

## Request for Proposals – Strategic Planning Consultant

### 1. BACKGROUND:

Engineers Geoscientists Manitoba ensures excellence in the fields of engineering and the geosciences in Manitoba. The Association was established on March 27, 1920, by *The Engineering Profession Act* to regulate the profession of engineering. In 1998, the Manitoba Legislature expanded the Association's mandate to regulate professional geoscientists in Manitoba with *The Engineering and Geoscientific Professions Act*.

In 2015, the Association adopted the operating name of Engineers Geoscientists Manitoba while retaining the legal name of The Association of Professional Engineers and Geoscientists of the Province of Manitoba.

The purposes of the Association are to:

- Regulate the practice of engineering and geoscience in Manitoba
- Ensure high standards are maintained within the professions
- Serve and protect the public interest
- Promote and increase the knowledge and skills of its members

In 2017, the Association's strategic end to increase Indigenous professionals, **End E-5.1**, was adopted to ensure that practitioners in the professions reflect the diversity of the public. Engineers Geoscientists Manitoba is working to ensure that the contributions and work of Indigenous peoples in our province in shaping and strengthening communities and policies are understood and valued by increasing awareness and cultural competency for Council, staff, members, and employers.

The mandate of End **E-5.1** is guided by the Indigenous Professionals Initiative Coordinator, within the Association's Department of Equity and Representation. The Coordinator is working to increase the Association's and Industry's commitment and understanding of the Truth and Reconciliation Commission of Canada's Call to Action (#92) and the Calls to Justice (#13.1 to #13.5) for Extractive and Development Industries from the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG).

The inquiry's final report recognizes the documented phenomenon that resource extraction is linked to spikes in violence against Indigenous women, girls, and Two-Spirit people. The report says while extractive industries often cite their economic contributions to communities, the social impact of these activities can be negative.

Engineers Geoscientists Manitoba recognizes that the link between resource extraction projects and violence against Indigenous women is a serious problem that demands attention, and the importance of all resource-extraction and development industries to consider the safety and security of Indigenous women, girls, and 2SLGBTQQIA people (Two-Spirit, lesbian, gay, bisexual, transgender, queer,

questioning, intersex, and asexual) “at all stages of project planning, assessment, implementation, management, and monitoring”.<sup>1</sup>

2. PURPOSE:

The Strategic Planning Consultant will work to assist the Indigenous Professionals Initiative Coordinator in the research, development, and writing of a comprehensive and focused Action Plan. This will include the development of recommendations, policy change, and/or professional development for the Association based on the MMIWG Calls to Justice for Extractive and Development Industries that is survivor-led, family-centred and, community-directed.

3. DELIVERABLES:

The Consultant will facilitate information gathering with family members and community advocates for potential focus group(s) and the development of a survey for distribution by the Association. The survey will be distributed to stakeholders in the community in the areas of health, policing, family violence shelters, and First Nation communities and tribal councils that work in the areas of development to gather information on current services and gaps that exist.

Internal stakeholders of the Association, including Council, registered members, and companies, will also be consulted and areas of importance that arise from discussions with advocates, family members, and community stakeholders will be highlighted as a priority to include in any subsequent Action Plan or information sent out on behalf of the Association. First Nation political regional groups will also be consulted and asked to identify areas of importance and priorities for the reasons noted above.

The successful applicant will assist with the development of a final version of an Action Plan that will evaluate and inform the practical next steps for implementation of the Calls to Justice. Draft sections of the Action Plan will be shared for feedback on an ongoing basis and prior to the completion of a final version for the Association.

4. QUALIFICATIONS:<sup>2</sup>

It is expected that the interested persons will possess project management expertise, analytical skills, excellent written communication skills, and research capabilities to take into consideration a review of any existing research and data that might provide insight into the development and writing of an Action Plan.

The Consultant should have experience in:

- Providing support services to families, communities, and Indigenous organizations
- Delivering training to support families and/or Indigenous communities
- Working within a Trauma Informed Care (TIC) organizational structure that involves understanding, recognizing, and responding to the effects of all types of trauma
- Advocating for the rights of women and helping women who are victims of violence

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<sup>1</sup> Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls

<sup>2</sup> Engineers Geoscientists Manitoba recognizes the importance of building an exemplary labour force that is inclusive and reflective of the population it serves. This is a designated Indigenous competition, open to Indigenous applicants. Applicants are required to self-declare, and will be asked to provide references and answer interview questions related to the designation. This process will apply both to internal and external candidates.

