



REQUEST FOR PROPOSAL

CITY OF FORT ST JOHN
Community Grant Writer Services

CLOSING DATE AND TIME: January 22, 2024 at 2:00 p.m. Local Time

I. QUESTIONS REGARDING THIS RFP

Questions regarding this Request for Proposal (RFP) must be submitted in writing only to Naomi Gallant, Community Development Coordinator.

Email: ngallant@fortstjohn.ca

Questions must be received no later than **January 2, 2024 at 1:00 p.m. Local Time**. Questions received later than this stated time and date may not be acknowledged or answered.

II. SUBMISSION LOCATION

Sealed Proposals in a package or envelope, with the following information on the front or top:

- Proponent's Company Name
- Proponent's Address
- RFP Title and Number

Hard copy submissions may be delivered in person, or by courier or mail, to be sent to Roberta Torrie, Community Services Administrative Assistant II:

City of Fort St. John, **Pomeroy Sport Centre**
Visitor Information Centre
9324 – 96 Street
Fort St. John, BC V1J 6J8
Attention: Roberta Torrie, Administrative Assistant II, Community Services

Proposals delivered to any other City facility, location or person may result in the non-receipt and rejection of the Proposal.

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SECTION 1: INSTRUCTIONS TO BIDDERS

1. Definitions:

“Bidder” means the company or person submitting a Proposal in response to this RFP.

“City” shall be understood to mean The Corporation of the City of Fort St. John.

“Contract” means the supply of products, equipment, goods or services by the “Vendor” per this RFP as stated in the City’s Purchase Order and shall include the Bidder’s Proposal submission and the RFP as issued by the City.

“Purchase Order” means the official order as issued by the City to procure the goods as described in this RFP and shall include the Bidder’s Proposal Submission and the RFP as issued by the City.

“Proposal” means the Bidder’s Proposal submission.

“RFP” shall refer to this Request for Proposal.

“Vendor” means the company to whom the City has issued a Purchase Order.

2. RFP Closing Date and Time:

The closing date and time for this Request for Proposal is **January 22, 2024 at 2:00 p.m. local time**. Proposals submitted later than this stated date and time may not be received or accepted.

3. Delivery of Proposal Submission:

This RFP may be submitted in paper with an electronic copy (fax submissions will not be accepted) by delivering to the attention of Roberta Torrie, City of Fort St. John, **Pomeroy Sport Centre**, Visitor Information Centre 9324 – 96 Street, Fort St. John, BC V1J 6J8. Bidders must instruct couriers or anyone who may be delivering their Proposal submission that the package or envelope must be delivered only to the front reception area at The City of Fort St. John, City Hall. Proposals delivered to any other facility or other area of The City of Fort St. John may be rejected.

4. Questions Regarding This RFP:

Questions regarding this Request for Proposal (RFP) must be submitted only to Karin Carlson, Director of Community Services, in writing via email to ngallant@fortstjohn.ca no later than **1:00 p.m. local time, on January 2, 2024**. Questions received later than this stated time and date may not be acknowledged or answered. If required, a scheduled addendum will be released on **January 8, 2024 at 3:00 p.m. local time**.

5. Requirements and Specifications General Statement:

Requirements and Specifications are stated in this RFP. The City retains the right not to accept nor consider a Proposal from any Bidder who is not compliant with the Requirements or Specifications stated in this RFP.

6. Bidders Submission:

Bidders must submit the following documents with their Proposal Submission:

- ✓ All requirements for submission as stated in this RFP
- ✓ The first page, completed and signed of any Addenda posted on the City's Bid Opportunities Web Page
- ✓ All requirements as stated in any Addenda issued to this RFP
- ✓ Full specifications including brochures and full warranty details if requested in this RFP

