



## REQUEST FOR PROPOSAL Financial System & Processes Review

Request for Proposal No. **2020-02**

Submission Deadline:  
**April 17, 2020 at 12:00 p.m. noon**

**Important Dates and times to note:**

<b>Issue Date of RFP</b>	<b>March 26, 2020</b>
Deadline for Questions	April 6, 2020 12:00:00 p.m. local time
<b>Submission Deadline</b>	<b>April 17, 2020 12:00:00 p.m. local time</b>
Rectification Period	Two (2) business days
Anticipated Ranking of Proponents	Week of April 21, 2020
Contract Negotiation Period	4 calendar days
Anticipated Execution of Agreement	Week of April 27, 2020
Final Report and Presentation to Council	August 11, 2020

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## PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

### 1.1 Invitation to Proponents

This Request for Proposals (the "RFP") is an invitation by the Corporation of the Township of Drummond/North Elmsley (the "Township") to prospective proponents to submit proposals for a **Financial System & Processes Review**, as further described in Section A of the RFP Particulars (Appendix D) (the "Deliverables").

### 1.2 Background

Our mission statement for the Township of Drummond/North Elmsley is to offer the best quality of life for people through community partnerships and the delivery of outstanding public services.

Township of Drummond/North Elmsley is located in Lanark County, approximately 35 km west of Kanata and 55 km west of downtown Ottawa. Smiths Falls is located next to the southeast corner of the Township while Perth is located near the midway point on its western boundary, and Carleton Place is less than 10 km to the northeast.

Drummond/North Elmsley is unique in its rural landscape with some of the most beautiful lakes in Lanark County. There is an area of 25,921 hectares with a permanent population of 7,773 and a seasonal population estimated at about 4,000+.

A 5-member Council governs the Township and over the past few years, Council has undertaken and in 2019 supported a Strategic Plan related to the Township's vision, goals and operation. Council would like to ensure that the Township is operating as efficiently as possible and wishes to determine whether sustainable opportunities for operating savings exist while becoming more efficient by modernizing our financial system as one component.

### 1.3 Definitions

1. An "**Agreement**" means a legal document that binds the Corporation of the Township of Drummond/North Elmsley and the successful proponent to carry-out a project.
2. An "**Authorized Agent**" is a representative of the Proponent who has the authority to enter into an Agreement on behalf of the Proponent to carry-out a project.
3. An "**Award**" is the acceptance of a Proposal in accordance with this Request for Proposal (RFP).
4. A "**Proposal**" is a written offer, received from a person\company in response to an invitation to provide goods and/or services based on a Request for Proposal and the corresponding Terms of Reference.
5. A "**Proponent**" is a Person\Company who submits a Proposal.
6. "**Budget**" refers to any of several documents approved by the Council from time to time, which detail the amounts of money to be spent within a fiscal period by the Township on various operating expenses or capital projects.
7. "**Changer Order**" A written order issued from the Township which changes the scope or specifications of any project.
8. "**Consultant**" means the provider of a service who, by virtue of professional expertise or service is contracted by the Township to carry-out a project.
9. "**Contract**" means a formal legal Agreement, in writing, between the Township and a person or company to carry-out the project requested by the Township in its Request for

Proposal.

10. "**Goods and/or Services**" includes supplies, design, printed publications, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
11. "**Discretionary**" refers to a requirement that the Township would find valuable and consider desirable for the project being proposed. Instructions and specifications that are requested by the words "should" and/or "may" are "discretionary" and should be responded to in the proposal indicating they are or are not part of the proposal.
12. "**Insurance Certificate**" a certified document issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario certifying that the Proponent is insured in accordance with the Township 's requirements.
13. "**Mandatory**" refers to a specification or requirement that the Proponent must include in their Proposal and be capable of performing if they are the awarded the contract to carry-out the project. Instructions and specification that are requested by the words "shall" and/or "will" indicate the requirement is "mandatory".
14. "**Ministry**" refers to the Ministry of Municipal Affairs and Housing.
15. "**Project**" refers to the work, goods and/or service requirements of the Request for Proposal.
16. "**Service Provider**" is the person\company known as the "Consultant" that has been successful in an award of the Proposal and thereby agrees to carry-out the project under the terms of the Request for Proposal.
17. "**Township**" means The Corporation of the Township of Drummond/North Elmsley.

#### **1.4 RFP Contact**

For the purposes of this procurement process, the RFP Contact will be Linda Van Alstine, Treasurer, 613-267-6500 x 215 or email: [lvanalstine@dnetwork.ca](mailto:lvanalstine@dnetwork.ca).