5. FINANCIAL CONSIDERATIONS:

Proposals should include the anticipated costs to complete the Action Plan, including any travel-related costs and key personnel (Elders, note takers, and facilitation personnel) involved in the project to gather information to a maximum of \$25,000.00.

6. PROPOSAL REQUIREMENTS:

Each interested consultant must submit an electronic copy in PDF format of their proposal, work plan, timelines for completing the project, any relevant experiences, and identify three (3) references.

7. REQUEST FOR PROPOSALS ADMINISTRATION:

The following terms and conditions apply to this RFP and to the subsequent Service Agreement. Submission of a proposal in response to this RFP indicates acceptance of all the terms and conditions that follow and that are included in any addenda issued by the Association. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

8. DEFINITIONS:

Throughout this Request for Proposals, the following definitions apply:

- “Contract” or “Service Agreement” means the written agreement resulting from this Request for Proposals executed by the Association and the Proponent;
- “Provider” means the successful Proponent to this Request for Proposals who enters into a written contract with the Association;
- “The Association”, “Engineers Geoscientists Manitoba”, “EngGeoMB” means The Association of Professional Engineers and Geoscientists of the Province of Manitoba;
- “Must” or “mandatory” means a requirement that must be met for a proposal to receive consideration;
- “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- “Request for Proposals” or “RFP” means the process described in this document;
- “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and
- “Independent” means that the Proponent has no (1) financial encumbrances or interest with or in the Association, (2) family or personal relationships within the Association, (3) recent employment or position of significant influence with the Association.

9. REQUEST FOR PROPOSALS PROCESS:

A. ENQUIRIES:

All enquiries related to this Request for Proposals are to be directed, in writing by e-mail, to the contact persons identified on the front page of this Request for Proposals. Information obtained from any other source is not official and should not be relied upon. Responses to enquiries concerning clarification of the terms of this Request for Proposals or information included in it will be provided to those Proponents if enquiries are communicated to the contact persons at least five days prior to the RFP closing date. Where possible, responses will be provided within three business days.

B. CLOSING DATE AND TIME:

Proposals must be received by Friday, October 16, 2020, at 4:30 p.m. CST

Electronic proposals must be sent by email to Nicole Everett at [NEverett@EngGeoMB.ca](mailto:NEverett@EngGeoMB.ca).

Electronic proposals must be a single PDF document (i.e., do not send multiple PDF documents or other attachments). Text within the Proponent's e-mail message will not be considered part of the Proponent's proposal.

Hard copies will not be accepted. Only complete proposals received via e-mail by the deadline will be considered.

C. LATE PROPOSALS:

Proposals will be marked with their receipt time at the Association office. Only complete proposals received and marked before closing time will be considered to have been received on time. Electronic proposals that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the proposal receipt time as recorded at the Association office shall prevail whether accurate or not.

D. PROPOSAL FORMAT:

The following format and sequence must be followed to provide consistency in Proponents' responses and to ensure each proposal receives fair consideration. All pages should be consecutively numbered.

- Table of Contents for proposal, including page numbers.
- The body of the proposal, including pricing. The proposal should address all factors identified as the assessment criteria in the same order as they are described in the criteria. Failure to address all criteria will impair the proposal. The Association will not seek clarification of vague or incomplete information.
- The prices stated must be in Canadian dollars, be all-inclusive, including applicable taxes, and be firm for the entire period covered by the Service Agreement, subject to Section 4 of this RFP. The Proponent should separate any major components or phases of work, and the pricing should be reflective of the work performed during the period.
- The Proponent must include statements:
  - confirming that the Proponent's proposed assessment team members are independent of the Association, and any other services performed by the Proponent for the Association will neither prejudice that independence nor conflict with any governing code of professional ethics; and
  - disclosing a summary of other services rendered to the Association in the past three years.
- A copy of a proposed Contract or Service Agreement
- Resumes of key assessment team members

10. ADDITIONAL TERMS:

A. ELIGIBILITY:

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Association's opinion, give rise to a conflict of interest in connection with the project

described in this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the contact persons prior to submitting a proposal.

**B. IRREVOCABILITY OF PROPOSAL:**

By submission of a proposal, a Proponent agrees that should its proposal be successful the Proponent will enter into a Service Agreement or Contract with the Association.

**C. DEFINITION OF A CONTRACT:**

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Service Agreement or Contract will constitute a Contract for services, and no Proponent will acquire any legal or equitable rights or privileges relative to the services until the occurrence of both such events.