7. Rights of the City:

- a) The City reserves the right, in its absolute discretion to accept a Proposal which it deems most advantageous to itself and the right to reject any or all Proposals, in each case without giving any notice. The lowest or any Proposal will not necessarily be accepted. In no event will the City be responsible for the costs of the preparation of the submission of a Proposal from any Bidder.
- b) Proposals which contain conditions or otherwise fail to conform to the Instructions to Bidders may be disqualified or rejected. The City may, however, in its sole discretion, reject or retain for its consideration Proposals that are non-conforming because they do not contain the content or form required by the Instructions to Bidders or for failure to comply with the process for submission set out in the Instructions to Bidders.
- c) Except as expressly and specifically permitted in the Instructions to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Proposal, and by submitting a Proposal, each Bidder shall be deemed to have agreed that it has no claim.
- d) The City reserves the right to exercise complete and unfettered discretion in all aspects of the conduct of this RFP and any subsequent procurement process, the assessment and evaluation of Proposal submissions, including the determination of criteria and choice of a Vendor, without incurring any liability whatsoever to any Bidder, including any liability costs, expenses, losses or damages, and without giving any reason therefore.
- e) The City reserves the right to reject any Proposal submission which is restricted by any wording, sentences, clauses, copies or agreements or contract samples included by the Bidder in their Proposal submission. The City shall make the sole determination of which the above constitutes a restriction. Also, Proposal submissions which are incomplete, conditional or obscure, or which contain additives not called for, erasures, alterations or irregularities of any kind, will be rejected.
- f) The City in its sole and unfettered discretion, reserves the right to change the dates, schedules and deadlines set out in this RFP or to change the scope of the project, or to cancel the RFP or the project without stating any reasons therefor.
- g) The City reserves the right to accept or to reject any or all of the Proposal submissions and the City reserves the right to proceed, in its sole and unfettered discretion, following receipt of the Proposal submissions, to issue a modified Request for Proposal for the project or to cancel the RFP process and any subsequent procurement process including the Purchase Order issued to a Vendor.

- h) The City reserves the right to negotiate any terms or conditions whatsoever with any Bidder following receipt of Proposal submission in response to this RFP.
- i) The Bidder agrees that by submitting a Proposal in response to the RFP that the City has no obligation to reveal any information regarding any Proposal submitted to the City, including the results of the RFP process or any reasons for its decisions in the choice of a Vendor or Vendors.
- j) The City reserves the right to waive informalities in its sole discretion.

8. Addenda and Written Communications:

The City will not be responsible for any verbal (spoken) information from any City staff or staff from any consultant retained by the City or from any other person or persons who may have an interest in this RFP. Adjustments or changes to this RFP prior to the closing date and time stated herein will only be by written addenda and said addenda will be posted electronically on the City's Website on **January 8, 2024 at 3:00 p.m. local time**. Any Proposal submitted to the City that does not include the first page (completed and signed) of all addenda issued may be rejected.

The City of Fort St. John's website is: www.fortstjohn.ca

9. Clarification:

It will be the Bidder's responsibility to clarify any details in question before submitting a Proposal. Unless otherwise stated, all official correspondence regarding this RFP should be directed in writing to and will be issued by the Director of Community Services for The City of Fort St. John. The City will assume no responsibility for oral instruction or suggestion.

10. Withdrawal of Proposals:

Companies will be permitted to withdraw their Proposal submission, unopened after it has been deposited, if such a request is received by the Director of Community Services in writing, prior to the time specified for the closing of this RFP.

11. Taxes:

Details regarding any taxes (if required to be included or not) will be stated on the Price Schedule.

12. Evaluation:

Proposal submissions will be evaluated per the criteria stated in Evaluation Section of this RFP and per all requirements stated in this RFP and not necessarily price alone.

13. RFP Requirements and Selection of Vendor or Vendors:

Notwithstanding any terms or conditions contained in this RFP, the City of Fort St. John reserves the right to add or delete requirements listed in this RFP at any time. Also the City may issue a Purchase Order to a selected Vendor whether that Vendor's price be lowest or not, or to cancel this RFP for reasons that are in the best interest of and provide the best value for the City. The Bidder by submitting a Proposal in response to this RFP thereby acknowledges that the City has these rights and the rights stated in this Instructions to Bidders Section.

14. Error & Correction:

The City will make all necessary corrections to any Proposal submitted which is in error through addition or extension, the corrected value prevailing.

15. Notification to Bidders:

Any notice that the City may be required or desired to give to the Bidder shall for all purposes be deemed to have been sufficiently and properly given if posted on the City's Web Page. It is the Bidder's sole responsibility to check the Web Page to avail themselves of any posted RFP or any addenda.

16. Adherence to Requirements:

The Bidder is requested to adhere strictly to all requirements and complete all sections of this RFP including all appendices and addenda. Failure to do so may be sufficient cause for rejection of the Bidder's Proposal.

