

**REQUEST FOR PROPOSAL No. 001-2024
POVERTY REDUCTION ASSESSMENT & STRATEGY**



DATE ISSUED:

January 23, 2024

CLOSING DATE AND TIME:

Proposals are to be submitted to Reception prior to:
3:00 PM (15:00 hrs) Pacific Time on February 15, 2024, to the attention of:

Stephanie Dunlop, Emergency Program Coordinator
District of Metchosin
4440 Happy Valley Road
Victoria BC V9C 3Z3
firechief@metchosinfire.ca

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1 GENERAL

1.1 INTRODUCTION

The District of Metchosin (DOM) is seeking proposals from qualified consultants to lead the preparation of a Poverty Risk Assessment and Reduction Strategy (the Project). This will be the first social needs assessment for the district as a whole and will build on related projects and plans within the municipality.

The District of Metchosin has applied for funding through the Union of BC Municipalities Poverty Reduction Planning and Action Program to develop a municipal poverty reduction strategy and action plan with the District of Metchosin as the primary applicant. UBCM requires that all project activities are completed prior to May 30, 2024. An extension to this timeline can be requested if needed.

The budget for the contract is \$25,000, exclusive of applicable taxes.

The drastic changes that communities have experienced since the COVID-19 pandemic and resulting inflation make this a critical time to undertake this project. As a successful applicant, the DOM is pleased to be seeking experienced proponents to undertake this project.

1.2 PROJECT PURPOSE

Funded by the UBCM Poverty Reduction Planning and Action grant, the DOM Poverty Reduction Plan will provide in depth research, analysis, and recommendations related to eight (8) priority action areas; housing, families (children and youth), education and training, employment, income supports, social support, discrimination and stigma, and safe, affordable transportation. Additionally, the plan will prioritize intersectional capacity building strategies and best practices. This Plan will blend the unique needs of our rural and remote community. The goal of the plan is to work collaboratively with neighboring municipalities, First Nations, electoral areas and community partners to break the cycle of poverty, strengthen resilience in the region, and improve the lives of residents.

The Poverty Risk Reduction Plan is intended to be adopted as a District of Metchosin reference document.

1.3 SCOPE OF WORK

The Metchosin Poverty Reduction Strategy will focus on three of the priority action areas as identified by *TogetherBC*: British Columbia's Poverty Reduction Strategy.

1. Housing
2. Income Supports
3. Social Supports

In addition to the above focus areas, as identified by *TogetherBC*, the District of Metchosin identifies two additional key priorities.

1. Discrimination and Stigma – Living in poverty is challenging enough without the added judgment that often accompanies it. All aspects of the plan will take this into consideration; an understanding that discrimination and stigma are significant barriers to accessing opportunities and breaking the cycle of poverty.
2. Safe, affordable transportation – Due to the remote nature of our area a poverty reduction strategy will need to consider the barriers to transportation that are faced by many who live here. Reliable and affordable transportation is especially crucial for people who live in more remote areas and must travel to urban centres to access services.

Housing is one of the three priority areas and is significant to the municipality and will be reflected as such in the Poverty Reduction Plan.

The District of Metchosin (DOM) will support the Consultant by developing a Community Team for the purpose of engagement. The Community Team will share knowledge that will contribute to the Poverty Reduction Plan. The Community Team will be made up of relevant agencies working towards the forementioned key priorities, including Indigenous representatives, non-profit organizations, and other partners.

The final plan should include strategies and best practices to build capacity within the district.

The successful consultant will:

1. Complete research and collect data from local, provincial, and national sources to help develop and inform the plan.
2. Develop project news releases, engagement invitations, meeting agendas and other related project information required for research and engagement efforts.
3. Analyze the quantitative and qualitative data found through research, community meetings and consultation with the Community Team to help inform a regional poverty reduction strategy.
4. Develop a regional poverty reduction strategy with recommendations and actionable goals and activities.
5. Present the strategy to the Community Team, incorporate feedback to create a final strategy.
6. Present the final strategy to communities for endorsement and to facilitate collaboration on the actionable activities.

