

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

REQUEST FOR PROPOSALS

RFP 2022-18

Reaching Home - Homelessness Services

Date issued:	18-May-2022
Question Deadline:	25-May-2022
Closing Date and Time:	1-June-2022 at 1:00 pm

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THESE INSTRUCTIONS DEFINE YOUR OBLIGATIONS AND LIMIT YOUR RIGHTS. READ CAREFULLY.**Article I. TERMS AND CONDITIONS OF THE PROCUREMENT PROCESS**

This Request for Proposals ("RFP") is an invitation by The District of Nipissing Social Services Administration Board to prospective Proponents or a consortium of Proponents to submit a Proposal to qualify, in accordance with the Process For The Determination Of The Preferred Proponent(s) (see Article III) and the Process for the Selection of the Successful Proponent (see Article IV) as the non-exclusive Service Provider for the Scope of Work requested in Article II.

These standard Terms and Conditions govern this procurement, and Proponents agree to be bound by the terms and conditions set forth, except as may be amended by DNSSAB in writing.

Section 1.01 DEFINITIONS

In this RFP and any Addendum forming part thereof, words and expressions parenthetically defined shall have the meaning therein provided; however, all capitalized terms noted below shall have the following respective meanings regardless:

"Addenda" means a document made available by the Procurement Representative, which amends or clarifies the RFP document.

"AODA" means the Accessibility for Ontarians with Disability Act, 2005, S.O. 2005, Chapter 11, as may be amended from time to time and all regulations thereunder.

"Board" means the District of Nipissing Social Services Administration Board.

"Business Day" means Monday to Friday inclusive, except statutory or civic holidays observed in the Province of Ontario and by DNSSAB.

"Business Hours" means 8:30 a.m. to 4:30 p.m. on a Business Day.

"CAO" means the Chief Administrative Officer of the District of Nipissing Social Services Administration Board or designate.

"Closing Date" means the date and time as set out in the RFP Timetable wherein the submission of a Proposal is due.

"Company" means any agency, corporation, business or entity of the Proponent and or associated with the Proponent.

"Confidential Information" means information including but not limited to a formula, pattern, compilation, program, method, technique or process, or information contained in a product, service, personal identifiable information, device or mechanism which is or may be used in the administration and delivery of DNSSAB programs and services, and which may have economic value from not being generally known, and is subject of efforts that are reasonable under the circumstances to maintain its secrecy.

"Conflict of Interest" includes, but is not limited to, situations in which a person associated with the Proposal or any member of her or his family can benefit financially from her or his involvement; and/or situations where a Proponent has an unfair advantage or engages in conduct, directly or indirectly that, may give it an unfair advantage in relation to the performance of its contractual obligations, the Proponent's other commitments, relationships or financial interests could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

"Contract" means the agreement, in writing, governing the performance of the Scope of Work and may include the terms and conditions contemplated by this RFP.

"DNSSAB" means District of Nipissing Social Services Administration Board and any other government or Company or Board on behalf of which DNSSAB is acting. For the purposes of this RFP, DNSSAB shall mean the entity negotiating and awarding the Contract.

"Evaluation Committee" means the relevant representation from DNSSAB and the CAB, as selected by DNSSAB and the CAB, which may include ad hoc consultants, that evaluate Proposals and recommends, to DNSSAB, a Preferred Proponent. The Evaluation Committee does not have the authority to bind DNSSAB.

"FIPPA" means the Freedom of Information and Protection of Privacy Act, R.S.O. 1990 C. F.11, as may be amended from time to time and all regulations thereunder.

"Households" means any individual and/or family who resides in the District of Nipissing who is either homeless, at-risk or at imminent risk of homelessness.

"May/should" is used in this RFP to denote permissive (not mandatory).

"MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as may be amended from time to time and all regulations thereunder.

"Must/shall/will" is used in the RFP to denote imperative (mandatory). Proposals not satisfying compulsory (mandatory) requirements will be non-compliant and may not be considered further upon DNSSAB's sole discretion.

"Opposing Party," means a Proponent who has an outstanding, unresolved claim or legal proceeding against DNSSAB or a Proponent against whom the DNSSAB has an outstanding, unresolved claim or legal proceeding.

"Participating Entity/ies" means any other entities other than the Proponent who is included in the Proposal as either a partner, sub-consultant, sub-contractor, subsidiary, distributor, dealer, and/or reseller necessary for the provision of the Proponent's Proposal of the requested goods and/or services.

"Party or Parties" means DNSSAB and/or the Proponent as the context may require.

"Personal Information" means any information about an identifiable individual which is required to be protected pursuant to MFIPPA or any other laws (including regulations and common law) pertaining to the protection of personal, health, or insurance information.

"Personnel" means board members, employees, partners, shareholders, directors, officers, agents, assigns, representatives, independent contractors, subcontractors, sub-service providers, sub-consultants, temporary agencies, volunteers or anyone for whom at law a Party is responsible in connection with or in any way related to the delivery or performance of this obligations under this RFP and/or Contract.

"PHIPA" means the Personal Health Information Protection Act, 2004, SO 2004, c. 3, as may be amended from time to time and all regulations thereunder.

"PIPEDA" means the Personal Information Protection and Electronic Documents Act (S.C. 2000, c. 5), as may be amended from time to time and all regulations thereunder.

"Preferred Proponent" means the Proponent(s) short-listed by the Evaluation Committee, who is then recommended to DNSSAB.

"Price or Pricing" means the charges, fees, and/or quotes provided by the Proponent in its Proposal as the actual cost for its goods and/or services.

"Procurement Representative" means the representative of DNSSAB, designated by DNSSAB, who is the primary contact person regarding this RFP, particularly its procurement aspects.

"Proponent" means a legal entity, being a person, partnership, firm or corporation that has obtained official procurement documents for the purpose of submitting or who has submitted a Proposal in response to this RFP. Proponent includes any entity affiliated or related to the Proponent (including any entity with the same directing mind as the Proponent) as determined by DNSSAB.

"Proposal" means the information, documents and/or forms requested under Article III which are provided and/or completed by a Proponent as a response to DNSSAB request for the goods and/or services specified in the RFP and its Scope of Work.

"Qualified Proposal" means a Proposal and/or Proponent in compliance with Article III.

"Responsible Proponent" means a Proponent who can fully perform the contract requirements and has the integrity and reliability to assure performance of the contractual obligations.

"RFP" means the document describing the goods and/or services to be purchased and the terms upon which the goods and/or services are to be purchased and includes, without limitation, those documents referenced in the RFP and such Addenda as may be issued by DNSSAB from time to time.

"Scope of Work" means the goods and/or services to be provided by the Service Provider pursuant to Article II of this RFP and in any subsequent Contract.

"Service Provider" means the Proponent(s) with an executed Contract for the goods and/or services requested through this RFP.

"Successful Proponent" means the Proponent(s) selected by DNSSAB for contract negotiations.

"WSIA" means the Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Sch. A, as may be amended from time to time and all regulations thereunder.

"WSIB" means Workplace Safety and Insurance Board.

Section 1.02 Information in RFP Only an Estimate

DNSSAB makes no representation, warranty, or guarantee regarding the accuracy of the information contained in this RFP or issued by Addenda. Any quantities shown or data contained in this RFP or provided by way of Addenda are estimates and guidelines only and are for the sole purpose of indicating to Proponents the general scale and scope of the work.

The Proponent's responsibility is to obtain all the information necessary to prepare a Proposal in response to this RFP. Nothing in the RFP is intended to relieve the Proponent from forming their own opinions and conclusions concerning the matters addressed in the RFP.

Section 1.03 Incorporated Appendices

The following Appendices shall be deemed to be incorporated herein by reference:

APPENDIX A: NIPISSING DISTRICT'S MUNICIPALITIES AND AREAS

APPENDIX B: INELIGIBLE INITIATIVES

APPENDIX C: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM

APPENDIX D: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM

APPENDIX E: STAGE I - EVALUATION FORM

APPENDIX F: STAGE II - EXPERIENCE SUBMISSION FORM

APPENDIX G: STAGE II – EVALUATION FORM

APPENDIX H: STAGE III - SCOPE SUBMISSION FORM

APPENDIX I: STAGE III – EVALUATION FORM

APPENDIX J: STAGE IV - BUDGET SUBMISSION FORM

APPENDIX K: STAGE IV - EVALUATION FORM

APPENDIX L: STAGE V - EVALUATION FORM

APPENDIX M: STAGE VI - SCORING SHEET

To the extent that any provision of an Appendix conflicts with the terms and conditions of this RFP, the terms and conditions of this RFP shall control unless the RFP or Appendix expressly and specifically states requirements of a specific matter.