17. Freedom of Information:

Any information including the requirements as described in this RFP including service or product details, prices, statements, and any other information provided by the Bidder shall be kept strictly confidential and release of same, except for any details regarding this RFP stated in a report to the Council of the City, shall only be granted in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 C.M.56 as amended.

18. Proposal Submissions Irrevocable:

The Proposals received from Bidders are to be irrevocable and open for acceptance for a period of not less than ninety (90) days after the stated RFP closing date.

19. Canadian Funds and Firm Prices:

The prices quoted are to be in Canadian Funds and firm until delivery, acceptance and payment by the City for the work and services stated in this RFP.

20. Time is of the Essence:

The City shall have the right to cancel at any time any contract or any part of any contract resulting from this RFP in respect to the goods, materials, articles, equipment, work or services, covered thereby, not delivered or performed by the specified time in the RFP, without incurring any liability whatsoever in respect hereto.

21. Omission & Misstatements:

- a) The several parts of the RFP shall be taken together to explain each other, and to make the whole consistent; and if it be found that anything has been omitted or misstated, which is necessary for the proper performance and completion of any or the requirements of the RFP contemplated, the Vendor shall, at the Vendor's own expense, and without making any extra claim, therefore, execute the same as if it has been properly described, and the correction of any such omission or misstatement shall not be deemed to be an addition, to, or deviation from

the requirements hereby contracted for; nor shall such decision or correction entitle the Vendor to any extension of time for the delivery of the items stated herein.

- b) It is to be understood that all terms and conditions, specifications, drawings, plans, all RFP clauses, and the complete RFP as originally issued by the Director of Community Services for the City of Fort St. John shall constitute the RFP. Any Proposals received that have clauses or any wording or figures, statistics, numbers, quantities or any other items that have been changed or altered in any way shall be rejected and not accepted by the City of Fort St. John.

22. Contract:

Prior to an award, this RFP and the Proposal submitted by the Bidder becomes part of the Contract. The Bidder must accept the City's Purchase Order which will supersede all other contracts.

23. Rejection Due to Any Restrictions Contained in the Bidders Proposal Submission:

The City reserves the right to reject any Proposal submitted which is determined solely by the City to contain restrictive words, clauses or phrases or any words, clauses or phrases or any wording not called for in this RFP or by the inclusion of any contracts or agreements from the Bidder's company or parent company. The decision by the City to reject any Proposal submission for reasons stated in this section shall be final.

24. Agreement in Writing Only:

No verbal arrangement or agreement, relating to the goods, materials, articles, equipment, work or services, specified or called for under this RFP, will be considered binding, and every notice, advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

25. Standards and Legislation - Failure to Comply:

The Vendor may be required to provide written documentation that all materials proposed meet Municipal, Provincial and Federal Government standards, legislation and laws. Also, the Vendor must comply with all laws, legislation, regulations, and provisions of the Federal, provincial, Municipal Government or any governmental agency as they pertain to the specifications described herein. This will apply to any required industry standard or regulations. Failure by the Vendor to comply with these laws, legislation, regulations, standards, and provisions shall be just cause for the City, as its sole and unfettered discretion, to cancel the award and issue an award to any other Vendor or may re-issue the RFP. The City may assess against the vendor any damages whatsoever as a result of failure to comply.

26. Failure to Comply With all RFP Terms:

Failure to comply with all terms, specifications, requirements and conditions of this RFP including delivery, to the satisfaction of the City, shall be just cause for the cancellation of the contract award. The City shall then have the right to award this contract to any other Vendor or Vendors or to re-issue the RFP. The City shall assess against the Vendor any damages whatsoever as a result of failure to comply with the said terms specifications, requirements, conditions and delivery.

27. Completion of Contract Terms and Conditions:

The goods, materials, articles, equipment, work or services, specified or called for in or under this RFP shall be delivered or completely performed, as the case may be, by the Vendor as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion. The Bidder agrees to furnish to the City, in conformity with the conditions set out herein and with any specifications, plans, price schedules, samples, instructions, addenda or other details provided in connection therewith or referred to therein, the goods, materials, articles, equipment, work or services so specified or called for in this RFP at the prices quoted herein and upon receipt of an official order therefor.

