty (30) days of such notification. The intent of the debriefing session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcomes.

### 3.3.3 Procurement Protest Procedure

If a proponent wishes to challenge the RFP process, it should provide a written request for review within sixty (60) days from the notification of the outcome of the procurement process to the RFP contact. The notice must provide a detailed explanation of the proponent's concerns with the procurement process or its outcome.

## **3.4 Conflict of Interest and Prohibited Conduct**

### 3.4.1 Conflict of Interest

For the purpose of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- a) In relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

- i) Having, or having access to, confidential information in preparation of the proposal that is not available to other proponents, or
  - ii) Communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or
  - iii) Engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive process or render that process non-competitive or unfair, or
- b) In relation to the performance of its contractual obligations under a contract for deliverables, the proponent's other commitments, relationships or financial interests:
- i) Could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or
  - ii) Could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

#### 3.4.2 Disqualification for Conflict of Interest

The DTSSAB may disqualify a proponent at its sole discretion for any conduct, situation or circumstances, determined by the DTSSAB, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

#### 3.4.3 Disqualification for Prohibited Conduct

The DTSSAB may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the DTSSAB determines that the proponent has engaged in conduct prohibited in this RFP, or if the proponent has a claim, demand, action or other legal proceeding against the DTSSAB, one of its 23 member Municipalities or the Municipality of Temagami, except where such circumstances are deemed necessary by the CAO for the DTSSAB.

#### 3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest section in Appendix B (RFP Proposal Form) in the submission documents.

#### 3.4.5 Proponent Not to Communicate to Media

Proponents must not at any time, directly or indirectly, communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining written permission from the RFP contact.

### 3.4.6 No Lobbying

Proponents must not in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponents(s).

### 3.4.7 Past Performance of Conduct

The DTSSAB may prohibit a proponent from participating in the RFP process based on past performance or based in inappropriate conduct in a prior procurement process including but not limited to:

- a) Illegal or unethical conduct;
- b) Any conduct, situation or circumstance determined by the DTSSAB in its sole discretion to have constituted an undisclosed Conflict of Interest;
- c) The refusal of the proponent to honour its submitted proposal;
- d) The proponent has not complied with and/or satisfactorily performed the requirements of a previous contract.

## **3.5 Confidential Information**

### 3.5.1 Confidential Information of the DTSSAB

All information provided by or obtained from the DTSSAB or the Municipalities in any form in connection with this RFP either before or after the issuance of the RFP

- a) Is the sole property of the DTSSAB and must be treated as confidential
- b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the deliverables
- c) Must not be disclosed without prior written authorization from the RFP contact
- d) Must be returned by the proponent to the DTSSAB immediately upon request of the DTSSAB

### 3.5.2 Confidential Information of the Proponent

Proponents are advised of the DTSSAB's obligation by Ontario's Municipal Freedom of Information Act (MFIPPA) and that information submitted by the proponent in response to this RFP may be subject to disclosure under MFIPPA. A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the DTSSAB and is advised to consult with their own legal entity regarding appropriate ways to identify such information. The DTSSAB will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under MFIPPA or any disclosure requirements under any law or by order of a court or tribunal. Proponents are advised that their bids will, as necessary, be disclosed on a confidential basis to advisors who are to assist with the RFP process including the evaluation of bids. If a proponent

has questions about the collection and use of information pursuant to this RFP, questions are to be submitted to the RFP contact.

### **3.6 Procurement Process Non-Binding**

#### **3.6.1 No Contract until Execution of Written Agreement**

This RFP process is intended to identify prospective proponents for the purposes of negotiating a potential agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the DTSSAB by this RFP process until the execution of a written agreement for the acquisition of such good and/service.

#### **3.6.2 Non-binding Price Estimates**

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the DTSSAB to enter into an agreement for Deliverables.

#### **3.6.3 Cancellation**

The DTSSAB may cancel or amend the RFP process without liability at any time.

### **3.7 Governing Law and Interpretation**

These terms and conditions of the RFP Process:

- a) Are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provisions)
- b) Are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations;
- c) Are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein;

[End of Part 3]

## **APPENDIX A – RFP PARTICULARS**

### **A THE DELIVERABLES**

The District of Timiskaming Social Services Administration Board (“DTSSAB”) is seeking proposals to develop a Community Safety & Well-being plan on behalf of our 23 member Municipalities and the Municipality of Temagami (The “Municipalities”) in accordance with the *Police Service Act, 1990*. The successful Proponent shall possess the requisite experience and technical skills to deal with the matters to be addressed in the Scope of Work and be required to demonstrate their qualifications and experience. The successful Proponent will be required to work with DTSSAB staff, municipal staff, interested First Nations communities, the Advisory Committee, the Working Group(s), the public, community partners and other agencies in a professional manner.