Section 1.04 Procurement Representative

The Procurement Representative is a member of the Evaluation Committee, who is a non-voting member. The Procurement Representative's role is to ensure the Evaluation Committee and Proponent(s) comply with DNSSAB's Purchasing Policy #CORP-01. The Procurement Representative acts as the sole representative to whom each Evaluation Committee member and/or Proponent(s) can contact for questions, concerns, or clarifications concerning the procurement documents and/or processes. For this RFP, DNSSAB's Contract & Purchasing Specialist is the Procurement Representative, who can be contacted by email at dnssab.contracts@dnssab.ca. Proponent(s) must only contact the Procurement Representative by email for all communication concerning this RFP.

Section 1.05 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 a Proposal should reference the appropriate section numbers of this RFP.

Section 1.06 Language

This RFP, Addendum and Proposals are to be has been drawn up in the English language. If this RFP, Addendum, and/or Proposal are provided and/or translated into another language, then the English-language version of the RFP, Addendum, and/or Proposal takes precedence over any other version.

Section 1.07 Accessibility Standards

Pursuant to Ontario Regulation 191/11 passed under the Accessibility for Ontarians with Disabilities Act, 2005, DNSSAB is required to incorporate accessibility designs, criteria and features when procuring or acquiring goods and/or services, except where it is not practicable to do so. When determining which Proposal will result in an award DNSSAB may, in its sole discretion and without limiting any of its other express or implied rights regarding the discretion to make an award, consider whether the goods and/or services to be provided incorporate accessibility designs, criteria and features.

Section 1.08 No Incorporation by Reference

The entire content of the Proponent's Proposal must be submitted in a fixed form and in the order requested. The content of websites or reference to external documents and links will not be considered part of a Proposal.

Section 1.09 RFP Timetable

ITEM	DATE	TIME
Issue Date	18-May-2022	8:00 p.m.
Deadline for Questions	25-May-2022	4:00 p.m.
Deadline for Issuing Addenda	27-May-2022	4:00 p.m.
Closing Date	1-June-2022	1:00 p.m.

All proposals received at or after **1:01 p.m. on 1-June-2022** will not be accepted.

Proponents are cautioned that the timing of their submission is based on when the Proposal is received, not when a Proposal is submitted by a Proponent, as transmission can be delayed due to file transfer size, transmission speed or other technical factors. For the reasons above, DNSSAB recommends that Proponents allow sufficient time to email their submission and resolve any issues that may arise. The Closing Date shall be determined by DNSSAB's web clock.

Proponents should contact the Procurement Representative at least twenty-four (24) hours before the deadline if they encounter any problems.

The Procurement Representative will send a confirmation email to the Proponent advising that a Proposal was submitted successfully. If Proponents do not receive a confirmation email, they should contact the Procurement Representative immediately. The Proponent must assume full responsibility for receipt of the Proposal by the deadline.

Section 1.10 Submission of Proposals

Proponents must submit each of the following components of their Proposal as four (4) separate pdf file attachments as follows:

- i. As one (1) pdf file: A response to Stage I (see Section 3.02)
- ii. As one (1) pdf file: A Response to Stage II (See Section 3.03)
- iii. As one (1) pdf file: A Response to Stage III (See Section 3.04)
- iv. As one (1) pdf file: A Response to Stage IV (See Section 3.05)

Proposals must be submitted electronically to dnsab.contracts@dnsab.ca. The submission email should note "**RFP 2022-18: Reaching Home - Homelessness Services**" as the subject line and include the following in the body of the email:

- Proponent's Name
- Proponent's Address

Section 1.11 No Amendment to Forms

Other than inserting the information as requested on each form as set out in this RFP, Proponents may not make any changes to any of the form(s). Any Proposal containing any such changes or altered form(s), whether on the face of the form or elsewhere in their Proposal, may be disqualified.

Section 1.12 Joint Submission

Joint submissions from two (2) or more Proponents are to be submitted as a single Proposal coordinated and submitted by the lead Proponent with the required information. The lead Proponent shall act as the Service Provider in all contractual obligations of any resulting award.

Section 1.13 Participating Entities

Unless otherwise stipulated in this RFP or any Addendum thereto, the Proponent is expected to be the sole source of responsibility for all goods and/or services.

If a Proponent includes goods and/or services from a partner, sub-consultant, sub-contractor and/or uses distributors, dealers and/or resellers to supply the goods and/or services, the Proponent must identify all included in the Proposal. The Proponent must also address how the Participating Entity will provide the goods and/or services (i.e., describe the breakdown of responsibility within the network for the provision of goods and/or services).

Proponents shall indicate the name and addresses of all nominated Participating Entities that it proposes to use in the provision of the Scope of Work contemplated by this RFP using APPENDIX D: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM. DNSSAB reserves the right to reject any Participating Entity so nominated, without penalty or liability to DNSSAB of any kind whatsoever.

No change shall be made to the list and responsibilities of the nominated Participating Entities after the Closing Date of the RFP, without the prior written approval of DNSSAB and only on such terms and conditions as DNSSAB, in the exercise of an absolute discretion, may require.

Section 1.14 Proposal Withdrawal

A Proposal may be withdrawn at any time by emailing dnssab.contracts@dnssab.ca. A Proponent who has withdrawn its Proposal may submit a new Proposal, but only by or before the RFP's Closing Date.

Section 1.15 Questions/Enquiries

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information by emailing the Procurement Representative on or before the Deadline for Questions. No such communications are to be directed to anyone other than the Procurement Representative.

DNSSAB is under no obligation to provide additional information. DNSSAB is not responsible for any information provided by or obtained from any source other than the Procurement Representative. It is the responsibility of the Proponent to seek clarification from the Procurement Representative on any matter it considers unclear. DNSSAB is not responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process. The Procurement Representative, at their discretion, shall determine whether the query requires a response, and such responses will be made available to all known Proponents through the DNSSAB website (www.dnssab.ca) and will be incorporated into and form part of the RFP as an Addendum.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

Section 1.16 Addenda

DNSSAB may issue Addenda during the procurement process until the Deadline for Issuing Addenda. Each Addendum forms an integral part of this RFP and may contain important information, including significant changes

to this RFP.

Proponents are responsible for obtaining all Addenda issued by DNSSAB. All Addenda will be posted on DNSSAB's website and will not be delivered by any means to Proponents. Proponents should check the DNSSAB website (www.dnssab.ca) prior to submitting their Proposal up until the Deadline for Issuing Addenda in the event additional Addendums are issued.

In APPENDIX C: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM, Proponents are required to confirm their receipt of all addenda by setting out the number of Addendum they have received and reviewed in the space provided. Proposals that do not contain evidence of all Addenda's receipt will be deemed incomplete and may not be accepted, at DNSSAB's discretion.

If DNSSAB determines that it is necessary to issue an Addendum after the Deadline for Issuing Addenda, DNSSAB may extend the Submission Deadline for a reasonable period of time.

Section 1.17 Solicitation of DNSSAB Staff and Board Members

With the exception of the Procurement Representative, and except as otherwise specified by DNSSAB, Proponents shall not contact or communicate with any individuals working for or associated with DNSSAB in relation to this RFP. Any Proponent that DNSSAB determines to circumvent or subvert this process may be disqualified at DNSSAB's absolute discretion.

Section 1.18 Political Letters of Reference and other Representations

Letters of reference from elected individuals at any level of government and other such representations will not be accepted as part of the Proposal submission nor will they be given any weight in the deliberations about the relative merits of Proposals and the ultimate determination of the Preferred and/or Successful Proponent.

Section 1.19 Influence

No person, partnership, firm, corporation, or Proponent shall attempt in any way, directly or indirectly, either in private or in public, to influence the outcome of any DNSSAB evaluation or Proposal acceptance. The Proposal of any person, corporation or Proponent that attempts to influence the outcome of any DNSSAB purchasing process will be disqualified.

Section 1.20 No Collusion

Under Canadian law, a Proponent's Proposal must be prepared separately and independently, without conspiracy, collusion or fraud. Therefore, no Proponent may discuss or communicate directly or indirectly the preparation or contents of its Proposal with any other Proponent or the agent or representative of any other Proponent, unless it is with regards to a joint submission. If DNSSAB discovers there has been a breach at any time, DNSSAB reserves the right to disqualify the Proposal or terminate any ensuing Contract.

