THE CORPORATION OF THE CITY OF LONDON

REQUEST FOR PROPOSAL 14-27
DEVELOP A LONDON COMMUNITY PLAN TO ADDRESS, REDUCE AND PREVENT YOUTH HOMELESSNESS

PROPOSALS MUST BE RECEIVED BY PURCHASING AND SUPPLY IN A SEALED ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE NAME AND ADDRESS OF THE PROponent, TITLE OF FILE AND FILE NUMBER. COMPLETED PROPOSALS CAN BE MAILED TO PURCHASING AND SUPPLY, P.O. BOX 5035, LONDON, ONTARIO N6A 4L9 OR HAND DELIVERED (IN PERSON OR BY COURIER) TO PURCHASING & SUPPLY, 267 DUNDAS STREET, 4TH FLOOR, LONDON, ONTARIO N6A 1H2. PROPONENTS ARE SOLELY RESPONSIBLE FOR ENSURING PROPOSALS ARE RECEIVED BY PURCHASING & SUPPLY PRIOR TO THE CLOSING DATE AND TIME. FAILURE TO SUBMIT THE PROPOSAL AS REQUESTED WILL RESULT IN THE PROPOSAL BEING REJECTED.

REQUEST FOR PROPOSAL DOCUMENTS ARE AVAILABLE FOR DOWNLOAD FROM BIDDINGO (WWW.BIDDINGO.COM) OR PICK-UP AT THE CITY OF LONDON’S PURCHASING AND SUPPLY OFFICE. ONLY PROPOSAL SUBMISSIONS RECEIVED FROM PROPONENTS WHO HAVE OBTAINED THE DOCUMENTS DIRECTLY FROM BIDDINGO OR THE CITY OF LONDON’S PURCHASING AND SUPPLY OFFICE WILL BE CONSIDERED FOR THIS REQUEST FOR PROPOSAL. PROPONENTS WHO HAVE NOT OBTAINED THEIR REQUEST FOR PROPOSAL DOCUMENTS THROUGH EITHER OF THESE TWO ACCEPTABLE METHODS SHALL HAVE THEIR BID PROPOSAL SUBMISSION REJECTED.
PROPOSAL CHECKLIST

1. Have you complied with the “Submission Instructions”, Section 5.0?

2. Have you complied with the “Mandatory Requirements”, Section 9.3?

3. Have you acknowledged the number of addenda issued in the appropriate space provided in section 11.7 of the Form of Proposal?

   FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE FORM OF PROPOSAL WILL RESULT IN YOUR PROPOSAL SUBMISSION BEING REJECTED.

4. Have you purchased the Bid Documents at the City of London’s Purchasing and Supply Office (hard copy) or from Biddingo @ www.Biddingo.com (electronic copy)?

5. Form of Proposal – Original Signature in Ink, Section 11.0?

   FAILURE TO DO SO SHALL RESULT IN THE PROPOSAL SUBMISSION BEING REJECTED.

6. Have you included the USB flash drive, CD or DVD?

   DOCUMENT FEES

Original Hard Copy – Cost is $50.00 – Cheque made payable to the “City Treasurer”.

i) upon request, the City will mail out a hard copy of the original document, including drawings (if applicable); and

ii) notify proponent who was awarded the contract.
1. **DEFINITIONS PERTAINING TO THE CONDITIONS, INSTRUCTIONS & INFORMATION LISTED BELOW**

Request for bids: is used in place of request for tender, quote, proposal, and information in the appropriate context; Proponent: a person, corporation or other entity that responds, or intends to respond to a request for bids; Successful Proponent: a person, corporation or other entity that is awarded the contract or purchase order resulting from a request for bids.

2. **WARRANTIES FOR USAGE**

Whenever requests for bids are issued, seeking a source of supply for materials or services, the quantities or usage shown are estimated ONLY unless otherwise stated. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for Proponent’s information ONLY and will be used for tabulation and presentation of bid prices and the City reserves the right to increase or decrease quantities as required.

3. **BRAND NAMES**

If and wherever in the specification a brand name, make, name of any manufacturer, trade name or vendor catalogue number is mentioned, it is for the purpose of establishing a grade or quality of material only, unless specified otherwise. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR APPROVED EQUAL” may be added. However, if a product other than the specified is bid, it is the Proponent's responsibility to name such product within the submitted document and to prove to the City that said product is equal to the specifications and to submit brochures, samples and/or specifications in detail on item(s) bid. The City shall be the judge concerning the merits of bids submitted.

4. **SAMPLES AND DEMONSTRATIONS**

Evidence in the form of samples may be requested. Such samples are to be furnished after the date of request for bids opening, only upon request of the City, unless otherwise stated in the document. If samples are requested, samples must be received by the City no later than seven (7) days after formal request is made. When required, the City may request full demonstrations of any unit/s bid prior to the award of any contract. Samples, when requested, must be furnished free of expense to the City and, if not used in testing, or destroyed, will, upon request within thirty (30) days of award, be returned to the Proponent’s expense. Samples are not to be mailed with bid submission, but must be mailed under separate cover, addressed to Purchasing & Supply, 267 Dundas Street, 4th floor, or P.O. Box 5035, London, Ontario N6A 4L9.

5. **QUALITY**

All materials used for the manufacture or construction of any supplies, materials or equipment covered by this request for bids shall be new. The items must be new, the latest model, of the best quality and highest grade workmanship.

6. **ACCEPTANCE OF MATERIAL**

The material delivered under this request for bids shall remain the property of the seller until a physical inspection and actual usage of this material and/or service is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein and be fully in accord with the specifications and of the highest quality. In the event the material and/or service supplied to the City is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return the product to the seller at the seller's expense.

7. **VARIATIONS TO SPECIFICATIONS**

For purposes of evaluation, Proponents MUST indicate any variances from our specifications, terms and/or conditions, no matter how slight. If variations are not stated or referenced in the space provided on the Form of Tender / Quotation / Proposal, it will be assumed the product or service fully complies with the City’s specifications, terms and conditions.