1.4 PROJECT DELIVERABLES

Information Gathering, Assessment, & Community Engagement

- a) Apply a poverty reduction lens to recommendations from the latest Housing Needs Reports for this region and incorporate actions into the Poverty Reduction Plan as appropriate.
- b) Validate areas of concerns related to poverty in the District of Metchosin which have been discussed in pre-existing reports, meetings, coalitions etc.
- c) Identify an inventory of services provided in various communities throughout the CRD to identify gaps. This will guide solution-focused recommendations and implementation strategies.

Poverty Reduction Plan with Recommendations

- a) The project will culminate in the creation of a municipal Poverty Reduction Plan. This plan will include recommendations, actionable strategies, and an implementation plan.
- b) Recommendations will provide direction to community groups, service providers, and local government to deliver relevant programs/ services and obtain the funding to do so.
- c) Develop recommendations for new or expanded initiatives to help reduce or prevent poverty at the local level, identifying where local and other levels of government or non-governmental organizations may play a leadership or partnership role in filling the gap.
- d) Identify a model system that builds upon existing structures and programs and will provide a mechanism for the implementation of the poverty reduction plan (including actionable strategies and an implementation plan). This includes the creation of smaller, actionable items that can be easily implemented by communities.

Presentation and Delivery

- a) The research and data gathered during the project will be shared with project partners, the Community Team, community stakeholders, and the general public.
- b) Through the engagement and development of the plan, there will be increased communication between all sectors of the community as well as opportunities to maintain and grow regional partnerships and collaboration efforts.
 1. Strategies to address issues such as Poverty Risk Reduction economic viability, farmland protection, farmland access, localized food security, education, First Nations reconciliation, climate change, emergency preparedness, ecological stewardship, and Poverty Risk Reduction infrastructure.
 2. Comprehensive Poverty Risk Reduction Plan outlining measures, policies, and practical solutions to encourage and strengthen Poverty Risk Reduction land use, including risks and resilience from climate change.
 3. Implementation Strategy clearly outlining the specific roles and milestones for implementing the Poverty Risk Reduction Plan.
 4. Submittal of final Poverty Risk Reduction Plan to District of Metchosin for adoption.

2 INSTRUCTIONS AND INFORMATION FOR PROPONENTS

2.1 CLOSING DATE AND TIME

The Closing Date and Time is 3:00 PM Pacific time on May 30, 2024. A Proposal must be received before the Closing Date and Time to be valid.

2.2 HOW TO SUBMIT PROPOSALS

Proposals must be submitted by post, courier or hand-delivery to the attention of:

Stephanie Dunlop, EPC
District of Metchosin
4440 Happy Valley Road
Victoria BC, V9C 3Z3
firechief@metchosinfire.ca

The submission must consist of two (2) hard copies plus one (1) digital copy of the Proposal in sealed envelopes or packages marked with the Proponent's name and marked "Poverty Reduction Plan Proposal".

2.3 PROPOSAL GUIDELINES

To facilitate the evaluation of proposals, respondents must provide detailed descriptions of the following criteria in their submissions:

a) Overview

Provide brief information about the proponent and subcontractors including full legal name, nature of business, contact information, and available in-house resources (personnel, equipment, etc.).

b) Methodology and Approach

A detailed description of the proposed methodology to produce the series of contract deliverables identified in in an efficient and timely manner.

Should the consultant consider that additional deliverables or areas of review other than those identified within the RFP are appropriate; the information should be clearly identified and recommended within their submission.

A proposed schedule for the Services.

c) Project Management and Leadership / Personnel

Project management personnel assigned to the project must be identified by name, responsibility, qualifications and experience in handling similar projects. Other personnel identified for the project are to be listed, along with a brief statement of qualifications and experience for each. Any registered incorporated names of companies should be clearly identified, as well as the company signing authority(s) for contracts.

d) Poverty Risk Reduction sector engagement and public consultation plan

An outline of the public and stakeholder engagement and consultation proposed to be undertaken. The consultant is encouraged to identify innovative or previously successful methods they would utilize to engage the Poverty Risk Reduction sector and general public within the planning process.

e) Deliverables and Timeline

The desired completion date for the PRR Plan is May 30, 2024.

f) Relevant Experience

A description of the contractor's past experience, including two (2) references, related to the RFP. If the use of subcontractors is proposed, a brief description of the subcontractors past experience and rationale for their selection should be included.

g) Contractor's Price Proposal

The budget for the project is \$25,000, inclusive of labour, fees and all disbursements, but exclusive of GST.