Section 1.21 Conflict of Interest

In its Proposal, the Proponent must disclose to DNSSAB any actual or potential Conflict of Interest that might compromise its performance. If such a Conflict of Interest does exist, DNSSAB may, at its discretion, refuse to consider the Proposal.

The Proponent must also disclose whether it is aware of any DNSSAB employee/personnel or DNSSAB Board member having a financial interest in the Company and its nature. If such an interest exists or arises, DNSSAB may, at its discretion, refuse to consider the Proposal or withhold the Contract award until the matter is resolved to DNSSAB's sole satisfaction.

Section 1.22 Procurement Process Non-binding

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- a) This RFP will not give rise to any Contract A–based tendering law duties or other legal obligations arising out of any process contract or collateral contract.
- b) Neither the Proponent nor DNSSAB will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract or failure to award a contract.
- c) This RFP makes no guarantee of the value or volume of work to be assigned.
- d) This RFP does not create a legal relationship or obligation until the execution of a written Contract which has been mutually endorsed.

Section 1.23 Proponent Pricing Information

While the Pricing information provided in Proposals will be non-binding prior to the execution of a written Contract, such information will be assessed during the evaluation of the Proposals and the ranking of Proponents and therefore each Proponent should be prepared to honour their Pricing for ninety (90) days after the Closing Date. Any inaccurate, misleading or incomplete information, including withdrawn or altered Pricing, could adversely impact any evaluation or ranking when DNSSAB decides to enter into a Contract; therefore, DNSSAB reserves the right to reject said Proposal as incomplete or obscure.

The legislation and regulations governing the workplace in Ontario, including without limitation, Income Tax Act (R.S.C., 1985, c. 1 (5th Supp.)), Immigration and Refugee Protection Act (SC 2001, c. 27), Employment Standards Act, 2000, S.O. 2000, c. 41, Employer Health Tax Act, R.S.O. 1990, c. E.11, Labour Relations Act, 1995, S.O. 1995, c. 1, Sched. A, Occupational Health and Safety Act, R.S.O. 1990, c. O.1, and the Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A may change at any time and may impact upon Proponent's pricing. In submitting its Proposal, each Proponent hereby acknowledges that it has considered any proposed changes to legislation and regulations, and any impact such changes, if any, may have on its pricing. Proponents are advised that DNSSAB will not entertain requests to change Pricing in any subsequent contract based on changes to the minimum wage or other legislative or regulatory amendments made under any statute. It is each Proponent's obligation to operate according to all applicable laws at all times. Therefore, each Proponent assumes all risk and responsibility for cost increases due to legislative and regulatory changes.

Section 1.24 Non-Exclusive

This RFP will not be an exclusive Contract for the provision of the described goods and/or services as DNSSAB reserves the right to contract with others for goods and/or services of the same or similar nature and/or DNSSAB may obtain such goods and/or services internally.

Section 1.25 Errors and Omissions

No term or conditions within this RFP will be construed against or interpreted to the disadvantage of DNSSAB as DNSSAB has drafted the RFP. If there is any inconsistency or conflict in the RFP, the Proponent must notify DNSSAB prior to the Closing Date; if notification is provided after the Closing Date, DNSSAB reserves the right to include or reject the notification.

At no time shall the Proponent take advantage of any apparent error or omission in the RFP. Any work not specified which is necessary for the proper performance and completion of any part of the Scope of Work contemplated, which may be implied as included in the Scope of Work, shall be part of this RFP as if it had been specified and shall not be construed as a variation in the Scope of Work to be quoted, and shall be deemed as include in all Proponent's Pricing.

Section 1.26 Cost of Proposals

Preparation and submission of a Proposal in response to this RFP is voluntary; costs associated with a Proposal's preparation and submission and any associated meetings, negotiations, presentations, and/or discussions with DNSSAB are solely that of the Proponent submitting the Proposal.

Section 1.27 No Claim

DNSSAB 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 in preparing and submitting a Proposal or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP. By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

Section 1.28 Ownership and Disclosure of Proposal Documentation

The documentation comprising any Proposal submitted in response to the RFP, along with all correspondence, documentation and information provided to DNSSAB by any Proponent in connection with or arising out of this RFP, once received by DNSSAB:

- (a) Shall become the property of DNSSAB.
- (b) Will not be returned to the Proponent.
- (c) Shall become subject to MFIPPA and may be released under that Act.

Because of MFIPPA, Proponents are advised to identify any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. At a minimum, each Proponent's name, along with the Proposal's total cost, may be made public.

Section 1.29 Ownership of DNSSAB Provided Data

All correspondence, documentation and information provided by the Procurement Representative to any Proponent in connection with or arising out of this RFP is and shall remain the property of DNSSAB and must not be used for any purpose other than replying to this RFP and fulfilling any subsequent Contract.

Section 1.30 Confidentiality of DNSSAB Provided Data

Proponents shall not disclose any RFP documents to any third party without the prior express written consent of DNSSAB but may disclose RFP documents to its employees and potential sub-contractors on a need-to-know basis for the limited purpose of helping the Proponent consider or prepare a Proposal.

Section 1.31 Publicity

The Proponent, its affiliates, associates, third-party service providers, and sub-contractors shall not make any public comment, respond to questions in a public forum, release for publication any information, or carry out any activities to either criticize DNSSAB, another Proponent or Proposal or to promote publicly or advertise their qualifications, interest in or participation in the RFP, without prior written permission from DNSSAB.

Section 1.32 Applicable Law

This RFP shall be governed and construed in accordance with the laws of the Province of Ontario, the federal laws of Canada applicable therein, and applicable DNSSAB by-laws and policies.

Section 1.33 Trade Agreements

Proponents should note that procurements falling within the scope of Chapter five (5) of the Canadian Free Trade Agreement (CFTA) or Chapter 19 of the Canada European Union: Comprehensive Economic and Trade Agreement

(CETA) or Chapter 13 of the Canada-United States-Mexico Agreement (CUSMA) are subject to that trade agreement but that the rights and obligations of the parties will be governed by the specific terms and conditions contained within this RFP.

Section 1.34 Deemed Acceptance

By responding to this RFP, Proponents agree to accept all terms and conditions, incorporated this RFP into their Proposal, and agree to abide by any decision of DNSSAB, including the evaluation of Proponent's qualifications, as final.

By submitting a Proposal, the Proponent also confirms that it has received, or has had the opportunity to obtain, independent legal advice in connection with Proponent's RFP review and Proposal preparation, and has read this RFP in its entirety, understands its content, and is submitting its Proposal freely and voluntarily (without duress or undue influence from any party) with full capacity and authority to do so.

Section 1.35 Appeal of Decision

There shall be no appeal of DNSSAB decisions concerning the RFP. DNSSAB decisions are final and binding.

Article II. SCOPE OF WORK

DNSSAB is seeking Proposals from qualified agencies and/or a consortium of agencies who can deliver programs and/or services which can help Households secure safe and appropriate long-term housing.

Section 2.01 Current Practices

In 2019, the District of Nipissing Social Services Administration Board completed a review of its ten-year Housing and Homelessness Plan. The plan's review involved consultation with stakeholders and community organizations that provide or are interested in housing and homelessness. The plan revealed gaps and needs across the housing continuum, from homelessness, social housing, homeownership and senior housing. The plan revealed that there is a need for individualized services and supports for individuals and families who are homeless or at imminent risk of homelessness to find and maintain housing and for individualized supports and services for individuals and families to remain housed. Support services identified included but were not limited to services to help individuals find and maintain housing, trusteeship, services that meet essential or emergency needs, housing loss prevention services and support for individuals and families to find and maintain housing with the necessary supports. It was further identified that support services must be individualized. The plan also revealed a need to meet the chronic requirements of individuals and families who are homeless or at imminent risk of homelessness. Facilities that work with this population, including emergency shelters, transitional housing, supportive housing and non-residential organizations, require resources to enable the provision of comprehensive services and to work with clients to effectively coordinate services. The plan highlights a need for increased second-stage/transitional housing for individuals after staying at a violence against women shelter or individuals with mental health and/or addiction concerns. Additionally, the plan identified the need to create and improve linkages between homelessness support providers, support services and landlords to ensure individuals and families remain successfully housed.