### **Information to Proponents**

#### **A) Introduction**

On January 1, 2019 new legislative amendments to the *Police Services Act, 1990* came into effect which mandates municipalities (under Part 13) to prepare and adopt a Community Safety and Well-being Plan. Municipalities are required to work with community partners to carry out consultations during the planning process. Community Safety and Well-being Plans are to take a holistic approach to reducing harm and victimization for all members of the community and to decrease the upwards trends in demand for, and costs of, incident responses. The Community Safety and Well-being Plan must identify risk factors to communities and identify strategies to reduce prioritized risk factors, in addition to other requirements.

Creating safe and healthy communities represents a common goal for the District of Timiskaming and Temagami. The Community Safety and Well-being Plan will help to ensure that risk to community safety in areas such as mental health, homelessness and housing concerns are addressed without use of emergency resources. By bringing several sectors together the entire group of communities will increase their understanding of local risk factors, ensuring those in need of help are receiving appropriate response from the providers best suited to support them.

The Community Safety and Well-being Plan must fulfill the mandatory requirements of the Police Services Act and ensure it is sufficiently flexible to allow communities to comply in a manner the best reflects their resources and working relationships amongst stakeholders. The Community Safety and Well-being Plan must build on the levels of prevention and intervention that already exist in our communities. The Community Safety and Well-being Plan is intended to build on collaboration efforts with all partners, police services, and

agencies on important issues that impact safety and well-being in the District of Timiskaming and Temagami.

That plan may be done jointly with surrounding municipalities or first nation communities. In the preparation of that plan, the establishment of a multi-sectoral advisory committee is required with representatives from the following sectors:

- Health and Mental Health Services
- Educational Services
- Community and Social Services
- Community and Social Services to Children or Youth
- Custodial Services to Children or Youth
- Municipal Council Member or Municipal Employee
- Police Service Board or Detachment Commander
- Local Public Health

It is also required that consultation with the advisory committee would include outreach to First Nations communities and members of the public including but not limited to youth and members of racialized groups.

## B) Goals

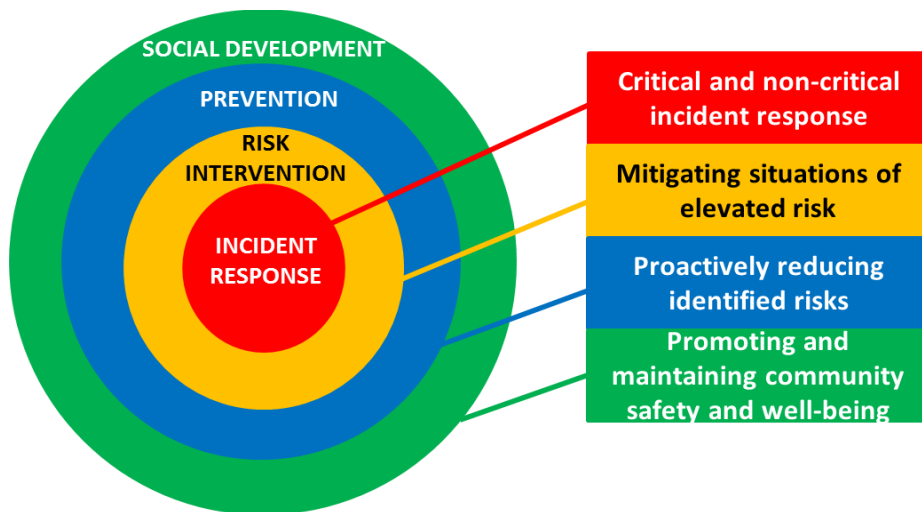
The Community Safety and Well-being Plan must deliver on the following objectives:

- Engage citizens, businesses, agencies and organizations throughout the District of Timiskaming and Temagami in making the area safer and healthier for all
- Increase the understanding of local risk factors and identify evidence-based strategies to prevent or mitigate these risk factors
- Provide an established mechanism through which known and emerging safety and well-being issues can be identified, prioritized and addressed in collaboration with the community(ies)
- Ensure individuals are receiving the right response at the right time by the right service provider
- Advance the District of Timiskaming and Temagami strategic priorities with specific focus on safe and healthy communities in which to work, learn and play
- Identify priority risk factors (e.g. systemic discrimination, social factors that contribute to crime, victimization addiction, drug overdose and suicide)
- Set measurable outcomes and performance measures.
- Develop an implementation plan

Community partners are essential to the Community Safety and Well-being Plan process to provide insight into the identification of issues and solutions. The voices of those with lived experience are also an important aspect of the engagement process ensuring that it is carried out in a manner that is transparent, respectful and purposeful.