8. **DELIVERY**

Time will be of the essence for any orders placed as a result of this requests for bids. The City reserves the right to cancel such orders, or any part thereof, without obligations if delivery is not made at the time(s) specified.

9. **DEFAULT PROVISION**

In cases of default by the Successful Proponent, the City may take such action as it deems appropriate, including the procurement of the articles or services from other sources and holding the Successful Proponent responsible for any excess costs occasioned or incurred thereby.

10. **COPYRIGHTS OR PATENT RIGHTS**

The Proponent warrants that there has been no violation of copyrights or patent rights in manufacturing, producing or selling the goods shipped or ordered as a result of this bid and seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by any such violation.

11. **SAFETY STANDARDS**

The Proponent warrants that the product supplied to the City conforms in all respects to the standards set forth by Federal and Provincial agencies and failure to comply with this condition will be considered a breach of contract.

12. **MANUFACTURER’S CERTIFICATION**

The City reserves the right to request from the Proponent separate manufacturer's certification of all statements made in the bid document.
13. **SIGNED BID TO BE CONSIDERED AN OFFER**

The submission of an originally signed bid document to the City shall be deemed to constitute an "Offer" which may be accepted, at the option of the City by:

a) written acknowledgement of acceptance; and or

b) the issuance of a "purchase order".

And upon such acceptance the terms, conditions and specifications herein set forth shall be confirmed and binding upon the City and the Proponent. Upon acceptance of the bid, both parties hereto agree to do everything necessary to ensure that the terms of this agreement take effect.

The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect his right thereafter to enforce such provision or to seek damages for the breach thereof. It is agreed between the parties that neither party shall be held responsible for damages caused by delay or failure to perform his undertakings hereunder when such delay or failure is due to fires, strikes, floods, Acts of God or the Queen's enemies, lawful acts of public authorities or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

14. **ORAL INSTRUCTIONS OR SUGGESTIONS**

The City will assume no responsibility for oral instruction or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Manager of Purchasing & Supply.

15. **DISCREPANCIES AND OMISSIONS**

Should the Proponent find discrepancies in, or omissions from the specifications, or should he be in doubt as to their meaning, he shall notify the Manager - Purchasing & Supply who may, if necessary, issue Addenda through www.biddingo.com.

16. **SPECIFICATIONS**

No Successful Proponent is relieved from supplying all components necessary to render the material(s) and/or service(s) fit for the use specified in the governing documents merely because detailed specifications on the various components are not set out in the documents.

17. **RESERVATIONS FOR REJECTION AND AWARD**

The City reserves the right to accept or reject any or all bids or parts of bids, to waive irregularities and technicalities and to request rebids on the required material(s). It further reserves the right to award the contract on split-order basis, lump sum or individual item basis or such combination as shall best serve the interests of the City in the opinion of the Manager - Purchasing & Supply and the applicable Department, unless otherwise stated. The City also reserves the right to waive minor variations to specifications (interpretation of minor variances will be made by the applicable Department personnel).

18. **BID ATTACHMENTS**

A response to a request for bids which has attached a condition of sale or any other attachment which alters the specifications, conditions or terms, or makes it subordinate, may be cause for rejection.

19. **ADDITIONAL GENERAL CONDITIONS**

Instructions to Proponents and Information for Proponents dealing with the specific requirements of this request for bids are included in the attached request for bid documents.

20. **SUCCESSORS AND ASSIGNS**

The contract shall apply to and be binding on the parties hereto and their successors, administrators, executors and assigns and each of them.

21. **SUB-CONTRACTS**

The Successful Proponent shall not, without the written consent of the City, make any assignment or sub-contract for the provision of any goods or services hereby bid on.

22. **WARRANTY**

In supplement of, and not by way of substitution for the terms and conditions or any warranty stipulated or implied by law and notwithstanding prior acceptance by the City, the Successful Proponent will at any time within 3 months of delivery thereof, and at their expense replace any goods which are or become defective as a result of faulty or inefficient manufacture, materials or workmanship.

23. **LAWS**

It is agreed that the goods and services supplied shall comply with all Federal laws and other Province of Ontario laws applying thereto.
THE CORPORATION OF THE CITY OF LONDON

Request for Proposal 14-27
Develop a London Community Plan to Address, Reduce and Prevent Youth Homelessness

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1.0 PURPOSE

The Corporation of the City of London (hereinafter referred to as ‘City’) is seeking Proposals from a qualified Consultant (hereinafter referred to as ‘Proponent’) to provide a community plan to address, reduce and prevent youth homelessness based on the requirements and scope noted in this Request for Proposal (hereinafter referred to as ‘RFP’).

As part of the 2011-2014 Strategic Plan, Council identified five results that contribute to the high quality of life in London:

- A strong economy;
- A vibrant and diverse community;
- A green and growing city;
- A sustainable infrastructure; and
- A caring community.

Inherent in these results is the provision of opportunities for all Londoners to contribute to these results.

London’s Homeless Prevention System builds on the directions of London’s Community Plan on Homelessness through a three year Implementation Plan. In 2014, the City of London intends to engage a qualified Consultant to develop a London Community Plan to Address, Reduce and Prevent Youth Homelessness.

The London Community Plan to Address, Reduce and Prevent Youth Homelessness will identify the current system and the integrated practices and resources needed to address any gaps. Prioritized London focused recommendations will be linked to current trends, evidence based approaches, promising practices and outcomes. The project timeline from start to finish is approximately six months.

In coordination with the City of London, the Consultant will review the recommendations with the London community, including youth. The Plan will be reviewed by Council’s Community and Protective Services Committee for direction and recommendation for approval, followed by Municipal Council approval.

2.0 BACKGROUND

The London Community Housing Strategy and the London Community Plan on Homelessness were approved by Council in 2010 and are both based in a Housing with Support approach or Housing First philosophy and intervention. The London Homeless Prevention System approved by Council in May 2013 combines the directions of the London Community Plan on Homelessness and the principles of the Provincial Community Homelessness Prevention Initiative into a three year Implementation Plan.