#### **1.5 Contract for Deliverables**

##### **1.5.1 Type of Contract**

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Township for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Township and the selected proponent. It is the Township's intention to enter into an agreement with only one (1) legal entity.

##### **1.5.2 Term of Contract**

The term of the agreement will be established under the awarded contract to encompass the duration of the contemplated work.

## 1.6 RFP Timetable

### 1.6.1 Key Dates

<b>Issue Date of RFP</b>	<b>March 26, 2020</b>
Deadline for Questions	April 6, 2020 12:00:00 p.m. local time
<b>Submission Deadline</b>	<b>April 17, 2020 12:00:00 p.m. local time</b>
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Final Report and Presentation to Council	August 11, 2020

The RFP timetable is tentative only and may be changed by the Township at any time. For greater clarity, business days means all days that the Township is open for business.

### 1.7 Submission of Proposals

#### 1.7.1 Proposals to be Submitted in Prescribed Method

Proposals must be accepted in PDF form by email only, and shall be submitted at or before the closing date and time, to the email address: [Ivanalstine@dnetownship.ca](mailto:Ivanalstine@dnetownship.ca)

#### 1.7.2 Proposals to be Submitted on Time

Proposals must be emailed before the Submission Deadline set out in the RFP Timetable.

#### 1.7.3 Proposals to be Submitted in Prescribed Format

Electronically mailed Proposals must be sent in a PDF version. Proponents should ensure all submission information is contained in a single PDF document. The required insurance certificate for a Proposal involving onsite labour component, WSIB Clearance Certificate, is required to be included in the PDF document. Receipt will be acknowledged by return email, within 72 hours of receipt. Proposals shall be irrevocable for any reason for a period of not less than ninety (90) calendar days following the closing date to allow for evaluation and notification.

#### 1.7.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting a revised proposal via email.

#### 1.7.5 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal prior to the Submission Deadline, a proponent should request via email to un-submit the proposal. Following the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]

## **PART 2 – EVALUATION, NEGOTIATION AND AWARD**

### **2.1 Stages of Evaluation and Negotiation**

The Township will conduct the evaluation of proposals and negotiations in the following stages:

#### **2.2 Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which proposals comply with all mandatory submission requirements. If a proposal fails to satisfy all the mandatory submission requirements, the Township will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the Township issues a rectification notice to the proponent.

The mandatory submission requirements are set out in (Appendix D) - Section C - of the RFP.

#### **2.3 Stage II – Evaluation**

Stage II will consist of the following two sub-stages:

##### **2.3.1 Mandatory Technical Requirements**

The Township will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Questions or queries on the part of the Township as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

##### **2.3.2 Rated Criteria**

The Township will evaluate each qualified proposal based on the non-price rated criteria as set out in Appendix D of the RFP Particulars.

#### **2.4 Stage III – Pricing**

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix C – Mandatory Submission Requirements). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

#### **2.5 Stage IV – Ranking and Contract Negotiations**

##### **2.5.1 Ranking of Proponents**

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the Township. In the event of a tie, the selected proponent will be the proponent selected by way of coin toss.

## **2.5.2 Contract Negotiation Process**

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Township or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Township and the selected proponent. Negotiations may include requests by the Township for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Township for improved pricing or performance terms from the proponent.

## **2.5.3 Time Period for Negotiations**

The Township intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Township invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), provide requested information in a timely fashion and conduct its negotiations expeditiously.

## **2.5.4 Failure to Enter into Agreement**

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Township may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations, or until the Township elects to cancel the RFP process.

## **2.5.5 Notification of Negotiation Status**

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

## **PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS**

### **3.1 General Information and Instructions**

#### **3.1.1 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 applicable section numbers of this RFP.

#### **3.1.2 Proposals in English**

All proposals are to be in English only.

#### **3.1.3 No Incorporation by Reference**

The entire content of the proponent's proposal should be submitted in a fixed format, and other external documents or images referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

#### **3.1.4 Past Performance**

In the evaluation process, the Township may consider the proponent's past performance or conduct on previous contracts with the Township or other institutions.

#### **3.1.5 Information in RFP Only an Estimate**

The Township and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **3.1.6 Proponents to Bear Their Own Costs**

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

#### **3.1.7 Proposal to be Retained by the Township**

The Township will not return the proposal, or any accompanying documentation submitted by a proponent.