Also in 2019, the Mayor brought together many community agencies to plan for the emerging priority of increasing absolute homelessness, coupled with mental health and/or addiction concerns. The recommendations of the Mayor's Roundtable highlighted the need for a Low Barrier Shelter and housing with supports to support this population successfully. Throughout the COVID-19 pandemic, this need has continued to develop as a community priority in Nipissing, with the prevalence of chronic and episodic homelessness increasing significantly, as well as the rate of those who are at risk of becoming homeless. There is also a need to promote professional development and networking opportunities to improve the assistance/response to meet and retain housing needs. Finally, the plan identified a need to share reliable and accurate information and data about services and the people who use the services to better inform the CAB, CE, service providers and community- awareness of homelessness issues needs to increase in the community.

Finally in June 2021, the Nipissing District Housing and Homelessness Community Advisory Board (CAB) during its priority setting process, CAB members identified the following four key priorities for funding through Reaching Home that will address community gaps with potential solutions:

- A full continuum of affordable and appropriate housing;
- Specialized housing supports;
- Homelessness/Housing outreach services, and
- Eviction prevention, housing stability and retention programs.

Section 2.02 Eligible Initiatives

In response to the four key priorities of the CAB, the following list, while not exhaustive, represents some of the priority initiatives which may be included in a Proposal:

- a) Initiatives that increase the coordination of services and supports for Households;
- b) Initiatives that include specialized housing supports for Households;
- c) Initiatives focussed on homelessness/housing outreach services; and
- d) Initiatives focussed on eviction prevention, housing stability and retention programs.

Section 2.03 Ineligible Initiatives

See APPENDIX B: INELIGIBLE INITIATIVES for a listing of those initiatives deemed ineligible as a program and/or service for this RFP.

Section 2.04 Expectations

DNSSAB prefers a Proponent who:

- a) Has the relevant qualifications, experience and/or expertise working with at-risk individuals and families;
- b) Has completed similar initiatives of the same or similar magnitude as their intended program and/or service;
- c) Has a network of community partners who can support the proposed program and/or service;
- d) The proposed program and/or service will fit within the Coordinated Access Nipissing system.
- e) Can submit a fully itemized and costed budget that has a reasonable cost/household rate;
- f) Has quality and cost control measures in place;
- g) Can submit a detailed implementation plan that confirms resources, staffing (current and/or new), and the timelines and milestones to launch;
- h) Has anticipated the challenges/risks with their proposed program and/or service but has identified mitigation strategies;
- i) Has a plan in place to accommodate increased need;
- j) Can provide a detailed description of the client experience;
- k) Has a defined schedule of activities/offerings;
- l) Can accurately predict service targets;
- m) Has a plan to assess and review the impact of their proposed program and/or service;
- n) Has an accessible service location(s) and responsive hours; and
- o) Has a wind-down plan for the transition or ending of services at contract expiration.

Article III. PROCESS FOR THE DETERMINATION OF THE PREFERRED PROPONENT(S)

Each Proponent and/or Proposal, which has not been disqualified by the Evaluation Committee under Section 3.09, will be evaluated by each member of the Evaluation Committee through a multi-stage evaluation process that will determine the Preferred Proponent(s).

Section 3.01 Multi-Stage Evaluation Process

Each Qualified Proposal will be evaluated in six (6) stages as follows:

- a) At Stage I, each Proposal and Proponent is evaluated on a pass/fail basis according to the Mandatory Requirements as outlined in Section 3.02.
- b) At Stage II, Proponents who meet Section 3.02 requirements, and have submitted a complete Experience Submission Form, will have their responses evaluated by the Evaluation Committee to determine the Proponent's *Experience Score* as outlined in Section 3.03.
- c) At Stage III, Proponents who have submitted a complete Scope Submission Form, will have their responses reviewed to determine the Proponent's *Scope Score* as outlined in Section 3.04;
- d) At Stage IV, Proponents who have submitted a complete Budget Submission Form, will have their responses reviewed to determine the Proponent's *Budget Score* as outlined in Section 3.05;
- e) At Stage V, Proponents will present their proposed program and/or service to the Evaluation Committee who will then determine the Proponent's *Presentation Score* as outlined in Section 3.06.
- f) At Stage VI, Proponent's Scope Score, Budget Score, and Presentation Scores will be totalled together to determine each Proponent's *Cumulative Score* as outlined in Section 3.07.

To ensure accurate/optimal scores, the Proponent should include sufficient detailed information that addresses each evaluation criteria, as evaluations are based on the information provided by the Proponent. Proponents shall assume that DNSSAB has no prior knowledge of their area of operation, experience or understanding of their Proposal and will base the evaluation on the information presented.

Section 3.02 Stage I: Mandatory Requirements

Each Proponent is required to submit a complete APPENDIX C: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM and APPENDIX D: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM to be considered for Stage I review.

Each APPENDIX C: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM and APPENDIX D: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM submitted will be evaluated individually by each member of the Evaluation Committee using the scoring outlined in APPENDIX E: STAGE I - EVALUATION FORM.

Stage I will be evaluated on a pass/fail basis as to whether the Proponent meets all Mandatory Requirements of this RFP. Proponents who do not achieve a 'pass' for all of the Mandatory Requirements will not move forward to Stage II and will be given no further consideration.

Section 3.03 Stage II: Experience Evaluation

Only those Proponents who have satisfied Stage I requirements will be considered for Stage II. Proponents must have submitted a completed APPENDIX F: STAGE II - EXPERIENCE SUBMISSION FORM to be considered for Stage II evaluation.

Proponent's APPENDIX F: STAGE II - EXPERIENCE SUBMISSION FORM will be evaluated individually by each member of the Evaluation Committee using the scoring sheet outlined in APPENDIX G: STAGE II – EVALUATION FORM. Once each Evaluation Committee member has evaluated each Proponent(s)' APPENDIX F: STAGE II - EXPERIENCE SUBMISSION FORM, the Evaluation Committee will combine each Evaluation Committee member's score to determine the Proponent's Scope Score ("Scope Score").

Section 3.04 Stage III: Scope Evaluation

Only those Proponents who have satisfied Stage I requirements will be considered for Stage II. Proponents must have submitted a completed APPENDIX H: STAGE III - SCOPE SUBMISSION FORM to be considered for Stage II evaluation.

Proponent's APPENDIX H: STAGE III - SCOPE SUBMISSION FORM will be evaluated individually by each member of the Evaluation Committee using the scoring sheet outlined in APPENDIX I: STAGE III – EVALUATION FORM. Once each Evaluation Committee member has evaluated each Proponent(s)' APPENDIX H: STAGE III - SCOPE SUBMISSION FORM, the Evaluation Committee will combine each Evaluation Committee member's score to determine the Proponent's Scope Score ("Scope Score").

Section 3.05 Stage IV - Budget Evaluation

Proponents must have submitted a completed APPENDIX J: STAGE IV - BUDGET SUBMISSION FORM to be considered for Stage III evaluation.

Proponent's APPENDIX J: STAGE IV - BUDGET SUBMISSION FORM will be evaluated individually by each member of the Evaluation Committee using the scoring sheet outlined in APPENDIX K: STAGE IV - EVALUATION FORM. Once each Evaluation Committee member has evaluated each Proponent(s)' APPENDIX J: STAGE IV - BUDGET SUBMISSION FORM, the Evaluation Committee will combine each Evaluation Committee member's score to determine the Proponent's Budget Score ("Budget Score").

Section 3.06 Stage V - Presentation Evaluation

All Proponents will be required to provide a presentation that exhibits, demonstrates and/or answer questions about the information, material or solution (s) contained in their Proposal.

The Proponent's representative(s) invited to present is expected to be thoroughly versed and knowledgeable with respect to the requirements of the RFP and the contents of its Proposal and must have the authority to make decisions and commitments with respect to matters discussed at the presentation, which may be included in the Contract. The presentation can take place via video conferencing or in-person in North Bay. All costs associated with a presentation, including transportation to and from for the Proponent's representative(s), shall be the Proponent's responsibility.

Stage IV will be evaluated individually by each member of the Evaluation Committee using the scoring sheet outlined in APPENDIX L: STAGE V - EVALUATION FORM. Once each Evaluation Committee member has evaluated each Proponent(s)' presentation, the Evaluation Committee will combine each member's score to determine the Proponent's Presentation Score ("Presentation Score").