It has been the historical and often current practice that individuals, including youth, and families experiencing homelessness were expected to address the issues that led to their homelessness such as trauma, addiction and mental illness before they were housed.
2.0 BACKGROUND...cont’d

A Housing with Support approach shifts the priority to move individuals, including youth and families quickly into housing with support, and then begin to work on the issues that contributed to their homelessness. A Housing with Support approach assists individuals, including youth, and families by seeking out and supporting the right housing, at the right time, in the right place, with the right level of support to develop lasting housing stability.

The City of London is introducing its London’s Homeless Prevention System aimed at the reduction and prevention of homelessness for individuals and families through strong systems and services based on our vision that the solution to homelessness is Housing with Support.

The following Principles of London’s Homeless Prevention System inform the actions to be undertaken:

- Housing with Support;
- Individual and family centred;
- Homelessness is a solvable problem;
- Partnership based;
- A Harm Reduction approach;
- London driven;
- Neighbourhood based;
- Inclusive;
- Fiscally responsible; and
- Outcome focused.

The actions within London’s Homeless Prevention System are organized into four areas of focus: Securing Housing, Housing with Support, Housing Stability, and Shelter Diversion. To support a shared approach to ending homelessness the fifth area of focus: Strategy, Competency and Capacity, will strengthen our understanding of homelessness in London and our community ties. One of the actions to be undertaken is a London Community Plan to Address, Reduce and Prevent Youth Homelessness.

3.0 RFP SCHEDULE

The following is a tentative schedule to assist interested Proponents with the anticipated schedule (dates and times) of significant events associated with this RFP process, in general. The City reserves the right to alter the schedule at its sole discretion.

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4.0 INFORMATION FOR PROONENTS

a) Proposals received by Purchasing and Supply later than the specified closing time will be returned unopened to the Proponent.

b) A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that Proponent as it applies to this request for proposal.

c) A Proponent may withdraw a submitted proposal at any time up to the proposal closing time by letter bearing a signature and/or seal as in the original proposal. Withdrawal requests received after the proposal closing time will not be permitted.

d) In the event that only one (1) proposal is received at time of closing, the Manager of Purchasing and Supply or designate will either open the proposal or delay opening of the proposal for consultation with the respective Managing Director/ City Manager as to whether to open or reject the proposal. A rejected proposal will be returned unopened to the Proponent. A decision to re-propose will be made respectively by the Manager of Purchasing and Supply and the respective Managing Director/ City Manager.

e) Proponents are to refer to the General Conditions, Instructions and Information for Proponents. Your proposal and any resultant purchase will be based on these conditions unless otherwise agreed to in writing. In the event of any conflict between the General Conditions, Instructions and Information to Proponents and the terms or conditions of this proposal, the terms and conditions of this proposal shall prevail.

f) The City reserves the right to accept or reject any and all proposals. The City further reserves the right to award the contract on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interests of the City in the opinion of the Manager of Purchasing and Supply and the applicable Managing Director/ City Manager, unless otherwise stated.

g) The acceptance and award of the proposal and execution of an agreement, contract or purchase order is subject to approval by City Council.

h) All prices must be stated in Canadian funds. Prices must also be inclusive of customs, duty and freight.

i) If the amount proposed for a unit price item does not agree with the extension of the estimated quantity and the proposed unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly. If both the unit price and the total price are left blank, then both shall be considered as zero. If the unit price is left blank but a total price is shown for the item, the unit price shall be established by dividing the total price by the estimated quantity. If the total price is left blank for a lump sum item, it shall be considered as zero. If the proposal contains an error in addition and/or subtraction and/or transcription in the approved proposal documentation format requested (i.e. not the additional supporting documentation supplied), the error shall be corrected and the corrected total contract price shall govern. Proposals containing prices which appear to be so unbalanced as to likely affect the interests of the City adversely may be rejected.

j) By submitting a bid, the Proponent acknowledges and accepts all terms and conditions in this bid solicitation document and all policies and procedures in the Procurement of Goods and Services Policy located on the City of London Purchasing and Supply Chain Website.

5.0 SUBMISSION INSTRUCTIONS

5.1 Closing Date and Time

Proponents are required to submit in a sealed envelope clearly identified as RFP14-27 Develop a London Community Plan to Address, Reduce and Prevent Youth Homelessness, one (1) signed original of their RFP submission and one (1) hard copy. In addition proponents must submit one (1) electronic copy of their RFP submission on a USB flash drive, CD or DVD in the sealed envelope. Please note that either the USB flash drive, CD or DVD will be non-refundable and will become property to the City of London. Completed proposal submission can be mailed to Purchasing and Supply, P.O. Box 5035, London, Ontario N6A 4L9 or hand delivered (in person or by courier) to Purchasing & Supply, 267 Dundas Street, 4th Floor, London, Ontario N6A 1H2 and must be received before 2:00 pm, local time, Monday, April 28 2014. Failure to submit the Form of Proposal (page 19) will result in your proposal submission being rejected.

Proponents are solely responsible for ensuring bids are received by Purchasing & Supply prior to the closing date and time.

5.2 Late Submissions

Proposal submissions received by Purchasing and Supply later than the specified closing time will be returned, unopened, to the Proponent.

5.3 Period of Acceptance

The proposal submission is to remain firm for acceptance for a period of ninety (90) days from the date of closing.

