



# TOWNSHIP OF NORTH ALGONA WILBERFORCE

## Service Review 2022

# RFP (Request for Proposals)

**Project Name:** Service Review 2022  
**Location:** North Algona Wilberforce Township – Renfrew County  
**RFP Number:** ADMIN2022-01

**RFP NUMBER:** ADMIN2022-01  
**RFP CLOSING DATE:** November 10, 2022  
**RFP CLOSING TIME:** 12:00 p.m.  
**RFP OPENING TIME:** 12:15 p.m.

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## 1. GENERAL INSTRUCTIONS

This RFP is for the supply and delivery of a comprehensive service review of the Township's operation in regard to the services it presently provides and anticipated requirements for the corporation in the next five years that includes both trends, forecasts and the goals of the Township adopted 2020 Strategic Plan.

The Township would like to maintain existing services, adapt to future needs and minimize the financial cost along with maximizing its existing staff resources.

The review is to be comprehensive including detailed staffing structure, compliment, required training, wage review along with a sustainability and succession strategy.

It is expected that there will be Council, staff and public input in the review along with comparisons to local and a broad spectrum of like peers.

The deliverables will include;

- Kick off strategy session with Council to ensure goals are aligned
  - Progress report and presentation to Council prior to conclusions
  - Service review printed document and presentation to Council
  - Implementation plan with goals and target dates
  - One year follow up report and work shop with senior staff and Council
- a. All bid documents must be submitted in accordance with the location, date, time, and manner as specified in the RFP.
  - b. All bid documents and corresponding addendums must be submitted in a sealed envelope and clearly marked as to its contents in ink or typed form.
  - c. As submissions are received, they are time and date stamped at the Township Office to ensure compliance with the closing date and time.
  - d. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission or shortly thereafter by regular mail.
  - e. Openings are a public process and will be held in the Council Chamber's at the Township Office at the time of closing or shortly thereafter, and on the date as specified in the RFP Documents.
  - f. For RFPs the name of the proponent will be read aloud and recorded, and the total amount, without HST.
  - g. All members of the public in attendance at the opening are required to sign the Attendance Form. (This may be waived due to unforeseen pandemic restrictions)
  - h. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Clerk-Treasurer for evaluation.

The lowest and/or any bid not necessarily accepted.

The Township of North Algona Wilberforce reserves the right to accept/reject, cancel/re-advertise any RFP.

## 2. REGISTRATION FORM

Packages will be available for pick up in person (@ .20 cents per page copied), by email, or via the Township website at [nalgonawil.com](http://nalgonawil.com).

**Addendums** to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a registration form are responsible for obtaining all addendums associated with this project. The Township of North Algona Wilberforce shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

**Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.**

Please return the completed form **in person, or by email to [Clerk@nalgonawil.com](mailto:Clerk@nalgonawil.com)**

PROJECT NAME	
CLOSING DATE	
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	( )
EMAIL ADDRESS	
DATE:	

### 3. REQUEST FOR PROPOSAL DOCUMENTS

#### PART I

##### A. RFP Procedures

1. All inquiries, concerning the RFP, prior to RFP closing, shall be directed to:

Michelle Mantifel – CLERK-TREASURER  
613.628.2080 OR [clerk@nalgonawil.com](mailto:clerk@nalgonawil.com)

2. Notification of acceptance of RFP will be by telephone and written form of notice, to the address of the Consultant used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the Consultant.

3. An RFP may be voided by superseding it with a later RFP or letter of withdrawal, prior to the closing date and time.

##### B. Basis of Rejection

RFPs not conforming to the following requirements will be disqualified:

a) RFP must be legible, in ink, by typewriter or by printer. Entries or changes made in pencil shall, unless otherwise decided by the Township of North Algona Wilberforce, be invalid. RFPs which are incomplete, illegible, or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected.

b) RFP must be on the form provided.

c) RFP must be signed by an authorized official of the bidding organization. A joint RFP must be signed by each company.

d) All items must be bid.

e) RFP must not be restricted or modified in any way.

##### *Disqualifications*

Under no circumstances will RFPs be considered which:

a) Are received after Thursday November 10 at 12:00 p.m. (noon).

b) Include RFP qualifications or other conditions not authorized by the Township of North Algona Wilberforce; or

c) Are in the determination of the Township of North Algona Wilberforce, incomplete.

## **RIGHT TO ACCEPT OR REJECT**

The RFP which includes the lowest submitted cost will not necessarily be accepted. The Township of North Algona Wilberforce has the right to reject any and/or all RFPs for any reason whatsoever. The Township of North Algona Wilberforce shall not be responsible for and potential bidders shall not be entitled to, reimbursement for any liability costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered, including loss of profit, by any potential bidder prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Township of North Algona Wilberforce of any RFP or by reason of any delay in the acceptance of an RFP. RFPs are subject to formal acceptance by the Township of North Algona Wilberforce and a formal contract being prepared and signed.