A detailed price proposal and budget must be identified and returned as part of the proposal submission. Any terms and conditions for the price quoted should be clearly stated. All anticipated expenses borne by the consultant are to be identified in the submission.

Fees quoted are to include all taxes applicable and this should also be clearly stated. If not specifically noted, quoted fees will be accepted as being inclusive of all applicable taxes. If additional deliverables or areas of review have been identified in the methodology, the consultant should cost these additional items separately.

If additional deliverables or areas of review have been identified in the methodology, the consultant should cost these additional items separately.

2.4 ENQUIRIES

All enquiries or requests for clarification of issues related to this RFP should be transmitted in writing by email to:

Stephanie Dunlop, EPC
firechief@metchosinfire.ca

The District will respond to all RFP enquiries through the Addenda process, subject to privacy and confidentiality concerns. If a Proponent's enquiry pertains to sensitive personal or commercial information, the Proponent should so advise the District at the time of making the enquiry.

2.5 ADDENDA

Addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. The District will post all Addenda through the same medium that this RFP is posted. Once issued, all Addenda will form part of this RFP.

2.6 WITHDRAWAL AND AMENDMENT

At any time before the Closing Date and Time, a Proponent may withdraw a submitted Proposal by written notice to the District.

Proponents may not amend a Proposal that has already been received by the District. However, if a Proponent has withdrawn a submitted Proposal (as provided above), then it may submit a replacement Proposal prior to the Closing Date and Time.

2.7 EVALUATION OF PROPOSALS

2.7.1 Opening

The District intends to open Proposals in private but reserves the right to open Proposals in public at its sole discretion.

2.7.2. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the consultant.
- Understanding of the project's objectives and scope.
- Clarity, comprehensiveness, and feasibility of the proposed methodology.

2.7.3 Clarification

The District may request clarification from Proponents regarding the pertinent Proposal and the information so collected may be used by the District in evaluating the Proposal.

2.7.4 References

In evaluating Proposals, the District may, at its discretion, contact references provided by Proponents or any other third parties who may have knowledge of the Proponent's past performance or conduct. For clarity, if a Proponent has previously provided goods or services to the District, the evaluation team may seek and rely on knowledge about the Proponent's past performance or conduct held by the District's staff or representatives. The evaluation team may consider the responses received from the references in evaluating Proposals.

2.8 CONTRACT EXECUTION

Upon completion of ranking of Proponents, the District may invite (subject to the District's rights and reservations) the highest-ranked Proponent to enter into a Contract.

As a prerequisite to Contract execution, the District may request that the Proponent provide it with the following within ten (10) working days of the said request:

- h) a copy of the insurance policies as specified in Section 3.7;
- i) a copy of a valid business license issued by the District; and
- j) any other documentation reasonably required by the District in relation to the Contract.

If the Proponent fails to provide the requested documents within ten (10) working days of being requested or fails to promptly enter into the Contract upon being invited to, the District may

withdraw its invitation to the said Proponent to enter into the Contract and invite the next-ranked Proponent to enter into the Contract.

2.9 NOTIFICATION OF RESULTS

The District shall notify all Proponents of the result of this RFP process after the Contract has been entered into. At the District's discretion, the result may be notified to Proponents before the Contract has been entered into. Upon request by an unsuccessful Proponent, the District shall provide reasons to the Proponent why the District did not invite that Proponent to enter into a Contract. Such reasons may be provided in writing, by phone, online meeting, or in-person meeting, at the District's discretion.

2.10 PROPONENT MUST BE DISTINCT LEGAL ENTITY

A Proposal may only have one Proponent associated with it, and such Proponent must be a distinct legal entity (e.g., natural person, partnership, corporation, etc.). If two or more parties intend to act as a team, the Proponent on record must be one of the parties or a duly incorporated joint venture corporation. For all contractual and legal purposes, the District will only recognize the legal entity under whose name the Proposal is submitted as the Proponent.