Section 3.07 Stage VI - Cumulative Ranking

At this Stage, the Evaluation Committee will combine each participating Proponent's Scope Score, Budget Score, and Presentation Score to determine the Proponent's weighted cumulative score ("Cumulative Score") as outlined in APPENDIX M: STAGE VI - SCORING SHEET and based on the following weighted score averages:

SCORE	WEIGHT
Experience Score	20%
Scope Score	40%
Budget Score	30%
Presentation Score	10%
Cumulative Score	100%

This Cumulative Score will provide the Evaluation Committee with its final ranking of the Proponent(s), which will then inform the Evaluation Committee as to their recommendation(s) for a Preferred Proponent (s). The Preferred Proponent(s) will be submitted to the DNSSAB for final approval and determination of the Successful Proponent(s) in accordance with Article IV.

Section 3.08 Tie Bids

If two or more Cumulative Scores are equal, the Evaluation Committee will offer an opportunity to the tied Proponents to re-bid.

If a tie persists, the Evaluation Committee may give preference to a Proponent on one or more of the following factors:

- (a) Delivery date/launch date
- (b) Documented service record
- (c) Past performance record with DNSSAB

If the above does not break the tie, the Procurement Representative, in conjunction with the Director of Corporate Services or designate, will conduct a lottery draw to determine the Preferred Proponent. The Procurement Representative will schedule a meeting and inform the Proponents involved of the situation. Proponents will be asked to sign a Tie Bid Declaration Form to verify their participation in resolving the tie bid situation and waive any legal rights they may pursue due to participating or not participating in the process.

Those opting not to participate will forfeit their opportunity to continue and will not participate further in the process, be given no further consideration, and have no legal rights against DNSSAB.

The respective Proponents will be requested to participate in a fair and open draw process as follows:

- (a) Each Proponent's name will be placed in a container.
- (d) The Director of Corporate Services or designate will draw one name from the container.
- (e) The Proponent whose name is drawn will be recommended as the Preferred Proponent.
- (f) The result is recorded on the Tie Bid Declaration Form, copies of which will be provided to each Proponent.

Section 3.09 Clarifications

During the evaluation process, and at its sole discretion, the Evaluation Committee may request clarification from a Proponent of any aspect of a Proposal to assist the Evaluation Committee's interpretation and evaluation of a Proposal, including requesting additional information on Pricing breakdown. The Evaluation Committee reserves the right to consider and rely on such further information and clarifications in evaluating a Proposal and selecting a Preferred Proponent(s). It shall not be considered as an alteration of a Proposal nor be constituted as negotiation or re-negotiation.

The right to clarify does not impose upon the Evaluation Committee a requirement to clarify any part of a Proposal where the Proposal is deficient (i.e., where the Proponent did not respond), inconsistent, or otherwise not acceptable in any aspect. All requests for clarification and responses will be conducted through the Procurement Representative and shall be in writing. Any such request does not constitute an acceptance of a Proposal.

Section 3.10 Disqualification of Proposals

Proponents may be excluded from eligibility to submit, or a submitted Proposal may be summarily rejected, where the Evaluation Committee, in their sole, final, binding opinion, has determined that either the Proponent or Proposal, as per the context, fits the circumstances of one or more of the following disqualification items:

- (a) Proposal is one of two or more Proposals submitted by the same Proponent, whether under the same or different names or whether as multiple options within a Proposal; Proposal will be disqualified unless additional Proposal(s) make it clear that the work in the extra Proposal (s) is a 'joint' submission with another Proponent.
- (b) Proponent did not attend the mandatory site meeting (if applicable).
- (c) Proposal was submitted and received after the Closing Date.
- (d) Proposal is submitted in any way other than electronically through an email to dnssab.contracts@dnssab.ca.
- (e) Proposal was submitted by a Proponent that colluded with one or more other Proponents.
- (f) Proposal was submitted by a Proponent that has a Conflict of Interest.
- (g) Proposal was submitted by a Proponent that is not a Responsible Proponent.
- (h) Proposal was submitted by a Proponent that is an Opposing Party.
- (i) Proposal was submitted by a Proponent that proposes an Opposing Party as a Participating Entity.
- (j) Proposal was submitted by a Proponent that is not at arm's length from an Opposing Party.
- (k) Proposal is incomplete, conditional, illegible, obscure or limited in any way.
- (l) Proposal prices appear to be as unreasonable and/or unbalanced as to likely affect the interest of DNSSAB adversely.
- (m) Proposal is executed by a person who does not have the authority to bind the Proponent's Company.
- (n) Proposal was submitted by a Proponent, or any person on behalf of a Proponent, who has initiated communication about this RFP after it was issued and before it is terminated or before one or more Contracts are entered in respect to this RFP, which are its subject, with:
 - (i) Any member on any one of the Board
 - (ii) An employee of DNSSAB other than the Procurement Representative, or
 - (iii) Media.
- (o) The Proposal contains a limitation or qualification on the DNSSAB'S right to publicly disclose the Proponent's name and, if applicable, the Proponent's Price/Cumulative Score.
- (p) Proponent's past performance or past conduct during a previous procurement process and/or contract that resulted in higher ultimate costs, unsatisfactory results/performance, difficulties, and/or did not provide the best value to DNSSAB.

By responding to this RFP, Proponents will be deemed to have agreed that any decision by the Evaluation Committee to disqualify a Proposal will be final and binding.

Section 3.11 Rectification

If a Proponent or Proposal is deemed to be non-compliant with any item noted in Section 3.09 and/or has failed to satisfy all of the Mandatory Requirements noted in Section 3.02, the Evaluation Committee may issue a rectification notice identifying the deficiencies and providing the Proponent with an opportunity to rectify the deficiencies within three (3) Business Days. The three (3) Business Day period commences from when the Evaluation Committee issues a rectification notice to the Proponent.

If the Proponent fails to rectify within the three (3) Business Days, the Proponent and the Proposal may be disqualified.

Article IV. PROCESS FOR THE SELECTION OF THE SUCCESSFUL PROPONENT(S)

Section 4.01 Right to Accept

Once DNSSAB receives from the Evaluation Committee its recommendation for Preferred Proponent(s), DNSSAB reserves the right to select a Successful Proponent, who, in its opinion, has submitted a Proposal that:

- a) Meets DNSSAB's requirements under this RFP, and
- b) In is DNSSAB's best interest, and
- c) Which provides the best overall value to DNSSAB.

Any Successful Proponent will not necessarily be the Proponent(s) who:

- i. Had been recommended as a Preferred Proponent(s); and/or
- ii. Had the highest Cumulative Score; and/or
- iii. Had the lowest RFP Budget Evaluator; and/or
- iv. Had complied with the Mandatory Requirements of this RFP.

For greater clarity, the recommendation of a Preferred Proponent(s) by the Evaluation Committee will not oblige DNSSAB to negotiate or execute a contract with the Preferred Proponent(s).

DNSSAB also reserves the right to select either one (1) Proponent or multiple Proponent(s) for the entire Scope of Work and/or on any division of the Scope of Work, based on DNSSAB's sole discretion, all without liability.

Section 4.02 Past Performance or Past Conduct

DNSSAB reserves the right to thoroughly review all Proponent(s) and/or Proposal(s), which review may include and be influenced by, without limitation, any of the following:

- a) The Proponent(s) illegal or unethical conduct during a prior procurement process or Contract.
- b) The refusal of the Proponent to honour its submitted Pricing or other commitments during a prior procurement process or Contract.
- c) The Proponent has not complied with and/or satisfactorily performed the requirements of a previous Contract.
- d) A negative review from references provided by Proponents and those obtained by DNSSAB independently.
- e) Unsatisfactory past completion history (including completion of the full contract term, late or extended completion of the contract and late delivery of goods and services) of contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- f) Litigation and claims history of the Proponent (including previous, existing or potential litigation with any member of DNSSAB or others and construction liens filled by Proponent or subcontractors).
- g) Delivery of incorrect services on contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- h) Problematic and/or difficult customer service and responsiveness on contracts between any member of DNSSAB and Proponent, and/or Proponent and third parties.
- i) History of bidding unrealistic Pricing during a prior procurement process between any member of DNSSAB and Proponent, and/or Proponent and third parties.

DNSSAB reserve the right to reject a Proposal after it reviews any of the above if, in DNSSAB's sole opinion, the Proponent and/or Proposal may result in higher ultimate costs, other difficulties or unsatisfactory results and/or would not provide the best value to DNSSAB.

Section 4.03 Negotiations

DNSSAB retains its absolute discretion to negotiate with any Proponent(s), and such process can continue with any other Proponent(s) until an executed Contract or DNSSAB cancels this RFP. DNSSAB shall incur no liability if it exercises its right to negotiate, and Proponent(s) agree that DNSSAB has full authority to choose whom it can negotiate with.