5.4 Questions/Inquiries

a) Inquiries regarding this RFP are to be directed to City of London, Purchasing and Supply, Chris Ginty, CPPB, CPSP, Procurement Officer, by facsimile at (519) 661-5030 or e-mail to purch@london.ca. Inquiries must not be directed to other City employees or Elected Officials. Directing inquiries to other than Purchasing and Supply may result in your proposal submission being rejected.

b) All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all Proponents in writing in the form of an Addenda which will only be posted on Biddingo.com.

c) The City assumes no responsibility for any verbal (spoken) information from any City staff or from any Consultant firms retained by the City, or from any other person or persons who may have an interest in this proposal. Amendments or changes to this proposal prior to the closing date and time stated herein will only be in the form of written addenda and said addenda will be issued by the Purchasing & Supply Team of the City of London. Any Addendum will be distributed through www.biddingo.com. It is the Proponent's sole responsibility to check this Web Site regularly to inform itself of any posted Addendum. The City makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a bid in response to this proposal, the Proponent acknowledges and agrees that addenda shall only be posted on Biddingo.com and it is the sole responsibility of the Proponent to check this Web Site for said addenda. FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE FORM OF PROPOSAL WILL RESULT IN YOUR BID BEING REJECTED.

d) Each Proponent must review all proposal documents and promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted to the City in writing, prior to Monday, April 21, 2014 at 2:00 p.m.
5.0 SUBMISSION INSTRUCTIONS…cont’d

5.4 Questions/Inquiries…cont’d

e) Where a request results in a change or a clarification to the RFP, the City will prepare and issue an Addendum to this RFP as stated in 5.4 c). With the exception of an Addendum delaying the closing or cancelling of this RFP, No Addendum will be issued within the forty-eight (48) hours prior to closing - not including Saturdays, Sundays and Statutory Holidays observed by the City of London for regular business hours. Proponents that have submitted proposal submissions prior to the date and time cut-off for Addenda issuance are solely responsible to monitor Biddingo.com for further Addendum and are therefore also solely responsible for submitting complete new proposal submissions acknowledging any said Addendum prior to the closing date and time of the RFP solicitation.

5.5 Rights Reserved by the City

a) The City is not liable for any costs incurred by the Proponent in the preparation of their proposal submission to the RFP or selection interviews, if required. Furthermore, the City shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the City of any proposal submission, or by reason of any delay in the award of the RFP.

b) The lowest proposal submission will not necessarily be accepted. The City reserves the right to accept/reject any or all proposal submissions and/or reissue the RFP in its original or revised form.

c) The City reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the RFP.

d) The City reserves the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of a contract.

e) The City reserves the right to cancel this RFP at any time, without penalty or cost to the City. This RFP should not be considered a commitment by the City to enter into any contract.

f) In the event of any disagreement between the City and the proponent regarding the interpretation of the provisions of the RFP, the Manager of Purchasing and Supply or an individual acting in that capacity, shall make the final determination as to interpretation.

5.6 Access to Information

a) The information submitted in response to this RFP will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act and in accordance with Council Policy – The Procurement of Goods and Services Policy section 21.4.

b) The Proponent does, by the submission of a proposal, accept that the information contained in it will be treated in accordance with the process set out in this section of the RFP.

5.7 Joint Submission

If a Proposal is a joint submission of two (2) or more Proponent firms, a single Proposal is to be coordinated and submitted by the lead firm with the required information. The lead firm shall act as the Proponent in all contractual obligations of any resulting award and agreement, or as determined by the City.
5.0 SUBMISSION INSTRUCTIONS…cont’d

5.8 Nomination of Sub-Consultants

a) Unless otherwise stipulated in this RFP or any Addendum thereto, the Proponent shall indicate the names and addresses of all nominated Sub-Consultants that it proposes to use in the provision of Services and/or work contemplated by this RFP.

b) The City reserves the right to reject any Sub-Consultant so nominated, without penalty or liability to the City of any kind whatsoever.

c) No change shall be made to the list of nominated Sub-Contractors and or Sub-Consultants after the Closing Time of the RFP, without the prior written approval of the City and only on such terms and conditions as the City in the exercise of an absolute discretion may require.

5.9 Multiple Proposals

Proponents may submit more than one Proposal. Should a Proponent submit more than one Proposal, each Proposal shall be submitted as a separate envelope. Each Proposal will be evaluated as a separate Proposal. Each Proposal must meet all of the mandatory requirements of this RFP.

6.0 REQUIREMENTS AT TIME OF EXECUTION

Subject to an award of the contract, the successful Proponent is required to submit the following documentation in a form satisfactory to the City for execution within ten (10) working days after being notified to do so in writing:

1. Insurance Documents;
2. Clearance Certificate from the Workplace Safety and Insurance Board;
3. Workers Compensation Declaration, form WD-1;
4. Safety Policies and Procedures and Related Documentation; and
5. Non-Disclosure Agreement.

If the successful Proponent for any reason, defaults or fails in any matter or thing referred to under "Requirements at Time of Execution", the City reserves the right to accept any other proposal submission, advertise for new proposals or carry out the work in any way as the City may, at its sole discretion, deem best.

6.1 Insurance

Insurance and Indemnification:

The successful Proponent shall at its own expense obtain and maintain until the termination of the contract, and provide the City with evidence of:

a) Comprehensive general liability insurance on an occurrence basis for an amount not less than two million ($2,000,000) dollars and shall include the City as an additional insured with respect to the successful Proponents operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners’ and contractors’ protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses.
6.0 REQUIREMENTS AT TIME OF EXECUTION…cont’d

6.1 Insurance…cont’d

b) Automobile liability insurance for an amount not less than two million ($2,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

c) The successful Proponent shall carry Professional Liability Insurance covering the work and services described in this document, such policy to provide coverage for an amount not less than Two Million ($2,000,000.00) dollars and shall continue for twelve (12) months following completion of work.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The City reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the City may reasonable require.

d) The successful Proponent shall not commence work until satisfactory evidence of insurance has been filed with and approved by the Risk Management Division of the City. The successful Proponent shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date of the duration of the contract.

e) The successful Proponent shall indemnify and hold the City harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other persons for whom the Proponent is legally responsible.

Certificates of Insurance:

All Proponents will be required to provide evidence of insurance on one or more of the forms shown on the City’s Purchasing and Supply website.

1. **Standard Certificate of Insurance** This form is used for agreements, permits, leases, licenses, special events and other activities/program where proof of liability insurance is required.

