

Request for Proposals
For
Pregnancy and Infant Loss Program

Request for Proposals No.: **WR-064-MB**

Issued: Monday August 10, 2020

Submission Deadline: **Thursday September 10, 2020 12:00:00 PM local time**

Coordinating Entity: **Shared Health Inc.**

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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 Coordinating Entity to prospective proponents to submit proposals for **Pregnancy and Infant Loss Program** as further described in Section A of the RFP Particulars (Appendix D) (the “Deliverables”).

The Coordinating Entity, as identified on the cover page, is issuing this RFP and administering the RFP process on behalf of the Purchaser(s) identified in Section B – Material Disclosures of the RFP Particulars (Appendix D).

It is estimated that approximately 15% of women experience some sort of perinatal mental health issue. Major depression and other psychiatric disorders can occur during pregnancy and the postpartum period, yet these disorders remain largely under diagnosed and under treated. The complexity of grief that can be associated with pregnancy and infant loss presents additional risk for worsening mental health issues. Outreach and early intervention is integral to ensuring optimal mental health and well-being for individuals and families impacted by this form of loss.

The intent is to select, via this RFP process, a successful proponent to develop, implement and coordinate a provincial pregnancy and infant loss program.

The pregnancy and infant loss program will provide individual and group counselling and support to assist individuals and families who are dealing with the complex grief and mental health issues associated with loss of a child during pregnancy and infancy (first year of life). It will also deliver education, training and knowledge exchange opportunities for service providers, to expand the program provincially.

The Pregnancy and Infant Loss Program will include support groups and outreach services; one-on-one therapy for complex cases; training; and the development of a network to share knowledge and best practices.

The target will be to serve a minimum of 200 clients per year.

1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be:

Kim Reynolds, WRHA Senior Contract Specialist
E-mail: kreynolds4@wrha.mb.ca
Mailing Address:
Winnipeg Regional Health Authority – Logistics Services
300 – 5 Donald Street
Winnipeg, Manitoba, R3L 2T4

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Coordinating Entity or the Purchaser(s), other than the RFP Contact, concerning matters regarding this RFP. Failure to

adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.3 Type of Contract for Deliverables

The selected proponent(s) will be requested to enter into direct contract negotiations to finalize the agreement(s) with the Purchaser(s) 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 with the selected proponent(s). Unless expressly stated otherwise herein, if more than one Purchaser is participating in this RFP, each Purchaser intends to enter into a separate agreement with the selected proponent(s). The term of the agreement is to be for a remainder of 2020-2021, plus an additional period of one (1) year.

1.4 Proponent Must be a Single Legal Entity

The proponent must be a single legal entity (i.e. proprietor, partnership or corporation) that, if selected, will negotiate and enter into an agreement with the Purchaser(s) and assume full contractual responsibility for the provision of the Deliverables. If the proposal is submitted by a team or consortium of two or more separate legal entities, one of the entities must be clearly identified as the proponent. If the proponent intends to subcontract components of the Deliverables to other entities, the proposal should indicate this intention and should identify and provide relevant information in respect of the proposed subcontractors for the purposes of evaluation. The proponent will be responsible for any subcontractors and the performance of all Deliverables.

1.5 RFP Timetable

Issue Date of RFP	Monday August 10, 2020
Deadline for Questions	Monday August 31, 2020
Deadline for Issuing Addenda	Friday September 4, 2020
Submission Deadline	Thursday September 10, 2020 12:00:00 PM local time
Rectification Period	3 business days
Anticipated Ranking of Proponents	Thursday October 8, 2020
Contract Negotiation Period Ends	Monday December 7, 2020
Anticipated Execution of Agreement	Monday January 4, 2021

The RFP timetable is tentative only, and may be changed by the Coordinating Entity at any time. For greater clarity, business days means all days that the Coordinating Entity is open for business (Monday to Friday, 8:00 AM to 4:00 PM, except all statutory holidays observed in Manitoba and days taken in lieu thereof).

1.6 Submission of Proposals

1.6.1 Proposals to be Submitted at Prescribed Location

Proposals must be submitted at:

Shared Health - Supply Chain Management
300 – 5 Donald Street
Winnipeg, Manitoba
R3L 2T4

1.6.2 Proposals to be Submitted on Time

Proposals must be submitted in their entirety at the location set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.

1.6.3 Proposals to be Submitted in Prescribed Format

Proponents should submit 3 hard copies of their proposal and one (1) electronic copy on a portable electronic storage device (e.g. USB memory stick) in a sealed package. If there is a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal will prevail. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent.

Proponents may submit more than one proposal. Should a proponent submit more than one proposal, each proposal must be submitted as a separate package and must meet all of the mandatory requirements of the RFP. Each proposal will be evaluated as a separate proposal.