The Community Safety and Well-being Plan must be published 30 days after the plan is adopted and must be available online, in print, for review by anyone who requests it, and in any other form determined by the municipality. Additional regulations prescribing requirements related to monitoring, evaluating, reporting and plan review will be outlined at a later date by government.

The Community Safety and Well-being Planning Framework is as follows:



It is crucial for all members involved in the planning process to understand the following four areas to ensure local plans are as efficient and effective as possible in making communities safer and healthier:

1. social development
2. prevention
3. risk intervention, and
4. incident response

The province has identified the following as critical success factors for a Community Safety and Well-Being Plan:

- strength-based leveraging existing resources, programs and services in the community
- risk-focused planning rather and incident-driven action

- to the needs of diverse groups of people within the community.
- awareness and understanding to ensure all community members understand the benefit of, and the role in, this planning process
- high level commitment is required from individuals of influence to champion this cause
- effective partnerships to create meaningful integrated relationships across multiple sectors
- evidence and evaluation to use research and data to inform the planning process

cultural responsiveness to effectively interact with and respond

The proposed term of the contract is twelve months.

### **Scope of Work**

The proponent will be required to;

1. Support the DTSSAB, the Advisory Committee, the Working Group(s), staff and municipalities to lead the development of a Community Safety and Well-being Plan
2. Research and analyze community risk and protective factors (utilizing local data and information) and facilitate a collaborative process to identify service delivery gaps as well as existing and new evidenced-informed strategies targeted at preventing and/or mitigating risks
3. Consider available information related to social determinants of health, crime, victimization, addiction, drug overdose, suicide and any other prescribed risk factors, including statistical information from Statistics Canada or other sources, in addition to the information obtained through consultations during the planning process
4. Provide a Community Safety and Well-being Plan that is flexible enough to allow each Municipality to comply with the legislated requirements of the *Police Services Act* while ensuring flexibility exists to best reflect localized interests within each community, resources and existing working relationships with other stakeholders
5. The province has identified the following as critical success factors for a Community Safety and Well-Being Plan:
  - strength-based leveraging existing resources, programs and services in the community
  - risk-focused planning rather than incident-driven action
  - awareness and understanding to ensure all community members understand the benefit of, and the role in, this planning process
  - high level commitment is required from individuals of influence to champion this cause



- effective partnerships to create meaningful integrated relationships across multiple sectors
  - evidence and evaluation to use research and data to inform the planning process
  - cultural responsiveness to effectively interact with and respond to the needs of diverse groups of people within the community.
6. Engage the communities and other agencies in the Community Safety and Well-being planning process and gather feedback while ensuring a multi-sectoral buy-in while meeting legislative requirements (must include at least three (3) public information sessions)
  7. Support the process of Community and Partner engagement by available data analytics that will aid the issues identification process and facilitate information sharing on key issues
  8. Convene and facilitate meetings with leaders from organizations with systems planning accountability and support the Advisory Committee and Working Table in their leadership roles and in identifying priorities determining outcomes, selecting strategies, developing an implementation plan along with monitoring and evaluation indicators
  9. Identify opportunities to align resources and efforts to collectively achieve impact on identified Community Safety and Well-being Plan priorities
  10. Use the Community Safety and Well-being Planning Framework and establish a program logic model and develop evaluation tools  
<https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSOPlanningFramework.html>
  11. Ensure the Community Safety and Well-being Plan delivers in the following objectives;
    - Identify priority risk factors (e.g. systemic discrimination, social factors that contribute to crime, victimization addiction, drug overdose and suicide)
    - Identify strategies to reduce the potential risk factors (e.g. developing new services, changing or coordinating existing services) and
    - Setting measurable outcomes.
  12. Identify a critical path and methodology to ensure successful implementation of the Community Safety and Well-being Plan
  13. Provide updates to the Advisory Committee at their respective meetings with the proponent

The successful proponent(s), in addition to developing the technical requirements, must exhibit skills such as timeliness, diplomacy, tact, strong communications, ability and understanding of the local area(s) including cultural sensitivity, Francophone, Indigenous and other diverse communities .