2. **Certificate of Professional Liability Insurance** This form is for consultants or other professionals undertaking work for the City. The new information requested more clearly describes how the insurance carried under the policy responds to claims.

6.2 Workplace Safety & Insurance Board

a) The successful proponent shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing. This form must be furnished prior to commencement of work, **every sixty (60) days or upon receipt of a Clearance Certificate from WSIB throughout the contract and must be submitted with final invoice before payment is made.** The successful proponent further agrees to maintain their WSIB account in good standing throughout the contract period.

b) If the successful proponent is a non-construction*, self–employed individual, partner or executive officer who does not pay WSIB premiums and is recognized by WSIB as an ‘independent operator’ a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the City prior to commencement of work.
6.0 REQUIREMENTS AT TIME OF EXECUTION…cont’d

6.2 Workplace Safety & Insurance Board…cont’d

*Construction refers to Class G – Construction of Schedule 1 (O. Reg. 175/98) and/or business activities included in Class G in the WSIB Employer Classification Manual. Review the revised regulation at the following link:
http://www.wsib.on.ca/en/community/WSIB/OPMDetail?vgnextoid=309346e7324f6310VgnVCM100000469c710aRCRD

Review Class G services at the following link:
http://www.wsib.on.ca/en/community/WSIB/230/PolicyLanding/24346?vgnextoid=1ce08588e7a4e110VgnVCM1000000e18120aRCRD

6.3 Workers Compensation Declaration

The successful proponent prior to receiving payment for substantial and total performance of the work shall submit a Declaration (form no. WD-1, per the following link) stating that he has paid all assessments or compensations payable and has otherwise complied with all the requirements of the Workplace Safety and Insurance Board, and that the successful proponent has paid all taxes and/or penalties imposed on it by the Corporation Tax Act of the Province of Ontario.

6.4 Safety Policies and Procedures and Related Documentation

The successful Proponent shall submit one (1) copy of each of the following items:

a) Their written health and safety policy and program where required under Section 25 (2) (j) of the Occupational Health and Safety Act. Where not required under 25(4), Proponents are asked to provide procedures or a written description of safety practices applicable to the work to be performed under the contract.

b) Proof that personnel have received training in accordance with requirements of the Ontario Workplace Hazardous Materials Information System Regulation, where applicable.

6.5 Non-Disclosure Agreement

The successful Proponent shall complete and submit to the City a Non-Disclosure Agreement (NDA), Form no. 1033; please see attachment 1.

7.0 TERMS AND CONDITIONS

7.1 Contract Period

The term of the contract will be for a period of up to one (1) year; commencing on or about Monday, June 2, 2014 with an option to renew at the City’s sole discretion.

7.2 Renewal

a) The City in its absolute sole discretion has the option to renew the contract for any additional monthly periods.

b) In determining whether to renew the contract, the City will consider the following, but not be limited to performance, pricing, service and value.
7.0 TERMS AND CONDITIONS…cont’d

7.3 Pricing

The City is seeking firm prices for the contract period. In all cases where prices are not firm, the City reserves the right to negotiate and accept or reject any and all price increases. If price increases are deemed unacceptable, the City reserves the right to cancel the contract upon thirty (30) days written notice, without penalty.

7.4 Taxes

HST – Extra.

All bidders shall provide their Harmonized Sales Tax (HST) registration number in their Proposal Submission Form. Note: If the bidder is located outside of Canada and is not a HST Registrant, this may not apply.

7.5 Cancellation

a) The City reserves the right, at its absolute sole discretion, to cancel this contract with thirty (30) days written notice, without cause and without penalty.

b) The City reserves the right, at its absolute sole discretion, to cancel this contract with seven (7) days written notice, with cause and without penalty.

7.6 Police Records Check and Vulnerable Position Screening

It is the responsibility of the successful Proponent to obtain a Police Records and Vulnerable Position Screening clearance for all employees who will be providing the Service and ensure that they are kept current throughout the contract period. The successful Proponent must make these documents available for review by the City upon request. The City will conduct random reviews (we will provide the successful Proponent with advance notice) at your own office to ensure that there is documentation showing compliance. Failure to provide the documentation when requested could result in cancellation of the contract.

7.7 Code of Conduct


7.8 Assignment

Following award of the contract, the successful Proponent shall not, without written consent of the Manager of Purchasing and Supply or designate make any assignment or any subcontract for the execution of any service or product hereby quoted on. The consent of the Manager of Purchasing and Supply or designate may be arbitrarily withheld.

7.9 Ownership of Materials, Reports, Designs, Specifications & Training Materials

Any work completed at the City's expense, on-site or remotely during the course of the project, including training materials, reports, designs, custom applications, specifications or otherwise shall become the exclusive property of the City.
7.0 TERMS AND CONDITIONS…cont’d

7.10 Non-disclosure

Except as the City may otherwise consent in writing, the proponent shall not use other than for the City and not directly or indirectly publish or otherwise disclose at any time (except as the proponent's duties for the City require) either during or subsequent to the proponent’s work, any of the City’s appendices, attachments or other written material (whether or not conceived, originated, discovered, or developed in whole or in part by the proponent).

7.11 Confidentiality

a) Except as may be necessary in the performance of an order under this agreement, the Consultant shall not at any time or in any manner make or cause to be made any copies, pictures, duplicates, facsimiles or other reproduction or recordings of any type, or any abstracts or summaries of any reports, studies, memoranda, correspondence, manuals, records, plans or other written, printed or otherwise recorded material of the City, or which relate in any manner to the present or prospective business of the City. The Consultant shall have no interest in any of this material and agrees to surrender any of this material which may be in its possession to the City immediately upon the termination of this agreement or at any time prior to the termination upon the request of the City.

b) The Consultant shall not at any time (except under legal process) divulge any matters relating to the business of the City or any customers or agents of the City which may become known to it by reason of its Services under an order, orders or otherwise and shall be true to the City in all dealings and transactions relating to the Services contemplated by this agreement and any order. Furthermore, the Consultant shall not use at any time (whether during the continuance of this agreement or after its termination) for its own benefit or purposes or for the benefit or purposes of any other person, firm, corporation, association or other business entity, any trade secrets, business development programs, or plans belonging to or relating to the affairs of the City, including knowledge relating to customers, clients, or employees of the City.