DNSSAB shall have the right, but not the obligation, to negotiate on such matter(s) as it chooses with a Proponent(s). For clarity, DNSSAB may, during negotiations, adjust, refine, reprioritize or rewrite the Scope of the Work, funding/pricing/budget amounts, and any other terms and conditions it deems necessary.

If DNSSAB, in its sole and absolute discretion, is of the view that there is no reasonable prospect of concluding a Contract with a Proponent, DNSSAB may terminate the negotiations with the Proponent and negotiate a Contract with another Proponent or cancel the RFP process and not enter into a Contract with any of the Proponents.

Section 4.04 Failure or Default of Successful Proponent

If the Successful Proponent, for any reason, fails or defaults in respect of any matter or thing that is an obligation of the Proponent under the terms of the RFP, DNSSAB may disqualify the Successful Proponent from the RFP and may, at its option:

- (a) Consider that the Successful Proponent has withdrawn any offer made or abandoned the Contract if the offer has been accepted, after which the acceptance, if any, of DNSSAB shall be null and void.
- (b) Consider that the Successful Proponent has abandoned any Contract and requires the Successful Proponent to pay DNSSAB the difference between its Proposal and any other Proposals which DNSSAB accepts if the latter is for a greater amount.
- (c) Consider that the Successful Proponent has abandoned any Contract and requires the Proponent to pay DNSSAB any costs which DNSSAB may incur because of the Proponent's failure or default.
- (d) Consider that the Successful Proponent has abandoned any Contract wherein the Proponent shall indemnify and save harmless DNSSAB, its officers, employees and agents from all loss, damages, liability, costs, charges, and expenses howsoever suffered, incurred or sustained as a result of such default or failure of the Proponent.

The Successful Proponent shall be ineligible to submit a new Proposal for any RFP or bid that DNSSAB is required to reissue due to the Successful Proponent's failure or default or where DNSSAB deems that the Successful Proponent has abandoned the Contract.

Section 4.05 Right to Reject and Cancel

DNSSAB retains the right to reject any or all Proposals, even if there is only one received, and cancel this RFP, at any time, either before or after the receipt and review of Proposals.

Following the cancellation of the RFP, DNSSAB reserves the right to proceed, without limitation and as it determines in its sole discretion, all without liability, as follows:

- a) negotiate with one or more Proponent(s) for the same or similar Scope of Work; and/or
- b) negotiate with any other person, Company, agency and/or entity for the same or similar Scope of Work; and/or
- c) issue a new RFP for the same or similar Scope of Work on the same or modified terms.

Article V. AFTER SELECTION**Section 5.01 Notifications**

Once DNSSAB has selected a Successful Proponent, it will send an electronic notification asking the Successful Proponent to commence contract negotiations. DNSSAB makes no commitment to the Successful Proponent until a Contract has been executed between DNSSAB and the Successful Proponent. The Successful Proponent acknowledges that the commencement of any discussion or negotiations for a Contract does not create any contractual obligations between members of DNSSAB and the Successful Proponent.

Non-award letters will be issued electronically to all unsuccessful Proponents once the contract award procedures with the Successful Proponent have been fulfilled.

Section 5.02 Contract Award

The Successful Proponent(s) may enter into a formal Contract with DNSSAB for a two (2) year term.

The Contract's award is subject to the receipt of sufficient funding, budgetary approval, appropriate staff, and CAO/Board approval.

Article VI. DEBRIEF

For all competitive procurements, Proponents who participate in the procurement process are entitled to request a debriefing within sixty (60) days following the issuance of the non-award letters. The Procurement Representative will schedule a meeting with each Proponent separately and inform each Proponent involved of the date and time for their debrief meeting. At the meeting, the Procurement Representative or designate will introduce and describe the process that will occur, including what type of information will be shared. At the debrief, a Proponent is entitled to the following information:

- (a) Their final evaluation score
- (b) Their evaluation ranking (i.e. third of five proposals)
- (c) Which evaluation stage(s) under Article III were considered.
- (d) The final evaluation score of the Successful Proponent
- (e) The name of the Successful Proponent (organization/company name)
- (f) The strengths of their Proposal (non-evaluative items only)
- (g) The areas of weakness within their Proposal (non-evaluative items only)

Debriefings requested beyond sixty (60) days shall be at the discretion of the Procurement Representative but are not required.

Section 6.02 Rules for Debriefings

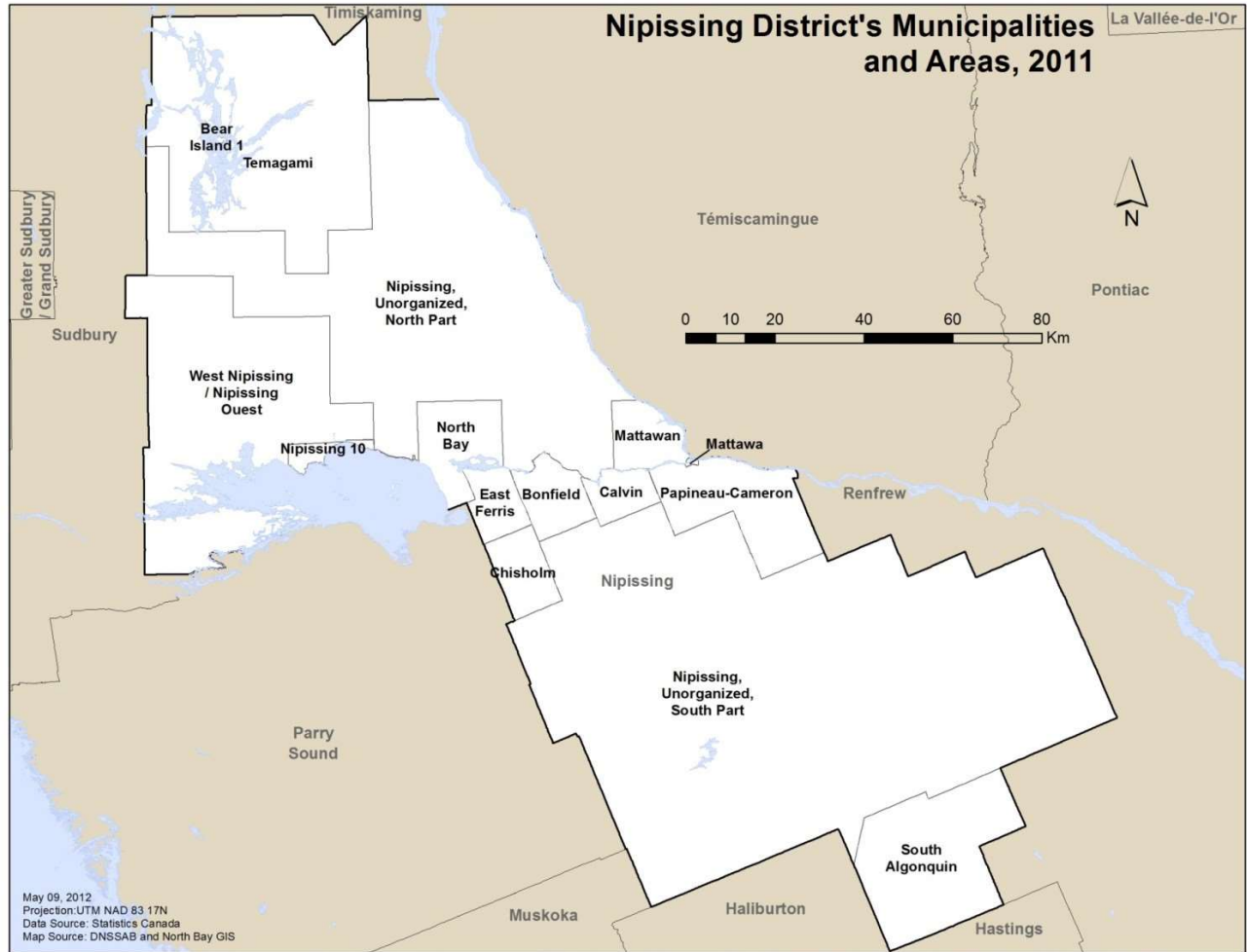
- (a) A debriefing must be attended by the Procurement Representative and at least one other Evaluation Committee member.
- (b) Proponents are not entitled to see individual scores for each evaluation section; they are only permitted to know their final evaluation score.
- (c) Questions unrelated to the evaluation or selection process will not be responded to during the debriefing and noted as out of scope.
- (d) Questions or comments concerning other Proponents will not be discussed during a debrief process. If a Proponent makes a request for information related to confidential third-party organization proprietary information subject to the mandatory third-party exemption under the MFIPPA, they will be advised that a formal Freedom of Information (FOI) request can be submitted to the DNSSAB or NDHC Freedom of Information and Privacy representative.