#### **3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract**

The Township makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Township may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.



## **3.2 Communication after Issuance of RFP**

### **3.2.1 Proponents to Review RFP**

Proponents should promptly examine all the documents comprising this RFP and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The Township is under no obligation to provide additional information, and the Township is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Township is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

### **3.2.2 All New Information to Proponents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If the Township, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. 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 the Township.

### **3.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If the Township determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Township may extend the Submission Deadline for a reasonable period.

### **3.2.4 Verify, Clarify, and Supplement**

When evaluating proposals, the Township may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The Township may revisit, re-evaluate, and rescore the proponent's response or ranking based on any such information.

## **3.3 Notification and Debriefing**

### **3.3.1 Notification to Other Proponents**

Once an agreement is executed by the Township and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

### **3.3.2 Debriefing**

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

### **3.3.3 Procurement Protest Procedure**

If a proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures.

### **3.4 Conflict of Interest and Prohibited Conduct**

#### **3.4.1 Conflict of Interest**

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Township in the preparation of its proposal that is not available to other proponents; (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP; (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP; (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent’s other commitments, relationships, or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

#### **3.4.2 Disqualification for Conflict of Interest**

The Township may disqualify a proponent for any conduct, situation, or circumstances, determined by the Township, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

#### **3.4.3 Disqualification for Prohibited Conduct**

The Township may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the Township determines that the proponent has engaged in any conduct prohibited by this RFP.

#### **3.4.4 Prohibited Proponent Communications**

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

### **3.4.5 Proponent Not to Communicate with Media**

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

### **3.4.6 No Lobbying**

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

### **3.4.7 Illegal or Unethical Conduct**

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Township; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### **3.4.8 Past Performance or Past Conduct**

The Township may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Township, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

## **3.5 Confidential Information**

### **3.5.1 Confidential Information of the Township**

All information provided by or obtained from the Township in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Township and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Township; and
- (d) must be returned by the proponent to the Township immediately upon the request of the Township.

### **3.5.2 Confidential Information of Proponent**

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Township. The confidentiality of such information will be maintained by the Township, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Township to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

### **3.6 Procurement Process Non-Binding**

#### **3.6.1 No Contract A and No Claims**

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 any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Township will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a proposal submitted in response to this RFP.

#### **3.6.2 No Contract until Execution of Written Agreement**

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Township by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

#### **3.6.3 Non-Binding Price Estimates**

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Township to enter into an agreement for the Deliverables.

#### **3.6.4 Cancellation**

The Township may cancel or amend the RFP process without liability at any time.

### **3.7 Governing Law and Interpretation**

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

## **APPENDIX A – FORM OF AGREEMENT**

*The Township will use the terms and conditions noted in this RFP document, as the starting point for negotiations with the selected proponent.*

## APPENDIX B – SUBMISSION FORM

### 1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

### 2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract-A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Township and the proponent unless and until the Township and the proponent execute a written agreement for the Deliverables.

### 3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

### 4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

**5. Addenda**

The proponent is deemed to have read and taken into account all addenda issued by the Township prior to the Deadline for Issuing Addenda.

**6. No Prohibited Conduct**

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

**7. Conflict of Interest**

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Township within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

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**8. Disclosure of Information**

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Township to the advisers retained by the Township to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Name of Proponent Representative

\_\_\_\_\_  
Title of Proponent Representative

\_\_\_\_\_  
Date

I have the authority to bind the proponent.

## APPENDIX C – PRICING

### 1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

### 2. Evaluation of Pricing

Pricing is worth forty (30) points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has submitted a proposal for, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

### 3. Required Pricing Information

Item	Proposed Price
All-inclusive cost for services noted in Appendix D	\$
13% HST	
Total Proposed Price	

### 4. Payment Schedule

Payment terms are 30 days from receipt of invoice.

## **APPENDIX D – RFP PARTICULARS**

### **A. THE DELIVERABLES**

#### **1. General Requirements**

The Province of Ontario is helping the Township to become more efficient and modernize service delivery under the Municipal Modernization Program. The Township has received funding approval for a Financial System Review to find service delivery efficiencies and lower costs in the longer term for our taxpayers.

The Township has been utilizing a financial software system, called Vailtech for some time. While it has basic functionality for financial services, it has limited ability to improve services for its citizens. Further, because its backend technology is Oracle based, it is expensive, and the ongoing costs are high. The Township wishes to increase efficiency and effectiveness of its financial services by providing additional online, paperless services. In order to do this, the Township needs to explore other options for a financial system to meet the increasing requirements for better information for decision making. In particular, the Township requires improved financial reporting, budgeting and integrated asset management information.