7.12 Compliance with the Accessibility for Ontarians with Disabilities Act, 2005

The successful Proponent shall ensure that all its employees, agents, volunteers, or others for whom the successful Proponent is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended the “Act”). The successful Proponent shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. The successful Proponent shall submit to the City, as required from time to time, documentation describing its customer service training policies, practices and procedures, and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents volunteers or others who received such training. The City reserves the right to require the successful Proponent to amend its training policies to meet the requirements of the Act and the Regulation.

7.13 Changes in Law

The parties acknowledge that performance of the obligations required hereunder may be affected by changes in applicable laws of the Province of Ontario. In the event of a change in applicable legislation that results in a material impact on the performance of any act required by this Agreement, the Parties shall renegotiate the provisions of this Agreement to achieve mutually acceptable terms for the performance of acts required hereunder. If the Parties are unable to agree on the revised terms and conditions either Party may submit the dispute to arbitration in accordance with the provisions of the Arbitration Act S.O. 1991, C. 17.
7.0 TERMS AND CONDITIONS…cont’d

7.14 Environmental Considerations

In order to contribute to waste reduction and to increase the development and awareness of environmentally sound purchasing, acquisitions of goods and services will ensure that, wherever possible, specifications are amended to provide for expanded use of durable products, reusable products and products (including those used in services) that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the product or service. It is recognized that cost analysis is required in order to ensure that the products are made available at competitive prices.

7.15 Exclusion of Proponent in Litigation

a) The City may, in its absolute discretion, reject a proposal submission submitted by a Proponent if the Proponent, or any officer or director of the Proponent is or has been engaged, either directly or indirectly through another corporation, in a legal action against the City, its elected or appointed officers and employees in relation to:

   i. Any other contract or services; or
   ii. Any matter arising from the City’s exercise of its powers, duties, or functions.

b) In determining whether or not to reject a proposal under this clause, the City will consider whether the litigation is likely to affect the Proponent’s ability to work with the City, its consultants and representatives, and whether the City’s experience with the Proponent indicates that the City is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the Proponent.

7.16 Exclusion of Proponent Due To Poor Performance

a) The Managing Director/ City Manager shall document evidence and advise Purchasing and Supply in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety violations.

b) The City Treasurer may, in consultation with the City Solicitor, prohibit an unsatisfactory supplier from bidding on future contracts for a period of up to three (3) years.

8.0 SCOPE OF WORK

8.1 Role of Consultant

The Consultant will be guided by the Vision and Principles of London’s Homeless Prevention System. In addition, the Consultant will conduct their work by applying a Harm Reduction approach.

The successful Consultant will work with identified City of London staff, young people with lived experience, families of individuals with lived experience, youth leaders, agency partners, government representatives, community representatives and the general public.

The Consultant will:

- prepare an annotated bibliography of current evidence and promising practices related to addressing, reducing and preventing homelessness with London’s youth;
- apply a broad definition of homelessness and evidence based solutions including housing with support and considers street involvement, street culture and housing, and incorporates these elements into the final report with a focus on youth.
8.0 SCOPE OF WORK...cont’d

8.1 Role of Consultant...cont’d

- examine other communities for examples of integrated, collaborative initiatives related to young people/ youth experiencing homelessness and summarize models in a report;
- apply innovative methods of engaging and involving youth experiencing homelessness and their families;
- interview youth experiencing homelessness;
- interview families of individuals with lived experience;
- engage in an active consultation process with a range of stakeholders from multiple sectors including addiction, health, mental health, justice, child welfare, shelters, London Child and Youth Network and existing local youth leadership groups;
- identify current services and options for youth experiencing homelessness in London and their strengths, best practices, successes, gaps and challenges;
- identify individual youth service providers ability to adapt and implement the Vision and Principles of London’s Homeless Prevention System with specific regard to the areas of Strategy, Competency and Capacity;
- recommend options for strengthening integration and collaborative responses including an estimate of various options, including, and not limited to, capital and ongoing operational costs;
- incorporate guidance from the City of London’s Youth Community Economic Development Framework wherever appropriate; and,
- produce a final report that will present a Plan with recommendations including measurable outcomes and solutions.

8.2 Consultant Skills and Attributes

The Consultant will have:

- an informed understanding of trauma, addiction and mental health and how they intersect with youth/families who are street involved and/or experiencing homelessness, in particular street involved and homeless youth;
- a comprehensive experience in applying systems approaches and community development;
- a comprehensive understanding of housing with support and harm reduction;
- advanced interpersonal and communication skills including the ability to engage with youth presenting a range of issues (i.e. state of crisis, addiction, mental health, trauma, learning/behavioral disabilities);
- well-developed skills in facilitating focus groups, one on one interviews and designing and delivering surveys; and,
- advanced writing skills.

8.3 Approach

By considering the Social Determinants of Health, the Consultant will engage youth with lived experience, their families, service providers, government bodies which influence policy, and members of the public to fully understand local issues and priorities related to youth experiencing homelessness.

The fundamental principles of community based, collaborative, engaging, and multi-sectoral development are key to the overall success of the Plan and the implementation of any actions.
8.0 SCOPE OF WORK...cont’d

8.4 Deliverables, Activities and Outcomes

8.4.1 Deliverable – Development of the Plan

The Consultant will present a DRAFT London Community Plan to Address, Reduce and Prevent Youth Homelessness that will provide an integrated multi-sectoral response including themes and directions related to street involved youth and youth experiencing homelessness focused on addressing, reducing and preventing homelessness and considers housing with support.