28. Patents, Intellectual Property Rights, Copyright, Trademarks and Technology Rights:

By submitting a Proposal, the Bidder warrants that the information contained in its Proposal submission does not infringe any Patents, Intellectual Property Rights, Copyright, Trademarks or Technology Rights of any Third Party and agrees to defend the City at the Bidder's own expense, including all legal and court fees, in all suits, actions or proceedings in which the City is made a defendant for actual or alleged infringement of any Canadian or foreign letters patent, intellectual property rights, copyright trademarks, technology rights or any other related rights to the above resulting from the City's contractual relationship with the Vendor and the Vendor's use of any or all technologies, methodologies and strategies in providing the services required herein. The Bidder further agrees to pay and discharge any and all judgements or decrees which may be rendered in any such suit, action or proceeding against the City. The Bidder agrees to indemnify and hold harmless the City from any and all license, royalty and proprietary fees or costs, including legal and court costs, which may arise out of the City's contractual relationship with the Bidder and the Bidder's use of any or all technologies, methodologies, strategies in providing the services required herein. It is expressly agreed by the Bidder that these covenants are irrevocable and perpetual.

29. Payment:

The normal payment term offered by the City of Fort St. John is net 30 days. Payment terms shall be only modified at the sole discretion of the City to take advantage of discounts for prompt payment or for other terms that shall be deemed to be in the best interests of the City. The Bidder agrees that the City shall be entitled to the discount stated herein if payment of invoices for the goods, materials, articles or equipment, work or services, specified or called for in or under this RFP, is made within the period herein after acceptance or satisfactory completion thereof, as the case may be, and the receipt by the City of the invoice therefor.

30. Proposal Preparation Costs:

The City shall not be responsible for the costs incurred by any Bidder to prepare and submit a Proposal or any subsequent documents relating to their Proposal submission.

31. Erasures and Alterations:

Any erasures, alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the Bidder's Proposal submission by the City.

32. Extension of Purchase Order:

The time period duration of any Purchase Order issued as a result of this RFP may be extended for a specific period provided that both the City and the Vendor agree to such extension. The City may notify the Vendor at any time to seek an extension.

33. Additional Requirements:

The City of Fort St. John reserves the right to add or delete items listed herein following the award of any contract(s) or purchase order(s) resulting from this RFP. The unit prices stated by the Bidder shall apply.

34. Indemnification:

- a) The Vendor shall indemnify and save harmless the City from and against all claims, actions, losses, expenses, costs, demands, suits and other proceedings or damages of every nature and kind whatsoever which the City, its employees, officers or agents may suffer as a result of the negligence of the Vendor, its employees, officers or agents in performance of the Contract.
- b) The Vendor shall indemnify and save harmless the City from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the City, its employees, officers or agents may suffer as a result of misuse, misappropriation or alleged misuse or misappropriation by the Vendor, its employees, officers or agents of intellectual property in the performance of the Contract; and
- c) The City agrees to indemnify and save harmless the Vendor from and against any and all claims, losses, damages, liability and costs arising out of or any in any way connected with the presence, discharge, release or escape of contaminants of any kind, excluding only such liability as may arise out of negligence of the Vendor in the performance of supplying goods to the City.

35. Insurance and W.C.B. Requirements:

If requested by the City, Insurance requirements in strict compliance with the City's standard requirements for insurance shall be required to be held by the selected Vendor. Such insurance may include but not limited to: Comprehensive General Liability, Automotive Liability for owned and non-owned automobiles, Professional Errors and Omissions Liability and any other requested insurance. The request for provision of insurance shall be provided by the Vendor at no additional cost to the City. The same shall apply to WorkSafe Safety and Insurance Board requirements.

36. Notification of Potential Bidders Not Guaranteed:

The City posts notification of all RFPs on the City's website and on BC Bid as per Council Resolution No. 36/18. Bidders are to review the City's Website to inform themselves of any RFPs. The City shall not guarantee that any previous Bidders shall be notified by any electronic means or otherwise of any RFP.

37. Removal From Bidders List:

The City reserves the right to remove from its list of Bidders, for an indeterminate period, the name of any Bidder who fails to accept a Purchase Order issued by the City or for unsatisfactory performance on

any previous or current contract held with the City or if the Bidder is currently involved in or responsible for litigation of any kind against the City.