As part of the project, the Proponent would undertake a service delivery review of the financial processes prior to making recommendations. By reducing the annual costs, the Township can look at enhanced budget and asset management solutions that will integrate with the financial system.

Based on these facts, Council agreed that a Proponent be hired to research possible options to identify specific, actionable recommendations based on the analysis and findings that aim to identify cost savings and improved efficiencies.

#### **Objectives:**

The objectives of this Project are to perform a modernization review of the Recipient's financial processes.

The Proponent will:

- Conduct a review of the financial management and practices of the Township of Drummond/North Elmsley for the calendar years 2017 to 2019 and until March 31, 2020 and any prior years found relevant.
- Perform a comprehensive review of existing financial software and operational processes with a focus on achieving greater efficiency reducing operating costs and establishing long-term sustainability. The review will also suggest opportunities for improvement and best practices that may be applied to other municipalities facing similar challenges.
- Perform a departmental review of existing culture, structures, roles and responsibilities of the finance department, aimed at modernizing administrative processes and practices.
- Provide a game plan to achieve desired results.

**Requirement:**

The Proponent will work with Township staff and council members. The Township will provide its full cooperation and access to staff, council members and financial records for the purposes of the financial management and practices review.

**Deliverables:****Consultant's Report**

1. The report will summarize the Consultant's findings and identify specific, actionable recommendations and alternative solutions for cost-effective software enhancements. If possible, recommendations to streamline the maintenance fees and activities between the County of Lanark and Kalware Microsystems Inc.
2. Analysis of existing and future technological needs and best use of new and existing software platforms.
3. The Consultant shall review project findings, draft reports and proposed recommendations with the Clerk Administrator and the Treasurer and others as deemed appropriate on or before the last day of July 31, 2020.
4. The Consultant may appear, if needed, before Township Council on August 11, 2020 to present the final draft report of discovery and recommendations.
5. The Treasurer will then submit a final draft with any modifications from Council of the Consultant's Report to the Province by August 31, 2020. The final draft will summarize the Consultant's preliminary findings and recommendations for cost savings and improved efficiencies.
6. The Treasurer will submit the Consultant's Final Report, that is referred to the 3<sup>rd</sup> party review by the Province - that will be published on the Province's publicly accessible website by September 18, 2020.

## **B. MATERIAL DISCLOSURES**

1. No material disclosures exist for this RFP.

## **C. MANDATORY SUBMISSION REQUIREMENTS**

### **1. Submission Form (Appendix B)**

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

### **2. Pricing (Appendix C)**

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

## **D. MANDATORY TECHNICAL REQUIREMENTS**

N/A

## **E. PRE-CONDITIONS OF AWARD**

### **1. Confirmation of Workplace Safety and Insurance Board Coverage**

The selected proponent must provide confirmation of Workplace Safety and Insurance Board (“WSIB”) coverage prior to the award of the contract. Failure to provide confirmation will result in the disqualification of the proponent from the RFP process.

### **2. Confirmation of Commercial Liability Insurance**

The selected proponent must provide confirmation of commercial liability insurance prior to the award of the contract. Failure to provide confirmation will result in the disqualification of the proponent from the RFP process.

## F. RATED CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

<b>Rated Criteria Category</b>	<b>Weighting (Points)</b>	<b>Minimum Threshold</b>
i. Company Profile	10 points	N/A
ii. Project Experience	20 points	N/A
iii. Approach, Methodology & Project Schedule	30 points	N/A
<b>v. Pricing</b> (See Appendix C for details)	40 points	N/A
<b>Total Points</b>	<b>100 points</b>	N/A

### i. Company Profile (10 points)

Proponents are to provide information on their company such as, but not limited to, the following:

- a) Provide a general company profile including the ownership and affiliations of the firm and number of years the firm has been in business.
- b) Address, and contact information for the proposing entity.

### ii. Project Experience (20 points)

Brief documentation on significant similar projects, with client references (minimum of 3). The Township reserves the right to contact references, which may affect a Proponent's evaluation score.

### iii. Approach, Methodology & Project Schedule (30 points)

Describe the firm's approach and methodology based on the deliverables outlined in Section A.

In this part of the proposal please also submit a project schedule. Clearly identify key milestone dates.

### iv. Pricing (40 points)

Proponents should refer to Appendix C - Pricing for details.