1.6.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline. To amend a proposal, the proponent must withdraw the previously submitted proposal in accordance with section 1.6.5 and submit the amended proposal in accordance with the instructions set out above. The amended proposal must be submitted in its entirety at the location set out above on or before the Submission Deadline.

1.6.5 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, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent. The Coordinating Entity is under no obligation to return withdrawn proposals.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

An evaluation team established by the Coordinating Entity will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Mandatory Submission Requirements

The first stage will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the Coordinating Entity 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 Coordinating Entity issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix D).

2.3 Mandatory Technical Requirements

The proposals will be reviewed 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 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. Proposals that do not meet the mandatory technical requirements will be rejected.

2.4 Evaluation of Rated Criteria

Each qualified proposal will be evaluated on the basis of the non-price rated criteria as set out under Initial Evaluation Criteria in Section F of the RFP Particulars (Appendix D).

2.5 Evaluation of Pricing

The submitted pricing of each qualified proposal will be scored in accordance with the price evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.6 Additional Evaluation Stages

Proponents may be invited to participate in the additional evaluation stages described in Additional Evaluation Stages (Appendix E).

2.7 Ranking and Contract Negotiations

2.7.1 Ranking of Proponents

After completion of the evaluation stages provided for above and, where applicable, in Appendix E, the proponents will be ranked based on their total scores. The top-ranked proponent(s) will receive a written invitation to enter into direct contract negotiations to finalize the agreement(s) with the Purchaser(s).

2.7.2 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 Coordinating Entity, the Purchaser(s) or the proponent(s) 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 with the selected proponent(s). Negotiations may include requests 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 for improved pricing or performance terms from the proponent.

2.7.3 Time Period for Negotiations

Negotiation and finalization of the agreement(s) with the top-ranked proponent(s) is intended to be concluded during the Contract Negotiation Period, commencing from the date the Coordinating Entity invites the top-ranked proponent(s) 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.

2.7.4 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, negotiations with a top-ranked proponent may be discontinued and the next-best-ranked proponent may be invited 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 Coordinating Entity elects to cancel the RFP process.

2.7.5 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(s).

[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 Precedence

In the event of any inconsistency, the provisions of Parts 1, 2 and 3 of the RFP will take precedence over the provisions and information provided in the Appendices and the Annexes.

3.1.3 Proposals in English

All proposals are to be in English only.

3.1.4 No Incorporation by Reference

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

3.1.5 Past Performance

In the evaluation process, the evaluation team may consider the proponent's past performance or conduct on previous contracts with the Coordinating Entity, the Purchaser(s) or other institutions.

3.1.6 Information in RFP Only an Estimate

The Coordinating Entity and the Purchasers and their 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.

3.1.7 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 in connection with any and all stages of the evaluation process.

3.1.8 Proposal to be Retained by Coordinating Entity

The Coordinating Entity will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

Unless otherwise expressly stated in the RFP or agreed to by the Purchaser(s), no guarantee is made in respect of the value or volume of work to be assigned to the successful proponent(s). The agreement to be negotiated with a selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Purchasers 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 of the documents comprising this RFP and report any errors, omissions or ambiguities to the RFP Contact. Proponents 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 Coordinating Entity is under no obligation to provide additional information, and is not responsible for any information provided by or obtained from any source other than the RFP Contact. Respondents are advised that questions and requests for additional information may be published and responded to in an addendum that will be communicated to all respondents in accordance with section 3.2.2. The identity of the respondent submitting the question or request will not be disclosed. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Coordinating Entity 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 Coordinating Entity, 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 Coordinating Entity.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

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

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the Coordinating Entity 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 proponent's response or ranking may be revisited, re-evaluated and rescored on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the Purchaser(s) and the selected proponent(s), 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 thirty (30) 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 the Coordinating Entity's procurement protest procedures and any applicable trade agreement or other applicable bid protest procedures. The notice must provide a detailed explanation of the proponent's concerns with the procurement process or its outcome.

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 Coordinating Entity or the Purchaser(s) in the preparation of its proposal that is not available to other proponents, (ii) 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 (iii) 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 Coordinating Entity may disqualify a proponent for any conduct, situation or circumstances, determined by the Coordinating Entity, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The Coordinating Entity may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the Coordinating Entity 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 are contrary to the provisions of the RFP or 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 written permission from 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 Coordinating Entity or the Purchaser(s); 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 Coordinating Entity 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 Coordinating Entity, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of Coordinating Entity and Purchaser(s)

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

- (a) is the sole property of the Coordinating Entity and/or the Purchaser(s) 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 Coordinating Entity; and
- (d) must be returned by the proponent to the Coordinating Entity immediately upon the request of the Coordinating Entity.