38. Bidders Expenses:

Bidders are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the City, if any. If the City elects to reject all Proposals received, the City will not be liable to any Bidder, for any claims, whether for costs or damages incurred by any Bidder in preparing their Proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

39. Limitation and Waiver of Damages:

The Bidder, 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. The Bidder, by submitting a Proposal, also waives any claim for loss of profits if no agreement is made between the Bidder and the City.

40. Order of Precedence:

In the event of any inconsistency or conflict in the contents of the following which shall take precedence and govern in the following descending order:

- Purchase Order issued by the City of Fort St. John
- Addenda (if any) as issued
- RFP as issued by the City
- Proposal submission received from the Bidder

41. Failure to Supply:

In the event that the City issues a Purchase Order to a Vendor and the said Vendor does not supply the equipment, products, or services as offered by the Vendor and as ordered by the City, the City shall take whatever action it deems necessary against the Vendor, including but not limited to, removal of the Vendor from the City's Bidder's List for a minimum period of three (3) years. The City will not accept nor receive any bid offer of any kind from the Vendor nor undertake business of any kind with the Vendor for the minimum three (3) year period.

42. Rights to Proposal Submission:

Upon receipt of the Bidder's Proposal submission, the City shall retain the right to determine the use of the said submission for its own purposes. Bidders shall not use their Proposal submission for any other purposes whatsoever, including revealing any content of their Proposal submission or making copies for other agencies, firms or companies not being a legal part or division of the Bidder's company, unless permission for any such use is receiving in writing by the Bidder from the Corporation of the City of Fort St. John. Bidders must make a request in writing to the City for the intended use of their Proposal submission for any other purposes than as stated herein.

43. Anti-Lobbying Restrictions and Required Disclosure:

Bidders, their company staff members, or anyone involved in preparing their Proposal submission must not engage in any form of political or other lobbying whatsoever with respect to this project or seek to

influence the outcome of the RFP and subsequent procurement process. This anti-lobbying restriction extends to all City staff and elected Council Members of the City.

In the event of any such lobbying, the City may reject any Proposal submission by that Bidder without further consideration and terminate that Bidder's right to continue in the RFP and any subsequent procurement process. All correspondence or contact by interested parties with the City must be directly and only with the City contract person identified in this RFP. It should be duly noted by all Bidders that this anti-lobbying restriction extends from the release date of this RFP through to the date and time when the City formally awards the contract by purchase order or other means. Any lobbying undertaken during this time frame by any Bidder or the Bidder's company staff members, or anyone involved with their Proposal submission may result in immediate disqualification from the process. This anti-lobbying restriction is not meant to affect the day-to-day operations of the City, its staff and the elected Council of the City that may necessarily include contact with potential Bidders to this RFP regarding other business.

This section shall not be intended to disallow any meetings, interviews or clarifications requested or authorized by the City, its authorized staff, the City's representative for the requirements of this RFP or their authorized designates.

44. Proposal Submission and Correspondence in English:

Proposal submissions and any subsequent correspondence, reports, invoices, or documents of any kind issued by the Bidder and/or Vendor must be prepared in English and Bidders and Vendors must be able to converse and correspond fluently in English directly or through an interpreter supplied by and at the total cost to the Bidder or Vendor.

45. Liability for Errors:

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

46. Agreement With Terms:

By submitting a Proposal the Bidder thereby acknowledges and agrees to all the terms and conditions of this RFP. Bidders who have obtained this RFP and any addenda electronically must not alter any portion of this RFP or addenda. To do so will result in the rejection of the Bidder's delivered Proposal submission.

47. Modification of Terms and Addenda:

The City reserves the right to modify the terms of the RFP. Any modifications or changes to the RFP will be issued in the form of an addendum or addenda. The RFP and any addenda will be posted on the City's Web Site. It is the sole responsibility of any potential Bidder to check this Web Page often to inform themselves of any posted addenda. If required, a scheduled addendum will be released **on January 8, 2024 at 3:00 p.m.** at www.fortstjohn.ca

48. Litigation with the City:

No Proposal submission will be accepted from any Bidder or any related company who has a claim or has instituted a legal proceeding against the City or against whom the City has a claim or has instituted a legal proceeding, without the prior approval of City Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.