Section 6.03 Procurement Protest

A Proponent with a concern relating to the procurement process must follow the below-outlined process. It is not appropriate to contact members of the DNSSAB Board before following the process for addressing a concern.

- a) If any Proponent voices a concern, regarding a procurement process they are involved in, they will document their concern in writing and submit it to the Procurement Representative.
- b) The Procurement Representative shall respond to the Proponent in writing within fourteen (14) Business Days.
- c) If the concern cannot be resolved to the Proponent's satisfaction, it shall be escalated to the Director of Corporate Services or designated.
- d) The Director of Corporate Services or designate will review the concern and respond in writing to the Proponent as required/appropriate within thirty (30) Business Days. The response may be provided during a debriefing process. Verbal follow-up and communication may be required to complete the response.
- e) If a face-to-face meeting is requested/required, the Director of Corporate Services or designate will arrange the meeting at a mutually convenient time, including the Procurement Representative.
- f) If the Proponent is not satisfied with the response from the Director of Corporate Services, the issue will be referred to the CAO.
- g) The CAO may meet with the Proponent or review the Proponent's concerns presented in writing at the CAO's sole discretion.
- h) The decision of the CAO is final.

APPENDIX A: NIPISSING DISTRICT'S MUNICIPALITIES AND AREAS



APPENDIX B: INELIGIBLE INITIATIVES

In accordance with the Reaching Home directives, the following are considered ineligible initiatives under this RFP. Proposals with an ineligible initiative may be disqualified, in part or in full, at DNSSAB discretion.

Ineligible initiatives include:

- a) where a provincial social assistance or other program offers assistance (i.e., first and last month's rent or damage deposits, medical coverage, etc.), this funding should be exhausted first.
- b) where a Household is supported by the provincial, territorial or municipal welfare and rent supplement program.
- c) Where any direct client benefits requested exceed the amount of financial assistance provided by provincial, territorial or municipal sources.
- d) Provision or payment for student housing for students who are not at imminent risk of homelessness.
- e) Supports for low-income individuals or families who are not at imminent risk of homelessness.
- f) Delivery of basic needs services without any demonstrated outreach or intervention which improves housing stability or social/economic integration as part of the project activities.
- g) Providing general health and medical services (for example, doctors, nurses and other medical professional salaries), mental health or addictions support services (for example, counselling, treatment, and hospitalization) that are already provided through provincial/territorial areas of responsibility.
- h) Health and medical services components of an Assertive Community Treatment team. An ACT team provides access to services that are the responsibility of provinces and territories and cannot be funded under Reaching Home (for example, psychiatrist, doctor, nurse, substance abuse specialist). However, assisting with project coordination of an Assertive Community Treatment team and linking individuals and families to existing Assertive Community Treatment teams is eligible.
- i) Employment activities normally delivered by other federal, provincial or territorial labour market programs.
- j) Job wages for individuals participating in education, training, or pre-employment program.
- k) Salary for a full-time teacher to provide an alternative to provincial or territorial education.
- l) Tuition
- m) Workplace skills development
- n) Apprenticeship grants
- o) Purchase of alcoholic beverages.
- p) Construction and renovation of housing units funded through the bilateral Housing Partnership Framework agreement with the Canada Mortgage and Housing Corporation and most provinces/territories.
- q) Investments in social housing, including:
 - i. Creation of social housing units
 - ii. Repairs to social housing units
 - iii. Renovation of social housing units

APPENDIX C: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM

Proponent Information

Agency: _____

Agency Address: _____

Contact Person: _____

Contact Email/Phone: _____

Proponent's Declaration

Please initial beside each statement with which you agree. For DNSSAB's purpose, only those Proponents who have accepted (initialled) each statement of the Proponent's Declaration will be considered; failure to agree to any statement will disqualify your Proposal.

I/WE have read, reviewed and understand all terms and conditions outlined in this RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

I/WE agree to be bound by the terms and conditions contained in the RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

I/WE agree to provide all goods and/or services outlined in this RFP, its Appendices, and/or any Addendum, including but not limited to the Scope of Work, Pricing and other specifications, within the terms and conditions as defined herein.

I/WE declare that the Proposal submitted has been made entirely in accordance with the terms and conditions outlined in this RFP, its Appendices, any applicable Addenda, and DNSSAB's Purchasing Policy #CORP-01.

I/WE declare that this Proposal is the only Proposal submitted. No other Proposal was submitted under the same or different names or as multiple options within the same Proposal.

I/WE declare that any potential and/or actual conflict of interest has been disclosed to DNSSAB.

I/WE declare that this Proposal was submitted by a Proponent with the capacity to contract (not a minor and of sound mind)

I/WE declare that this Proposal was submitted by a Proponent (and all subcontractors) who is not an Opposing Party in a legal action against DNSSAB.

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

I/WE declare that the undersigned is empowered by the Proponent to negotiate all matters with DNSSAB's representatives relative to this Proposal and any future Contract, and the person named below has the authority to submit this Proposal on behalf of the Corporation, Company, or Partnership.

I/WE declare that no persons associated with the Proposal have initiated communication about this RFP after it was issued and before the Closing Date or before one or more contracts are entered in respect of the Scope of Work, which is its subject, with any member of the DNSSAB Board, DNSSAB Staff, and/or the media.

I/WE declare that no person associated with the Proposal has been convicted of a criminal offence, including but not limited to fraud or theft.

I/WE declare that no person associated with the Proposal has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, DNSSAB employees, or the general public.

I/WE declare that no person associated with the Proposal has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent.

I/WE declare that if any future Contract is to be negotiated with DNSSAB regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada.

I/WE, including Non-Resident Proponent, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws, which in any way pertain to the Scope of Work outlined in this RFP or to the employee of the Proponent.

I/We, including Non-Resident Proponents, shall charge applicable HST for Ontario.

I/WE agree that any and all employees or personnel subject to the provision of the goods and/or services completed by this RFP will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a 'competent person' as defined in the Act, and all work shall be in compliance with the Act's regulations.

I/WE declare that the proposed program and/or service in the submitted Proposal is not listed as an ineligible initiative within APPENDIX B: INELIGIBLE INITIATIVES.

Acknowledgment of Addendums

We acknowledge receipt of _____ addendums; and agree that the addendum/addenda form part of the RFP.

Required Documents

Proponents are required to submit each of the following document(s) with this form. Failure to provide the required documentation will result in disqualification, and your Proposal will receive no further consideration.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a copy of a current Business License (which confirms five or more years of business).
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted verification of General Liability (Damage and Liability) Insurance coverage of at least \$5 000 000.00.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a current and valid copy of our Letter of Good Standing (Schedule 2) from the Workplace Safety and Insurance Board or verification of employer's liability insurance or submission of a letter of Good Standing from WSIB that confirms status as Independent Operator status along with an identification number.
<input type="checkbox"/>	<input type="checkbox"/>	I/WE have submitted a current and valid copy of our Certificate of Clearance (Schedule 1) from the Workplace Safety and Insurance Board or verification of employer's liability insurance.

Completed by:

Agency

Authorized Signature

Name

Title

APPENDIX E: STAGE I - EVALUATION FORM

	PASS	FAIL
APPENDIX C: STAGE I - MANDATORY REQUIREMENTS SUBMISSION FORM	<input type="checkbox"/>	<input type="checkbox"/>
Proponent's Declaration	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgment of Addendums	<input type="checkbox"/>	<input type="checkbox"/>
Required Documents	<input type="checkbox"/>	<input type="checkbox"/>
APPENDIX D: STAGE I - PARTICIPATING ENTITY SUBMISSION FORM	<input type="checkbox"/>	<input type="checkbox"/>

Mandatory Requirements	Proponent's	Need	%
			Pass
<i>Must receive a Pass to be considered for Stage II</i>			

Decision Form

- Move forward to Stage II (pass)
 Disqualify the Proposal (has at least one fail)
 Send Rectification Request (see below)

Details of Rectification Request	Date Sent	Date Due

Evaluated by:

Name

Date

APPENDIX F: STAGE II - EXPERIENCE SUBMISSION FORM

All Proponents must provide details about their agency, partnerships, and history working with individuals and families who are homeless, at risk, or at imminent risk of homelessness. *If you deem a question to be not applicable to you, you must explain or outline why it is so.* Please see APPENDIX G: STAGE II – EVALUATION FORM for the evaluation form being used to assess your responses.