## **B ADDITIONAL CONDITIONS**

### **CoVID-19 Pandemic**

With the recent and ongoing CoVID-19 pandemic the DTSSAB has outlined expectations for companies who will be working with us during the pandemic. Additional updates will be provided as required as the situation continues to unfold.

The DTSSAB will be utilizing the resources, best practices and information provided by the Province of Ontario as outlined at the following websites:

<https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19>

<https://www.ontario.ca/page/list-essential-workplaces>

In addition:

1. The DTSSAB continues to issue contracts for both construction and consultants. The DTSSAB continues to monitor Province of Ontario and Public Health announcements and guidelines which continue to evolve.
2. The DTSSAB will prepare RFP, tenders etc. and will monitor the evolving situation
3. In person meetings have been cancelled at this time and the DTSSAB has moved to an online format. Any meetings or consultations until further notice shall be done virtually.

### **Delays**

The DTSSAB shall not be responsible for any delays or costs to the Proponents associated with any reviews or the approval process.

### **Approval**

The award of any contract is conditional upon approval by the DTSSAB Board of Directors in accordance with its Purchasing Policy

### **Payments**

Payments to the Proponent will be on a monthly basis upon an invoice being submitted by the Proponent to the DTSSAB.

All payment terms shall be net thirty (30) days.

### **Errors and/or Omissions**

It is understood and acknowledged that while the RFP includes specific requirements, a complete review and recommendation is required. Minor items not herein specified but obviously required shall be provided as if specified. The Proponents shall satisfy themselves

fully as to the extent of the work required and shall provide all services required to complete the intent of the project. Any misinterpretation of requirements within this RFP shall not relieve the bidder of the responsibility of providing the services as aforesaid.

### **Workplace Safety and Insurance Board**

The Proponent shall supply proof of good standing with the Workplace Safety and Insurance Board with all invoices.

### **Changes in the Project**

The Proponent shall take into account that during the term of the contract there may be regulatory changes that could impact the program. At this time, the DTSSAB does not foresee any changes to the scope of work but changes in legislation or budget constraints may necessitate changes. The DTSSAB reserves the right to negotiate the scope of the assignment during the term of the assignment to reflect issues such as budget concerns, regulatory changes, etc.

### **Insurance Requirements**

The successful Proponent shall be required to provide the following insurance:

1. Comprehensive General Liability and Automobile Insurance  
The Insurance Coverage shall be \$2,000,000 for general liability and \$2,000,000 for automobile insurance. When requested, the Proponent shall provide proof of Comprehensive General Liability and automobile Insurance (inclusive limits) for both owned and non-owned vehicles in a form acceptable to the DTSSAB.
2. Professional Liability Insurance (IF APPLICABLE)  
The Insurance Coverage shall be in the amount of \$2,000,000 and will be job specific. When requested, the Proponent shall provide satisfactory proof of Professional Liability Insurance carried by the Proponent in a form acceptable to the DTSSAB.
3. Change in Coverage  
It is understood and agreed that the coverage provided by these policies shall not be changed or amended in any way, nor cancelled by the Proponent until sixty (60) days after written notice of such change or cancellations has been personally delivered to the DTSSAB.

### **Permits, Certificates, and Licensing (if applicable)**

The Proponent shall be responsible for strict adherence to all Federal, Provincial, Municipal codes and by-laws and shall obtain all permits, certificates and licenses as applicable including work completed by Sub-Proponents.

### **Safety Regulations and Labour Codes**

The Proponent shall be aware of, and comply fully, with all Health and Safety Program, Health and Safety Requirements in all applicable legislation and regulations in effect in all jurisdictions where the work shall be performed. The Proponent shall also communicate the Health and Safety requirements to their Sub-Contractors and ensure compliance. The Proponent shall provide a copy of their Health and Safety policy to the DTSSAB prior to commencement of work. Employee training records shall be available to the DTSSAB upon request.

### **Billing Summaries**

The Proponent shall provide a breakdown before its first invoice detailing all work. The breakdown shall be approved by the Chief Administrative Officer of the DTSSAB. Every invoice shall include original upset limit, the current invoiced amount, the actual to date, percent (%) complete, and the total amount to complete for each item in the breakdown. All extra work shall be indicated separately. Invoices shall be submitted based on milestones as outlined in Appendix C (the RFP Contract) and any work performed, as an extra, shall have received prior approval by the Chief Administrative Office of the DTSSAB or designate in writing. A copy of the written approval shall accompany the invoice. The conditions for invoicing and payment shall be incorporated into any contract that may be prepared as part of the process. Each invoice shall reference the purchase order provided for these works.