49. Decision by the City:

The Bidder agrees that submitting a Proposal in response to this RFP that the City has no obligation to reveal any information regarding any Proposal submitted to the City including the results of the RFP process or any reasons for its decision in the choice of a Vendor or Vendors.

50. Choice of Vendors:

The City reserves the right to issue Purchase Orders to one or more Vendors, for all or individual items stated on the Price Schedule pages. The selection of the items to be ordered (if any) by the City shall remain the sole determination by the City.

51. Adjustments to Proposal Submissions After Closing Date:

No adjustments by any Bidders to their Proposal submissions will be permitted after the stated closing date for this RFP, except as otherwise provided herein.

52. Collusion and Fraud:

The City will reject any Proposal submission from any Bidder or Bidders where the City determine that activities of collusion or fraud have taken place by any Bidder or Bidders to affect the outcome of the bidding process including the selection of a successful Vendor by the City.

53. Suspension of Activity by the City:

- a) All Bidders are advised and put on notice that notwithstanding anything else contained in this RFP that all Bidders are forewarned and advised that if the City chooses not to proceed with this RFP process or any subsequent procurement process or any stage including, without limitation, the completion of the RFP process, the commencement, implementation or completion of any RFP process or other procurement process and/or the award, negotiation or the finalization of any agreement or contract and that accordingly, all Bidders acknowledge and agree that if any such processes are suspended, terminated or cancelled at any time or times during any stage of the RFP or subsequent procurement process (if any) by the City, then the Bidders shall have no claim against the City for any costs, expenses, losses including loss of profits, liabilities or damages whatsoever.
- b) The City reserves the right to exercise complete and unfettered discretion in all aspects of the conduct of the RFP and any subsequent procurement process, the assessment and evaluation of Proposal submissions, including the determination of criteria and the choice, if any, of a Vendor or Vendors without incurring any liability whatsoever to any Bidder, including any liability for costs, expenses, losses or damages, and without giving any reason therefore.
- c) Without limiting the generality of the foregoing, the City, in its sole and unfettered discretion, reserves the right to change the dates, schedules and deadlines set out in this RFP, or to change the scope of the project, or to cancel the RFP or the Project, without stating reasons therefore

and accordingly the City also reserves the right to accept or to reject any or all of the Proposal submissions and the City reserves the right to proceed as, in its sole and unfettered discretion, following receipt of the Proposal submissions, including, without limitation, issuing a second or more, or a modified RFP for the project or entering into contract negotiations with any Bidder.

- d) The issuance of this RFP and the receipt of any Proposal submission by any Bidder does not commit the City to award a Purchase Order or to pay any costs incurred in the preparation of any Proposal by any Bidder, or in any Bidder's attendance at any meetings with the City.

54. Negotiations:

Notwithstanding any terms, conditions, or any wording or statement contained in this RFP, the City reserves the right to negotiate an award with any company who has submitted a Proposal in response to this RFP. Such negotiations may include products offered, pricing, delivery or any other matter the City solely determines appropriate to consider for negotiations.

SECTION 2: INTENT, SCOPE, METHODOLOGY AND REQUIREMENTS

1. Introduction

Fort St. John's energy comes from its citizens and, true to that, we are very much the "Energetic City." With its diverse economic, cultural and demographic profile, many people call this vibrant and exciting community home. Services for citizens are needed which we support, the community's rich culture and diversity has created an interesting and vibrant lifestyle. Many of these services come from non-profits and other community groups and support for these groups, through funding, is supported through the services of the grant writer.

Council's Strategic Pillar #2 – Initiate and foster relationships and advocate to decision makers on the issues that impact our community and neighbours.

The City is looking for a qualified proponent to provide Grant writing services to support local non-profit community groups. Proponents interested in submitting a statement of qualifications are required to follow the instructions contained in this RFP.

2. Scope of Work

The successful proponent will demonstrate professional proficiency and a commitment to superior service levels. The grant writer will work with local non-profits and community groups to seek out funding opportunities and assist with writing and completing funding applications to said opportunities.

