

Request for Proposals – Governance Review

1. BACKGROUND:

The Association was established on March 27, 1920 and operates under *The Engineering and Geoscientific Profession Act* to regulate the professions of engineering and geoscience in Manitoba. Engineers Geoscientists Manitoba is one of 30 regulated professions in the province of Manitoba. The current membership is 8,698.

The purposes of the Association are to:

1. Govern and regulate the practice of professional engineering and professional geoscience in Manitoba
2. Promote and increase, by all lawful means and in the public interest, the knowledge, skill, and competency of its members and students in all things relating to the professions of engineering and geoscience
3. Advocate where the public interest is at risk

The Association is chaired by an elected President and governed by an elected Council of 14 members; all are volunteers. It has used the Carver Governance Model since 2001. Prior to that, the Council used a traditional “board of directors” format. The current Council seeks to review their governance practices for the purpose of confirming a future direction, to ensure all aspects of regulatory governance, and maintain and enhance public trust and confidence in the engineering and geoscience professions.

2. PURPOSE:

Engineers Geoscientists Manitoba is seeking a qualified consultant to design and conduct a review of all aspects of the Association’s governance.

Topics to be considered include, but are not limited to:

- Size and composition of Council.
- Terms of Reference for committees.
- Broadening or narrowing scope of activities.
- Legislative or by-law amendments impacting self-regulatory responsibilities.
- Delegation of authority from Council to staff (i.e. how the workload is split between volunteer committees and paid staff).
- Staff support for volunteer committees.
- Organizational structure for paid staff.
- Role or job descriptions for senior and executive management.

The review can include recommended changes to the Association’s existing governance structures, policies, and procedures, so as to ensure best practices in regulatory governance. Best practice and evidence-informed recommendations need to be accommodated within the existing framework as set out in *The Engineering and Geoscientific Professions Act*. It is anticipated that the review may include a survey of peer provincial regulatory organizations within Manitoba.

3. QUALIFICATIONS:

The intent of the RFP is to award the work to a consultant with proven experience and knowledge in similar undertakings. Proposals should outline the applicant's relevant skills and experience including the ability to analyze and compare different board governance models, especially in the non-profit sector, and navigate the intricacies of a non-partisan, non-profit organization. Demonstrated familiarity with board governance, critical and analytical thinking, project evaluation, and gender and diversity analysis will all be considered important elements in this project.

4. FINANCIAL CONSIDERATIONS:

Contract fee will be based on experience, qualifications, and workplan, to be negotiated with the successful applicant.

5. PROPOSAL REQUIREMENTS:

Each interested proponent must submit an electronic copy in PDF format of their proposal, work plan, fees and costs, timeline for completing the project, any relevant experiences, and identify three (3) references. Proposals should also include how online components and tools will be leveraged for effective facilitation and consultation during the COVID-19 pandemic.

6. REQUEST FOR PROPOSALS ADMINISTRATION:

The following terms and conditions apply to this RFP and to the subsequent contract. 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.

7. DEFINITIONS:

Throughout this Request for Proposals, the following definitions apply:

- "Contract" means the written agreement resulting from this Request for Proposals executed by the Association and the Proponent;
- "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; and
- "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.

8. 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. SUBMITTALS:

Proposals must be received by Monday, November 30, 2020, at 4:30 p.m. CST

Electronic proposals must be sent by email to Angela Moore at AMoore@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. The proposal must be in English.

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 on the Association servers. 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.

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 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 team member(s) 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, if any, rendered to the Association in the past three years.
- A copy of a proposed Contract
- Resumes of key team member(s)

9. ADDITIONAL TERMS:

Proponents will not be compensated or reimbursed for costs incurred in preparing proposals.

Engineers Geoscientists Manitoba reserves the right to accept or reject any or all proposals; waive any anomalies in proposals; negotiate with any or all applicants; and modify or cancel the RFP.

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.

All proposals, including attachments and any documentation submitted to and accepted by Engineers Geoscientists Manitoba in response to this RFP become the property of the Association.

Proponents shall disclose in their proposals any actual or potential conflict of interest and/or existing business relationships it may have with Engineers Geoscientists Manitoba, elected officials, appointed officials, employees, and contractors.

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.

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.

10. EVALUATION:

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

11. UNSUCCESSFUL PROPOSALS:

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

12. TIMELINE:

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

RFP Distributed – Friday, November 6, 2020
Proposal Due Date – Monday, November 30, 2020
Contractor Selection – Friday, December 11, 2020
Commencement of Contract – January 1, 2021
Review Completion – September 30, 2021

To learn more about Engineers Geoscientists Manitoba, please visit our website at www.EngGeoMB.ca.