- 1. Please provide a brief history of your agency; include details of your agency’s purpose, strategic plans, and organizational structure.

[Empty text box for agency history]

- 2. Confirm and briefly outline your agency’s relevant policies and procedures around financial accountability, environmental sustainability, accessibility, and confidentiality.

[Empty text box for agency policies]

- 3. Please identify your agency’s relevant qualifications, experience and/or expertise in delivering programs and/or services to at-risk individuals and families. If this is a joint submission, ensure to capture all agencies involved.

[Empty text box for agency qualifications]

- 4. Describe any initiatives that your agency has completed of the same or similar magnitude as what you have proposed. Be specific as to any success stories and/or targets achieved.

[Empty text box for agency initiatives]

- 5. Identify and describe the network of community partners which will support your proposed programs and/or services.

[Empty text box for community partners]

Completed by:

Agency

Authorized Signature

Name

Title

APPENDIX G: STAGE II – EVALUATION FORM

SCORING LEGEND		
Score	Name	Definition
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

	Exceeds	Meets	Did Not	No Response
Question 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Proponent's Points	Total Points	%
Experience Score		/ 15	

Evaluated by:

Name

Date

APPENDIX H: STAGE III - SCOPE SUBMISSION FORM

All Proponents must provide a detailed response to the Scope of Work by fully answering each of the questions noted below. *If you deem a question to be not applicable to you, you must explain or outline why it is so.* Please see APPENDIX G: STAGE II – EVALUATION FORM for the evaluation form being used to assess your responses.

1. Describe in detail how your proposed program and/or service can help Households secure safe and appropriate long-term housing.

2. Confirm if and how your Proposal supports one or more of the following priority initiatives: coordination of services and supports for Households; specialized housing supports for Households; homelessness/housing outreach services; and/or eviction prevention, housing stability and retention programs. If your Proposal does not support a priority initiative, please outline what other priority your proposed program and/or service addresses.

3. Describe how your proposed programs and/or services will fit within the Coordinated Access system in Nipissing.

4. Please describe the quality and cost control measures in place for this Proposal.

5. Please describe your implementation plan. Ensure to confirm resources, staffing (current and/or new), and the timelines and milestones to launch.

6. Please outline the anticipated challenges/risks with your proposed program and/or service. Ensure to include the identified mitigation strategies.

7. Please describe your plan to accommodate increased needs.

8. Walk us through the client experience as they engage with your proposed program and/or service. Provide a step-by-step guide that starts from initial contact and ends with the expected change or impact.

9. Outline and describe what is included in your service offerings/activities for Households on a daily, weekly, monthly and/or yearly schedule.

10. Confirm your predicted year one target of unique Households who will be supported by your proposed program and/or service

11. Describe how you will assess and review the impact of your proposed program and/or service and explain how you will know if it is achieving its intended outcomes.

12. Confirm your service location(s) and hours; both normal and emergency.

13. Describe your wind-down plan for the transition or ending of services at the contract end date.

Completed by:

_____ **Agency**

_____ **Authorized Signature**

_____ **Name**

_____ **Title**

APPENDIX I: STAGE III – EVALUATION FORM

SCORING LEGEND

Score	Name	Definition
3	Exceeds	Provided a response that exceeded expectations.
2	Meets	Provided a response that meets expectations.
1	Did Not	Provided a response that did not meet expectations.
0	No Response	Did not provide an appropriate response/or no response at all provided.

	Exceeds	Meets	Did Not	No Response
Question 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scope Score	Proponent's Points	Total Points	%
		/ 39	

Evaluated by:

Name

Date

APPENDIX J: STAGE IV - BUDGET SUBMISSION FORM

Provide a detailed breakdown of all costs associated with your proposed program and/or service. All costs must be fully itemized and complete (no estimates). All costs must be in Canadian dollars with HST excluded. **All costs submitted shall be considered firm for the length of any Contract, including for any renewal or extension term(s).** Please see APPENDIX I: STAGE III - EVALUATION FORM for the evaluation process for this component. If your program is joint, ensure to itemize and breakdown how costs are shared – *for example*, if an FTE is shared between three partners, please note how much of the FTE wages are each partner's responsibility (i.e., Partner A has 0.5 FTE, Partner B has 0.25 FTE and Partner C has 0.25 FTE).

STAFFING COSTS					
ROLE	CASELOAD	FTE OR PTE #	HOURLY RATE	WEEKLY HOURS	YEARLY COSTS
PROGRAMMING COSTS					
Itemized all costs (i.e., direct client benefits, client transportation support, rental fees, etc.)				INCLUSIVE COSTS (per year cost)	
OTHER COSTS					
Itemized all costs (i.e., staff transportation, equipment, technology, etc.).				INCLUSIVE COSTS (per year cost)	
OTHER REVENUE SOURCES					
Itemized all other Revenue Sources for the proposed program and/or service				FUNDING (per year cost)	
User Fee					
Payback Programming					
Other Governmental sources					
Other Non-Governmental Sources					
Other					

Completed by:

Agency

Authorized Signature

Name

Title

APPENDIX K: STAGE IV - EVALUATION FORM

TOTAL BUDGET REQUEST FORMULA

((Total Staffing Costs + Total Programming Costs + Total Other Costs)*Administrative Costs)-Total Revenue Sources = Total Budget Request

(Administrative cost is 7.5%)

RFP BUDGET EVALUATOR

$$\frac{\$ \text{ Total Budget Request}}{\text{Total \# of Households Served (from Question 16 from APPENDIX F)}} = \frac{\$}{\text{RFP Budget Evaluator (Cost/Household)}}$$

SCORING LEGEND		
Points	Name	Definition
100	Lowest	Lowest RFP Budget Evaluator.
75	Low	1 to 10% higher than the lowest RFP Budget Evaluator amount
50	Average	11% to 20% higher than the lowest RFP Budget Evaluator amount
25	High	21% to 30% higher than the lowest RFP Budget Evaluator amount
0	Highest	31%+ higher than the lowest RFP Budget Evaluator amount

Budget Score	Proponent's RFP Price Evaluator	Lowest RFP Price Evaluator	% (from Lowest RFP Price Evaluator Amount)	Proponent's Points

Evaluated by:

Name

Date

APPENDIX L: STAGE V - EVALUATION FORM

SCORING SCALE

Score	Name	Definition
4	Strongly Agree	The evaluator strongly agreed with the statement.
3	Agree	The evaluator agreed with the statement.
2	Neutral	The evaluator had a neutral opinion with the statement.
1	Disagree	The evaluator disagreed with the statement.
0	Strongly Disagree	The evaluator strongly disagreed with the statement.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Overall impression of the proposed program and/or service as presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter clearly described the proposed program and/or services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter conveyed that the agency(s) has the capacity (staff) and professionalism (experience and expertise) necessary to administer the proposed program and/or service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter showed an understanding and empathy for individuals and families experiencing homelessness or at-risk or imminent risk of homelessness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter brought credible initiatives that can move Households towards long-term housing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter showed that the agency has a network of community partners to support the proposed program and/or service and that it can fully participate in CAN.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter fully outline the rationale for the total budget requested amount and described credible measures to control costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter gave a detailed outline of the agency's implementation plan and noted the risks involved and mitigation plans prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter provided a clear walkthrough of the client's experience that demonstrates the accessibility, responsiveness, and benefits of the proposed program and/or service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenter showed that the agency has a realistic wind-down or transition plan upon the expiration of the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESULTS

Presentation Score	Proponent's Points	Total Points	%
			/ 40

Evaluated by:

Name

Date

APPENDIX M: STAGE VI - SCORING SHEET

TYPE	EVALUATION RESULTS			WEIGHTED SCORE	
	Available Points	Proponent's Points	Proponent's %	Weighted %	Proponent's Weighted Score
Experience Score	/ 15 *(# of Evaluators)		Proponent's Point's / Available Points	20%	(Proponents % * Weighted %)
Scope Score	/ 39 *(# of Evaluators)		Proponent's Point's / Available Points	40%	(Proponents % * Weighted %)
Budget Score	/ 100		Proponent's Point's / Available Points	30%	(Proponents % * Weighted %)
Presentation Score	/ 40 *(# of Evaluators)		Proponent's Point's / Available Points	10%	(Proponents % * Weighted %)
Cumulative Score					

Prepared by:

Name

Date