- a. Create and maintain relationships with the nonprofits and community organizations in the City of Fort St. John
- b. Research and maintain a "grant" data base of available grants
- c. Provide recommendations on appropriate grant opportunities to the non-profits and community groups.
- d. Create relationships with the grant funding organizations
- e. Demonstrate proficiency in obtaining funds
- f. Build grant writing capacity in the non-profits and community organizations

3. Process and Deliverables

- a. Deliver a minimum of 400 hours per year providing grant writing support, researching and identify grant opportunities for local non-profit groups and community groups.
- b. Facilitate, arrange and schedule in person or online meetings to provide communication with non-profits & community groups.
- c. Apply for a minimum of \$250,000 in grant applications
- d. Provide support, writing and completion of grant applications for the non-profits, community organizations and the City of Fort St. John.
- e. Follow up with organizations to determine reasons for unsuccessful grants and provide suggestions to enable future successful grant applications

- f. Complete the yearly NDIT Reporting forms with City staff
- g. Solicit and provide feedback bi annually from non-profits and organizations who have requested the grant writer services to the City
- h. Provide and compile biannually analysis of unsuccessful grant applications to the City
- i. Work collaboratively with City of Fort St. John staff and ask for and accept direction when necessary.
- j. Represent the City when assisting in these grant applications and meetings by following the City's Policies outlined in Appendix A
- k. Submit reports, in digital formant, to the City of Fort St. John as follows;
 - i. Monthly number of non-profits or community organizations interacted with, one on one
 - ii. Number of grants applied for
 - iii. Update number of awarded and declined grants
 - iv. Summary of Non-profit organization monthly meetings
 - v. Biannual feedback from non-profits and organizations worked with
 - vi. Biannual report of unsuccessful grant applications
 - vii. Yearly NDIT final Report

4. Budget

Funding provided through a one-year contract funding opportunity, provided through the Northern Development Initiative Trust (NDIT), if approved (\$8000) and the City of Fort St. John for a TOTAL of \$10,500

Any implication that the lowest price or any Proposal will be accepted is hereby expressly negated.

SECTION 3: SUBMISSION REQUIREMENTS

1. No Obligation:

The City will not necessarily accept the lowest price or any Proposal. Any implication that the lowest price or any Proposal will be accepted is hereby expressly negated.

2. Selection:

The selected Proposal submission will be chosen based upon evaluation criteria developed by the City which in its sole discretion will determine the manner in which each response to this Request for Proposal meets the evaluation criteria. The City, at its sole discretion, may clarify any aspect of the RFP of any Proposal with any Proponent at any time. Without limiting the generality of the foregoing, the City may negotiate with one or more Proponents, at a time.

3. Qualification Evaluation

The criteria for evaluation of the statements of qualification may include, but is not limited to:

- a) Grant Writing Support proposal
- b) Qualifications
- c) Business location proximity to Fort St. John
- d) City of Fort St. John Business Licence
- e) Experience with work that is similar in scope and complexity

- f) Experience working with local governments
- g) Experience working with plain language policy
- h) Quality of work samples submitted

4. Evaluation Criteria Grid:

1.1 Evaluation Criteria Grid - Rating Description and Points

#	Description	Points
a)	Grant Writing Services and Company Overview	40
b)	Project Team Experience and Qualifications	30
c)	Project Deliverables	15
d)	Project Plan and Work Schedule Meetings	10
e)	Project Team Availability	5
	Total Points Available	100

5. Evaluation of Proposals:

The Proposals will be evaluated by the City based on the criteria outlined in the Criteria Grid (1.1 Evaluation Criteria Grid). The sections below describe each of the criteria items in detail.

a) Grant Writing Services and Company overview

The Proposal shall provide a general overview of the company and include the company’s capability to perform the work required. This section should specifically highlight recent and relevant grant experience that demonstrates the company’s suitability to undertake the scope of work. This section should be no more than three (3) pages in length. The Proposal shall include the company’s locations and a City of Fort St. John Business Licence number or intention.

b) Project Team Experience and Qualifications

The Proposal shall clearly identify the proposed team member(s) that will perform the work, and indicate the level of involvement of the team(s) member in the proposed work. This section should address how the team member(s) identified have the knowledge of grant opportunities, funding sources familiarity, experience in grants related to non-profit groups, alternative funding sources to reach local and regional markets. Requisite experience to perform the work. Resumes of the team member(s) should be included as an Appendix to the Proposal.