**POTENTIAL BIDDERS ARE ADVISED THAT ACCEPTANCE OF ANY RFP MAY BE DONE BY RESOLUTION OF THE TOWNSHIP OF NORTH ALGONA WILBERFORCE COUNCIL.**

### **C. Acceptance**

Award of RFP

The lowest or any RFP will not necessarily be accepted. The Township of North Algona Wilberforce may, in its sole discretion.

- a) Award a contract to the potential bidder that the Township of North Algona Wilberforce, in its sole discretion, determines is the best qualified and compliant RFP; or
- b) Determines that the potential bidder meets the best possible competencies; or
- c) Not award any contract at all; or
- d) Remove from Total RFP amount any section not covered in set budget allowance.

The determination of the best qualified and compliant RFP shall be in the sole discretion of the Township of North Algona Wilberforce, whose decision shall be final and not challengeable.

### **D. General Conditions**

#### **1. Performance Evaluation**

Failure to execute the contract in a competent manner may result in the bidder's disqualification from bidding on the Township's contracts for a period of three (3) years.

#### **2. Omissions, Discrepancies and Interpretations**

Should a potential bidder find omissions from or discrepancies in any of the RFP documents or be in doubt as to the meaning of any part of such documents, the potential bidder is required to contact the Township of North Algona Wilberforce, no later than two (2) days before the closing date. If the Township of North Algona Wilberforce considers that a correction, explanation or interpretation is necessary or desirable, it will issue an addendum to all that have taken out RFP documents.

## **F. Objectives and Scope of Work**

### **1. Scope of Work**

- Review of township services provided at present and services that will implemented in the next five years through the Strategic Plan (2020)
- Review of legislated service requirements
- Review of present and future labour requirements
- Comprehensive wage study
- Revision of the existing salary grid
- Review of Pay equity

### **2. Objectives**

**This all-encompassing review will ensure that the Township can maintain all present services, is compliant with all legislative requirements and that there is the correct compliment of staff and that they are compensated in a fair, equitable and competitive manner. The review will also ensure that this is done in the most responsible economical manner that is both sustainable and efficient.**

### **3. Deliverables**

- a) Launch Meeting
- b) Wage study
- c) Salary Grid
- d) Pay Equity component
- e) Council Presentation
- f) One Year Review
- g) Implementation services (optional)

Please refer to Appendix “A” for deliverables overview

The final report shall be presented to Council in a public meeting using a “PowerPoint” presentation. The Township will be provided eight copies of the Service Review report, as well as one electronic copy of the report in a format that permits updates to be added and alternations to be made (The purpose of this is to permit annual updates and reviews).

### **h) Methodology**

Submitted proposals will clearly indicate how the consultant will carry out the tasks set out in this Request for Proposal. They should include, but not be limited to, the following information:

- Work plan and methodology
- Timetable including phasing if applicable
- Identification of staff involved in this assignment
- Previous relevant experience of firm and of persons assigned to the project
- A firm estimate and breakdowns of the total costs

### **i) Schedule**

Issue Request for Proposal – (October 26, 2022)

Last Date for Receipt of Submissions – (November 10, 2022)

Opening of Proposals – (November 10, 2022 – 12:15 p.m.)  
Council Approval – (November 15, 2022)  
Notify the Successful Bidder – (November 16, 2022)

The consultant will be retained by North Algona Wilberforce Township. The CLERK-TREASURER will be the principal contact for the consultant.

The study will commence as soon as possible, and the consultant will be expected to produce the final report within 45 days from the date of being notified to commence. The report will be delivered to the CLERK-TREASURER no later than January 13<sup>st</sup> 2023

## Part 2

### A. PROPOSAL SELECTION

The following sets out conditions on which all bids are to meet the mandatory proposal requirements set out in the Proposal Requirements section.

#### 1. RELEVANT EXPERIENCE

Bidders must demonstrate strong experience and qualifications in carrying out similar studies and will highlight their related experiences. They should also provide a list of similar projects with references.

#### 2. ASSIGNED RESOURCES

The consultant will identify the persons who will be assigned to work on this study. Particular attention should be given to highlighting their qualifications and experience related to this type of study and their experience working with rural communities.

#### 3. PROJECT SCHEDULE

All bidders will include a work plan, complete with schedule and associated time frame.

#### 4. EVALUATION MATRIX

SUBMISSIONS WILL BE EVALUATED BASED ON THE ABOVE LISTED ITEMS.

15	Relevant Experience
25	Assigned Resources
20	Project Schedule
40	Quoted Price
100	TOTAL

### B. COMPLETION DATE

**NOTE:** The final report and the project material produced will become the property of North Algona Wilberforce Township.

The Consultant shall complete the listed work by January 13<sup>st</sup>, 2023.

If the time limit above is not sufficient to permit completion by the Consultant working a normal number of hours, the Consultant shall make changes to permit the work to be completed by the above date.