### **Indemnity**

The Proponent agrees to indemnify and save harmless the DTSSAB, the 23 Municipalities in the District of Timiskaming and the Municipality of Temagami from any claim or demand arising as a result of the performance or non-performance of this Contract by the Proponent, and without limiting the generality of the foregoing.

### **Proposal Payment**

There shall be no direct payment for the preparation and submission of Proposals or to attend interviews in response to this request for proposals.

## APPENDIX B – RFP PROPOSAL FORM

**RFP 2021-01**

Company Name of Proponent:	
Street Address:	
City of Town:	
Postal Code:	
Telephone:	
Fax:	
Name of Contact:	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mx. <input type="checkbox"/>
E-mail Address:	

**1. MANDATORY REQUIREMENTS:**

Check all boxes with an (X) to indicate that you meet the requirements of the RFP.

Proposal Form completed and signed	
Proof of \$2 million General Liability Insurance	
Proof of \$2 million Professional Liability Insurance	
Proof of \$2 million Automobile Insurance	
Proof of WSIB	
Two references attached	

**2. ADDENDA:**

I/We have received and allowed for Addenda numbered as follows in preparing my/our Proposal.

Addendum Number	Date Issued by HSC's Contact

*(use more lines as required)*

### **3. COMPANY HISTORY AND EXPERIENCE**

Provide a brief history of your company including length of time in business, a statement of experience on related or similar projects including a high-level detail of sample projects (max 2 pages). Provide similar information and details for any sub-consultants or partner firms that will be engaged in this undertaking.

### **4. CONSULTING TEAM QUALIFICATIONS AND EXPERIENCE**

Provide the name(s) of the proposed project manager(s) and complete list of staff who would be assigned to this project should your company be selected as the Successful Proponent. Your response should include a detailed summary of each individual's qualifications and experience related to the Services required under this RFP and highlight the areas of responsibility that they will be assigned to manage. Note: Should changes to team members be required, approval must be received from the RFP Contact in advance for this change. Provide the same details for sub-consultants or partner firms that will be engaged in this undertaking.

### **5. UNDERSTANDING OF PROJECT:**

Provide a detailed response outlining your understanding of the RFP assignment including past experience and familiarity with geographical region.

### **6. STUDY STEPS AND METHODOLOGY:**

Provide a detailed response outlining a workplan summarizing the approach and methodology for specific task proposed:

- establishing a program logic model, implementation plan and development of evaluation and monitoring tools;
- data collection plan including community engagement and consultation that will be undertaken;
- a bar chart schedule of project timelines with milestones (attach separately to this Proposal Form).

### **7. PRICING:**

I/We agree to supply all necessary labour, materials, equipment and services for the execution and completion of the above noted Project in accordance with the Contract Documents for the contract lump sum of:

(\$ ) **including** all applicable taxes (HST), permits, disbursements, custom duties and excise taxes

The following amount for the Harmonized Sales Tax (HST) is **included** in the above contract sum.

(\$ )

**8. REFERENCES**

List at least two recent references including their contact information and a brief description of work performed who can attest to the services your company has provided related to that required under this RFP.

**9. GENERAL:**

I/We have carefully examined all the RFP Documents and have a clear and comprehensive knowledge of the Work required under this Contract and of all the working conditions.

I/We are in a position to commence the Work within 14 days upon receipt of the Owner Designee's written direction, and to carry it through to a prompt and satisfactory conclusion.

I/We also submit the names of our proposed Sub-Contractors from whom sub-bids were received, and upon which my/our proposal is based. I/We also submit the sub-bid prices for the trades listed.

TRADE	COMPANY

Conflict of Interest Declaration

The Proponent must complete the following:

- a) If the box below is left blank, the Proponent will be deemed to declare that: (1) there was no Conflict of Interest in preparing its submission; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.
- b) Otherwise, if the statement below applies, check the box.
  - The Proponent declares that there is an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest.

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Legal Name of Proponent

\_\_\_\_\_  
Signature of Authorized Person(s)

\_\_\_\_\_  
Name and Title of Authorized Person(s)



## **APPENDIX C – RFP CONTRACT**

**Intentionally left blank and will form part of the RFP once executed by parties upon award of the RFP**