The Plan will include:

a) Background
A review of research from around the globe, evidence-based and promising practices and literature related to homelessness and street involved youth.

b) Analysis
Provide a demographic understanding of London, Ontario as it relates to street involved youth and youth experiencing homelessness.

Consider existing networks and collaborations including London Child and Youth Network, the Youth Justice System and local youth leadership groups.

Consider child sexual abuse and trauma, addiction, mental health and street culture as it relates to youth experiencing homelessness.

Consider the homeless youth service providers ability and willingness to adapt and implement the Principles of London’s Homeless Prevention System with specific regard to the areas of Strategy, Competency and Capacity.

Consider factors leading to youth homelessness including:
- Abuse, sexual abuse, addiction, mental health, peers, boyfriend/girlfriend, GLBT, family, child welfare, other.

Consider the exit strategies of youth experiencing homelessness including:
- housing with support, treatment, education, income, employment, social assistance, family, access to services, other.

Consider the risks of youth experiencing homelessness including:
- physical health and sexual health (MRSA, HCV, HIV/AIDS), safety, violence/abuse, predators, street culture, street gangs.

c) Outcomes
The Consultant will submit a DRAFT report that includes:
- an integrated multi-sectorial response that includes identified outcomes and measurable deliverables related to street involved youth and youth experiencing homelessness focused on addressing, reducing and preventing homelessness and considers housing with support;
- options for strengthening integration and collaborative responses;
- recommendations to support the youth homeless serving providers ability to adapt and implement the vision and principles of the Homeless Prevention System for London;
- estimated costs of various options, including, and not limited to, capital and ongoing operational costs; and,
- a ten year planning horizon.
8.0 SCOPE OF WORK...cont’d

8.4 Deliverables, Activities and Outcomes...cont’d

8.4.2 Deliverable – Community Engagement

The Consultant will employ a range of techniques to engage in an active consultation process with a range of stakeholders including:

- youth with lived experience including: women, men, transgendered, Aboriginal, unique cultures;
- families of individuals with lived experience including: biological family members and family members identified by youth with lived experience;
- service providers from multiple sectors including: decision makers and front line staff and existing networks such as the London Child and Youth Network, the Youth Justice System and local youth leadership groups;
- government bodies/funders which influence policy; and,
- members of the public.

The Consultant will:

- apply innovative and creative methods to engage street involved youth and youth experiencing homelessness in London;
- have face to face contact with youth on the streets of London including after hours, evening and weekends with youth experiencing homelessness. The Consultant will engage by conducting short one to one interviews, which may require multiple contacts;
- have face to face contact with families of individuals with lived experience. The Consultant will engage by conducting one to one interviews;
- engage service providers from multiple sectors and government bodies/funders which influence policy by conducting focus groups, surveys and one to one interviews;
- engage members of the public on specific areas of the Plan;
- engage youth employment networks;
- engage all stakeholders by using social media in a creative and innovative way; and
- test the recommendations with youth experiencing homelessness and stakeholders.

8.4.3 Deliverable – Reporting

- The Consultant will report to the City of London, Manager, Homeless Prevention;
- The Consultant will work with a small Advisory Group to assist in supporting the development of the Plan;
- The Consultant will submit an interim report no later than October 1, 2014; and
- The Advisory Group will report to the Manager, Homeless Prevention and inform share evidence based best practices, offer feedback and review the recommendations. The Advisory Group will not supervise the Consultant or make final recommendations.

8.5 Payment and Holdback

a) The successful proponent shall be entitled to receive ninety (90%) percent of the value of the work actually done and materials and equipment placed on the basis of the contract price. Release of the holdback shall be issued thirty (30) days from the date of the final completion of the project.

b) Before the amount due under the holdback is paid; the successful proponent must have demonstrated that the project is completed to the satisfaction of the Project Manager. Once the Project Manager has signed off that she is satisfied, the money will be released to the successful bidder.
9.0 SUBMISSIONS REQUIREMENTS

9.1 General

a) The City is requesting proposals from firms who are both interested and capable of undertaking the project.

b) The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in the RFP.

c) The proposal submissions will be assessed according to how well they assure the City’s success in relation to the RFP requirements. The detail and clarity of the written proposal submission will be considered indicative of the Proponents expertise and competence.

d) All information provided in response to this RFP must contain sufficient detail to support the services being proposed. Incomplete submissions will not be considered.

9.2 Administration Fee

Proponents who do not elect to retrieve the proposal information from the Biddingo.com can purchase a hard copy of the document. Cost is $50.00 in the form of a cheque or Canadian Money Order. Cheques are to be made payable to the "City Treasurer".

9.3 Mandatory Requirements

a) Acknowledgement of all addenda on the Form of Proposal in Section 11.7.

Your proposal submission MUST follow the following format:

b) Title page which will include the Proponent’s legal name, address, telephone and fax numbers, e-mail address, and name of primary contact and date.

c) A least one (1) original signed “Form of Proposal” MUST be submitted with the proposal submission.

9.4 Specific Requirements

a) Respondents are to provide a minimum of one (1) reference, including contact name and phone number and provide at least one (1) example of a product that you developed similar to those outlined in this RFP. If these have been provided during the RFQ phase, the proponent should indicate that these references stand, or, substitute references may be given;

b) Provide a brief description of the work to be undertaken;

c) Identify the strategic community engagement process;

d) Describe in detail the innovative approaches to be applied to support youth engagement;

e) Demonstrate a link to London’s Homeless Prevention System;

f) Identify all expected and measurable results within a specified timeframe as well as how the expected results will be measured;

g) Provide a detailed project budget, including, but not limited to, all revenue sources and expenses and a fee and cost schedule;
9.0 SUBMISSIONS REQUIREMENTS…cont’d

9.4 Specific Requirements…cont’d

h) Provide evidence of ability to perform the proposed project;

i) provide at least one (1) example of product that you developed; and,

j) provide two (2) professional references which include the name of the organization, the contact person, telephone number and address.