The Proposal shall also include a minimum of three (3) references relating to relevant project experience should be provided, including contact name and details for the projects. Examples and references from clients where the Proponent has provided successful track record of acquiring grant funding.

c) Projected Deliverables

Submit reports, in digital formant, to the City of Fort St. John as follows;

- i. Monthly number of non-profits or community organizations interacted with, one on one
- ii. Number of grants applied for
- iii. Update number of awarded and declined grants
- iv. Summary of Non-profit organization monthly meetings
- v. Biannual feedback from non-profits and organizations worked with
- vi. Biannual report of unsuccessful grant applications
- vii. Yearly NDIT final Report

List or suggest any additional items or options that would provide the City of Fort St. John with a benefit to the Community, not identified in the RFP.

d) Project Plan and Work Schedule Meetings

The total proposed cost of the project shall include:

- i. Work schedule to show the minimum of 400 hours being delivered.
- ii. Meetings schedule with non-profits.
- iii. Requested repots as in c) 1.
- iv. Amount of estimated time in hours for team member(s).

e) Project Team Availability

The Proposal shall clearly describe the availability of the team member(s), methods of contact available for the non-profits and community groups. Clearly define what systems the team(s) will use to communication with the non-profits, community groups, and the City. Clearly define what methods will be used to apply for grants and funds.

6. Agreement:

After completion of the evaluation stage, the successful Bidder will be notified by email and the RFP will become the contract.

1. Submission Envelope and Location of Submission:

Proposals may be delivered via email, mail, courier or other personal delivery. Proposals delivered via email must be delivered to ngallant@fortstjohn.ca and rtorrie@fortstjohn.ca

Proposals delivered via mail, courier or other personal delivery must be inserted into a sealed envelope or packing with the Proponent’s company name and address and RFP – Community Grant Writer 2024 clearly stated and addressed to:

City of Fort St. John, **Pomeroy Sport Centre**
Visitor Information Centre
9324 – 96 Street
Fort St. John, BC V1J 6J8
Attention: Roberta Torrie, Community Services Administrative Assistant II

2. Proposals to be Delivered Prior to Closing Date and Time:

Proposals must be delivered only to the above stated addresses no later than the closing date and time stated in this RFP. Proposals submitted later than this stated date and time may not be accepted. Proposals delivered to any other address, City facility or email may be cause for the non-receipt of the Proposals.

3. Contents of Proposals:

- ✓ Bidders are to submit one (1) digital version or paper of their Proposal, complete in all respects to this RFP.
- ✓ Bidders are to structure their Proposal to respond to all requirements of this RFP including a structured and complete response to the Evaluation Criteria of this RFP.

Name of Bidder’s Company	
Signature of Authorized Officer	

City Policies

Please review the following City Policies which are available and current on the City of Fort St. John website, www.fortstjohn.ca

- A. SOCIAL MEDIA POLICY**
Council Policy No. 121/22
<https://www.fortstjohn.ca/assets/Documents/Council~Policies/121%20-%20Social%20Media%20Policy.pdf>
- B. CORPORATE COMMUNICATIONS POLICY**
Council Policy No. 41/17
<https://www.fortstjohn.ca/assets/Documents/Council~Policies/41%20-%20Corporate%20Communications%20Policy.pdf>
- C. CITY OF FORT ST. JOHN HUMAN RIGHTS POLICY**
Council Policy No. 147/21
<https://www.fortstjohn.ca/assets/Documents/Council~Policies/147%20-%20Human%20Rights%20Policy.pdf>
- D. CITY OF FORT ST. JOHN RESPECTFUL WORKPLACE POLICY**
Council Policy No. 146/21
<https://www.fortstjohn.ca/assets/Documents/Council~Policies/146%20-%20Respectful%20Workplace%20Policy.pdf>
- E. RECREATION FACILITIES CODE OF CONDUCT POLICY**
Council Policy No. 26/22
<https://www.fortstjohn.ca/assets/Documents/Council~Policies/26%20-%20Recreation%20Facilities%20Code%20of%20Conduct%20Policy.pdf>
- F. CODE OF CONDUCT (MANAGEMENT AND UNION EMPLOYEES) POLICY**
Council Policy No. 53/18
<https://www.fortstjohn.ca/assets/Documents/Council~Policies/53%20-%20Code%20of%20Conduct%20Policy.pdf>