## **TOWNSHIP CONTACTS AND ADMINISTRATION**

Any questions or any additional information contact:

Michelle Mantifel, CLERK-TREASURER  
1091 Shaw Woods Road  
Eganville, Ontario K0J 1T0  
613.628.2080 ext. 204 – office  
613.628.3341 – fax  
[Clerk@nalgonawil.com](mailto:Clerk@nalgonawil.com)

## **RFP CLOSING**

RFP submissions can be made until November 10, 2022 at 12:00 p.m. (noon)  
(a) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents, to:

Township of North Algona Wilberforce  
1091 Shaw Woods Road  
Eganville, Ontario K0J 1T0  
613.628.2080

**Please note that the successful RFP may not necessarily be the lowest submitted cost, but the one that provides the best long-term solution for the Township of North Algona Wilberforce.**

**RFP ADMIN2022-01 Bid Form**

SECTION	ITEM DESCRIPTION	UNIT	QUANTITY Required	LUMP SUM	UNIT PRICE	TOTAL
A	Launch meeting (In person)		1	yes		
B	Service review		1	yes		
C	Wage Study		1	yes		
D	Salary Grid		1	yes		
E	Pay Equity Component		1	Yes		
F	Council presentation		1	Yes		
G	One Year Review		1	Yes		
H	Optional implementation services	hourly	unknown	No		Nil

**TOTAL RFP EXCLUDING HST \$ \_\_\_\_\_ CDN**

**HST \$ \_\_\_\_\_ CDN**

**TOTAL WITH HST RFP PRICE \$ \_\_\_\_\_ CDN**

#### 4. STATEMENT OF UNDERSTANDING

The Consultant has carefully examined the conditions and specifications attached and referred to in this contract, and if applicable has carefully examined the site and work location, and understands and accepts the said conditions and specifications, and for the prices set forth in this RFP, hereby offers to furnish all labour, equipment, and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

This offer shall be irrevocable for a period of thirty (30) calendar days following the date of RFP opening.

I/We (the Consultant) promise to perform the work without undue delay and complete the work by January 13, 2023.

#### SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this **RFP ADMIN2022-01** and I agree to abide by the terms and conditions contained herein.

TOTAL	HST	TOTAL WITH HST

Price Excluding HST \$ \_\_\_\_\_

HST \$ \_\_\_\_\_

Total RFP Amount \$ \_\_\_\_\_ CDN

\_\_\_\_\_  
Signature of Authorized Official  
(I have the authority to bind the company)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

## 5. REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business, alternative references may be submitted.

### Reference #1

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

### Reference #2

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

### Reference #3

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

## **6. PROPONENT'S CHECKLIST**

Completion of (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Signature Page

Bid Form

## 7. UNOFFICIAL RESULTS FORM X2

### UNOFFICIAL RESULTS FORM RFP RESULTS

Project Name: \_\_\_\_\_

Closing Date and Time: \_\_\_\_\_

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CLERK-TREASURER Signature: \_\_\_\_\_

The Township of North Algona Wilberforce is not responsible for any irregularities during the reading of information and will review and correct accordingly.

**\*THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE\***

UNOFFICIAL RESULTS FORM  
RFP RESULTS

Project Name: \_\_\_\_\_

Closing Date and Time: \_\_\_\_\_

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

CLERK-TREASURER Signature: \_\_\_\_\_

The Township of North Algona Wilberforce is not responsible for any irregularities during the reading of information and will review and correct accordingly.

**\*THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE FROM THE INFORMATION ABOVE\***





## **Appendix A**

### **Launch Meeting;**

It is critical that staff, Council and the consultant all understand the process, methodology and expectations. An in-person meeting is required at the commencement of the project with the aforementioned parties. It is the expectation that this meeting will be one to two hours in duration. It is understood that this meeting is not intended to create a new scope or alter the RFP stated expectations.

### **Service Review;**

It is required that all services will be reviewed and analyzed for necessity, legislated requirement, delivery, quality, efficiency, cost effectiveness, value and alignment with Township strategic plan goals.

The review will be provided to the Township in a clear written format that includes an assessment of the Township's present service level, recommendations for improvement, budget implications and suggested next steps.

### **Wage Study;**

Review existing wages and proposed new position wages, compare to like peers, sector standards and other relevant factors.

### **Salary Grid;**

Revise the Township salary grid to be in line with all existing positions including proposed new positions. Each position should have six steps within the grid and a defined progressive movement based on merit and service.

### **Pay Equity;**

Included in the wage and pay grid review will be a review of the Township's pay equity legislative requirements with recommendations for required adjustments or actions.

### **Council Presentation;**

An in-person presentation at a Council meeting open to the public to provide overview of study and recommendations. This should be no more than twenty slides and speaking points. The presentation should be about 30 minutes with a further thirty minutes for questions and discussion with Council. There shall not be any personal data or disclosure of individuals actual current salary. At the presentation Council will be provided with a print copy of the full review. Only Council and staff will be permitted to make comments at the meeting.

One Year review;

To ensure that Council and staff follow through with recommendations and required actions, it is important that there be a progress review. It is expected that the consultant would review actions after one year of implementation and compile a “report card” for the Township. This would be presented to Council at a public meeting. It should be a brief slide presentation with no more than ten slides and not to exceed fifteen minute and a further fifteen minutes for questions.

Optional implementation services;

This is optional, the intent is to provide Council with a resource and hourly price if the Township needs to seek assistance to implement recommendations. This would be on an hourly basis; the Township understands that there may be additional fees for travel and accommodation.