10.0 EVALUATION CRITERIA

10.1 Evaluation Team

Request for Proposal Submissions will be evaluated by a team consisting of representation from Neighbourhood, Children & Fire Services, Community Representation and Purchasing & Supply. **BY RESPONDING TO THIS RFP, PROPO/NENTS ACKNOWLEDGE THAT THE EVALUATION TEAM IS SOLELY RESPONSIBLE FOR RECOMMENDING THE SUCCESSFUL PROPO/NENT.**

10.2 Evaluation Process

Each RFP submission will be evaluated by the City on the basis of the information provided by the Respondent in its RFP submission. Each RFP submission will be reviewed to assess compliance with the requirements set out in this RFP document. Evaluation results will be the property of the City. The City does not intend to disclose details of the evaluation results, under any circumstances.

After receipt of the RFP submissions the City may request clarification of RFP submissions. The City may request clarification to ascertain a Proponent’s understanding of, and level of responsiveness to, the RFP submission for the purpose of the evaluation process.

The City, in its sole discretion may adjust the evaluation score or ranking of RFP submissions as an outcome of the clarifications. The City reserves the right to limit clarification to any number of Respondents as determined by the City regardless of the number of the Respondents that submitted RFP submissions.

10.3 Submission Weighting

The evaluation will be based on a total score out of 100 points, but not limited to, the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee, Total Project Cost;</td>
<td>40</td>
</tr>
<tr>
<td>Implementation and Experience, quality of the team members;</td>
<td>35</td>
</tr>
</tbody>
</table>

Table continued, on the following page.
### 10.0 EVALUATION CRITERIA...cont’d

### 10.3 Submission Weighting...cont’d

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Completeness, clear responses and understanding of the requirements;</td>
<td>10</td>
</tr>
<tr>
<td>References; and</td>
<td>5</td>
</tr>
<tr>
<td>Interview &amp; Presentation (if required).</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

### 10.4 Interview & Presentation (if required)

These will be conducted the week of May 19, 2014; Interview & presentation process shall be based on the following criteria and are to be attended by the proponent’s representatives who will be servicing the City’s account.

**Interview & Presentation Agenda:**

i. Brief introduction of Evaluation Team, 5 minutes;
ii. Presentation by the Proponent, 25 minutes; and
iii. Question & answer period 30 minutes.

### 10.5 Best and Final Offer (BAFO) (if required)

Following the closing of the RFP, the City may, but shall not be obligated to, choose to invite the Pre-Qualified Proponents to participate in a Best and Final Offer process. The Best and Final Offer process is as follows: The invited proponents who agree to participate will then individually be requested to meet with the City to:

a) Clarify the particulars of the City’s scope of work;
b) Clarify the Proponent’s suggestions, solutions and methods of work;
c) Discuss options for alternative methods of achieving the City’s desired results; and
d) Explore alternative ways the City can achieve the best possible service, supply and/or performance of the Project.

Following any such discussions and meetings, the City may request the Pre-Qualified Proponents who have agreed to participate in this Best and Final Offer process to submit a Best and Final Offer Proposal by a fixed date and time chosen by the City.
10.0 **EVALUATION CRITERIA...cont’d**

10.5 **Best and Final Offer (BAFO) (if required)...cont’d**

Following receipt of the Best and Final Offer Proposals in accordance with this section 10.5, the City will then evaluate such Best and Final Offer Proposals that it has received against the evaluation criteria previously described in the RFP.

Thereafter the City may select a Preferred Proponent with whom to enter into negotiations for the award of all or part of the RFP who has in the City’s opinion offered the most value for money to the City. The City is not however bound to select the highest scoring or any Proposal received and may cancel this Best and Final Offer process at any time. Note: this option will only be invoked if a satisfactory outcome to the specified evaluation process is not achieved.

10.6 **Selection Process**

a) Receive written responses from Proponents;
b) Evaluate Proposals;
c) Interviews & Presentations and BAFO, if necessary;
d) Recommendation; and
e) Agreement, Purchase Order or Contract Record.

Chris Ginty, CPPB
Procurement Officer
Purchasing and Supply

Manager of Purchasing and Supply ____________ John Freeman, CSCMP
11.0 FORM OF PROPOSAL

AT LEAST ONE SIGNED ORIGINAL OF THIS FORM OF PROPOSAL MUST BE INCLUDED IN YOUR SUBMISSION

11.1 Please state terms of payment (Note: Early payment discounts will be considered in the award of the contract, and will apply after taxes):


11.2 I/WE, the undersigned authorized signing officer of the Proponent, HEREBY DECLARE that no person, firm or corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in this proposal.

11.3 I/WE further declare that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

11.4 I/WE further declare that this proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud.

11.5 I/WE further declare that the undersigned is empowered by the Proponent to negotiate all matters with the Corporation representatives, relative to this proposal.

11.6 WE further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.

11.7 I/WE have allowed for Addenda numbered as follows: #______ through to #______.

Failure to acknowledge all addenda will result in your proposal being rejected.

COMPANY NAME:____________________________________________________________________

ADDRESS:___________________________________________________________________________

CITY/PROVINCE:______________________________________________________________________

POSTAL CODE/ZIP CODE:________________________________________________________________

AUTHORIZED SIGNATURE: ________________________________________________________________

TITLE: ______________________________________________________________________________

I/WE are authorized to bind the COMPANY/CORPORATION

NAME (Please print or type): ______________________________________________________________

TELEPHONE NUMBER: (_____) ______________________ FAX NUMBER: (_____) ______________________

HST REGISTRATION NUMBER: ____________________________________________________________

EMAIL ADDRESS: ______________________________________________________________________

DATE OF PROPOSAL: ____________________________________________________________________

NOTE: Please return your written submission and USB flash drive, CD or DVD in addition with page 19 complete with an original signature in ink on or before 2:00 pm, Local Time, MONDAY, APRIL 28, 2014. FAILURE TO DO SO SHALL RESULT IN THE PROPOSAL SUBMISSION BEING REJECTED.