**D. NEGOTIATION DELAY:**

If a written Contract cannot be negotiated within thirty (30) days of notification of the successful Proponent, the Association may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

**E. CHANGES TO PROPOSAL:**

By submission of a clear and detailed written notice, a Proponent may amend, or withdraw, its proposal prior to the closing date and time. At closing time, all proposals become irrevocable.

A Proponent will not change the wording of its proposal after closing, and no words or comments will be added to the proposal unless requested by the Association for purposes of clarification.

**F. PROPONENTS' EXPENSES:**

Proponents are solely responsible for their expenses in preparing a proposal and in subsequent negotiations with the Association, if any. If the Association elects to reject all proposals, the Association will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final agreement, or any other matter whatsoever.

Furthermore, a Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

**G. ACCEPTANCE OF PROPOSAL:**

This Request for Proposals should not be construed as an agreement to purchase services. The Association is not bound to enter into an agreement with the Proponent that submits the lowest priced tender or with any Proponent. Proposals will be assessed considering the evaluation criteria. The Association will be under no obligation to receive further information, whether written or oral, from any Proponent.

H. LIABILITY FOR ERRORS:

While the Association has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Association, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

I. MODIFICATION OF TERMS:

The Association reserves the right to modify the terms of this RFP before entering an agreement at the Association's sole discretion. This includes the right to cancel this Request for Proposals prior to entering into an agreement with a successful Proponent.

J. OWNERSHIP OF PROPOSALS:

All documents, including proposals, submitted to the Association become the property of the Association. Documents will be received and held in confidence by the Association.

K. CONFIDENTIALITY OF INFORMATION:

Any portion of this document or any information supplied by the Association in relation to this RFP may not be used or disclosed for any purpose other than the submission of proposals.

Without limiting the generality of the foregoing, by submission of a proposal, the information pertaining to the Association obtained by a Proponent as a result of participation in this bid is confidential and must not be disclosed except as required to fulfill the obligations of the Auditor under the Service Agreement or Contract.

L. NO LOBBYING:

Proponents must not attempt to communicate directly or indirectly with any employee, contractor, or representative of the Association, including any member of the Association's Council, or with members of the public or the media about the project described in this RFP or otherwise in respect of the RFP other than expressly directed or permitted by the Association.

11. EVALUATION:

Evaluation of proposals will be performed by Association management and may include employees and professional members of the Association. All personnel will be bound by the same standards of confidentiality. The Association intends to enter into a Contract with the Proponent who has the highest overall ranking.

12. UNSUCCESSFUL PROPOSALS:

At the conclusion of the RFP process, all Proponents will be notified of the outcome of the RFP.

13. TIMELINE:

The below timeline provides the anticipated schedule for the RFP process and signing of a Service Agreement or Contract. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the Association.

- RFP Distributed Thursday, September 17, 2020
- Proposal Due Date – Friday, October 16, 2020
- Contractor Selection – Friday, October 30, 2020

- Commencement of Contract – November 13, 2020
- Developed Action Plan will be presented to Council in March 2021

14. MANDATORY REQUIREMENTS:

The following are mandatory proposal requirements. Proposals not clearly demonstrating that they meet these requirements will receive no further consideration during the evaluation process. The proposal must be received by e-mail by the specified closing date and time. The proposal must be in English. The Proponent must provide written confirmation that the Proponent's proposed assessment teams are independent of the Association.

15. CRITERIA FOR ASSESSMENT:

Proposals meeting the mandatory requirements will be assessed against the evaluation criteria established by the Association. The Association is aware of the benefits that can arise from a good quality assessment. The Association will not be obliged to seek clarification or inclusion of vague or incomplete information in making its selection. The lowest proposal in terms of all-inclusive maximum cost will not necessarily be accepted.

16. RIGHT TO REFUSE:

The Association is under no obligation to accept a proposal and maintains a right to refuse any proposal at any point in the RFP process including the time subsequent to the selection panel forming its recommendation to Council.

17. ENQUIRIES:

Questions regarding this RFP should be directed to Nicole Everett at [NEverett@EngGeoMB.ca](mailto:NEverett@EngGeoMB.ca). Responses to all questions will be sent via e-mail or by phone within three (3) business days.

To learn more about Engineers Geoscientists Manitoba, please visit our website at [www.EngGeoMB.ca](http://www.EngGeoMB.ca).