2.11 NO SOLICITATION

Proponents must not attempt to contact any elected representatives or employees of the District with the intent of influencing the result of this RFP process. Any contact between a Proponent (which includes its employees, owners, representatives, or agents) and the District in relation to this RFP must strictly be through the enquiry process provided in this RFP.

2.12 CONFLICT OF INTEREST

If a Proponent is aware of a Conflict of Interest, the Proponent must disclose such Conflict of Interest in its Proposal. The Proponent may propose measures to mitigate or reduce the effects of such Conflict of Interest. A Conflict of Interest involving a proposed subcontractor of a Proponent will be deemed to involve the said Proponent itself.

3 RFP TERMS AND CONDITIONS

The following terms and conditions apply to this RFP process. By submitting a Proposal, each Proponent agrees to be bound by the terms and conditions contained in this RFP.

3.1 THIS RFP IS NOT AN INVITATION TO TENDER

This RFP is not an invitation to tender or a request for offers. The District is not bound to enter into a Contract with the Proponent with the highest score or lowest price, or with any other Proponent.

3.2 RIGHTS RESERVED BY THE DISTRICT

The District reserves the rights, to be exercised in the District's sole discretion, to:

- a) waive noncompliance of a Proposal with requirements set out in this RFP if such noncompliance:
 - is not in relation to an essential or important requirement set out in this RFP; and
 - is not significant with respect to evaluation of the Proposal;
- b) cancel this RFP at any time before a Contract is entered into, including at the following stages:
 - before the Closing Date and Time; and
 - after the Closing Date and Time but before a Contract is entered into;
- c) if this RFP is cancelled:
 - issue another solicitation on the same or different terms; or
 - do nothing further.
- d) rely on information from credible third parties to assess a Proponent with respect to evaluation criteria, even if such third parties have not been nominated as references by the Proponent.
- e) disqualify a Proponent in the following circumstances:
 - the Proponent attempts to influence the outcome of this RFP process in a manner prohibited in this RFP.
 - a Conflict of Interest exists that the Proponent knows about or should know about, but has failed to disclose in its Proposal.
 - the Proponent or its proposed subcontractor is currently, or was within the past three (3) years, engaged in litigation with the District; or
 - it is known to the District with reasonable certainty through its own experience or through that of credible third parties that the Proponent has acted in a commercially.

unreasonable manner or unlawful manner within the last five (5) years or that the Proponent does not have financial resources to perform the Contract.

- f) negotiate the terms of a Contract (including the scope of the Services to be provided) with one or more Proponents who are not ranked the highest in the evaluation process and enter into a Contract with any such Proponent; and
- g) enter into a Contract for only a part of the Services.

3.3 OWNERSHIP OF PROPOSALS

All documents, including Proposals, submitted to the District in connection with this RFP shall become the property of the District. These documents will be received and held in confidence by the District, except as otherwise required by law (including the *Freedom of Information and Protection of Privacy Act*), or by order of a court or tribunal. Proponents are advised that their Proposals will, as necessary, be disclosed, on a confidential basis, to advisors retained by the District to advise or assist with this RFP process, including the evaluation of Proposals.

3.4 PROPONENTS' EXPENSES

Proponents are solely responsible for their own costs and expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the District or its representatives and consultants, relating to or arising from this RFP process.

3.5 LAW

This RFP and the process related to it shall be governed by and construed in accordance with the laws of the Province of British Columbia, Canada, which shall be deemed the proper law hereof.

3.6 CONFIDENTIALITY OF THE DISTRICT'S INFORMATION

Information pertaining to the District obtained by a Proponent as a result of participation in this RFP process is confidential and should not be disclosed without prior written authorization from the District.

3.7 INSURANCE

The Consultant shall take out and maintain an insurance policy for general liability and errors and omissions that has a minimum coverage of \$5,000,000.00 per occurrence, which names both the District and the Consultant as insured parties and which shall apply to acts and

omissions that occur during the Consultant's performance of the Services regardless of when the act or omission covered by the policy is discovered. The Contractor shall provide evidence of that insurance policy to the District prior to the date on which the Consultant begins performing the Services.

3.8 LIMITATION OF DAMAGES

The District and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent as a result of preparing and/or submitting a Proposal, the evaluation process, participating or not participating in negotiations for a Contract, or any other activity related to or arising out of this RFP or this RFP process.