In the event a proponent will be privy to personal information and/or personal health information of any individuals during the course of the RFP process, the proponent may be required to sign a Privacy and Confidentiality Agreement for the protection of the personal information and/or personal health information.

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 Coordinating Entity. The confidentiality of such information will be maintained by the Coordinating Entity except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will be disclosed, on a confidential basis, to the Purchaser(s) and any advisers retained 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 Coordinating Entity or Purchaser(s) 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 Coordinating Entity or Purchaser(s) 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 Purchaser(s) to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The Coordinating Entity 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 Manitoba and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

See Annex A - Form of Agreement

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:	
Fax Number:	
Company 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 Coordinating Entity or the Purchaser(s) and the proponent unless and until the Purchaser(s) 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 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 Coordinating Entity or the Purchaser(s) 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:

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 Coordinating Entity to the Purchaser(s) and any advisers retained to advise or

assist with the RFP process, including with respect to the evaluation this proposal. The proponent acknowledges that the Coordinating Entity may make public the names of any and all proponents.

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 GST and PST, which should be itemized separately.
- (c) Unless otherwise specified in the Required Pricing Information, 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 5 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing table below. 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:

Price Evaluation Method: $\text{Lowest Price} \div \text{Proponents Price} \times \text{Maximum Value for Pricing}$

3. Required Pricing Information

The Purchaser(s) have a maximum annual amount that it is budgeted for the delivery the Deliverables. The Purchaser(s) shall not pay in excess of \$75,000.00 for 2020/21 Q4 and \$200,000 for 2021-2022 for the Deliverables provided, by the successful proponent, inclusive of all applicable duties and taxes including, but not limited to GST and PST, if applicable.

For greater clarity, the financial commitment under the Agreement is limited to these fees and no other expenses or fees will be paid to the Supplier.

Year (April 1- March 31)	Maximum Annual cap in \$CDN	Proposed Annual Fee (\$CDN)
2020-2021	\$ 75,000	
2021-2022	\$ 200,000	

TOTAL FEE	\$ _____
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The Purchaser has a maximum annual amount that it is budgeted for the delivery the Deliverables.

APPENDIX D – RFP PARTICULARS

A. THE DELIVERABLES

See Annex C - Deliverables

B. MATERIAL DISCLOSURES

The Purchaser under this RFP will be the Shared Health Inc. Additional information about the Purchaser can be found at www.sharedhealthmb.ca.

Funding Constraint

The length of term and scope of services required is contingent upon Shared Health receiving the associated funding.

Funding for 2020/21 will be prorated based on the number of months remaining for the services to be delivered after implementation. The value of the Agreement will be limited to the approved funding limits 2021/22. If funding is not available for any of the subsequent years, Shared Health's commitment is only for the term, which has approved funding.

Year	Funding
2020-2021	\$75,000
2021-2022	\$200,000

General

The supplier may be required to travel infrequently to targeted communities throughout the province, as directed by the Purchaser (estimation of one trip to a Northern community and one trip to a rural community).

The supplier will have the ability to work remotely, as approved by the Purchaser.

In addition to the Form of Agreement (Appendix A), the Purchasers may require the successful proponent to execute the Privacy and Confidentiality Agreement;

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. A handwritten signature that is in original ink or a reproduction of that handwritten signature by way of facsimile or electronic transmission is required.

2. Pricing (Appendix C)

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

3. Other Mandatory Submission Requirements

N/A

D. MANDATORY TECHNICAL REQUIREMENTS

N/A

E. PRE-CONDITIONS OF AWARD

N/A

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.

In the event of a tie, the selected proponent will be the proponent with the lowest price. If price is the same, the selected proponent will be determined by way of a coin toss.

#	Category	Weighting (%)	Threshold
1	Pricing	5	N/A
2	Rated Criteria	75	N/A
3	Interviews	15	N/A
4	References	5	N/A
Total Points		100	

1. Pricing

See Appendix C - Pricing

2. Rated Criteria

See Annex C - Scored Criteria

3. Interviews

The proponent should provide confirmation that it will make its representatives available for interviews as and when required by the Coordinating Entity and the Purchaser(s). In the event that the proponent fails to provide the requested confirmation in its proposal, the proponent will be deemed to have agreed to make itself available for interview(s). The proponent should review Appendix E for more details related to the interview process. If the proponent explicitly refuses, at any time, to participate in the interview process, the proponent will be deemed to have withdrawn its proposal

4. References

Each proponent is requested to provide a minimum of three (3) references that can speak from clients that can speak to the proponent's experience/expertise of the services requested in the RFP.

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Contact E-mail:	
Contract Dates:	
Scope of Work provided:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Contact E-mail:	
Contract Dates:	
Scope of Work provided:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Contact E-mail:	
Contract Dates:	
Scope of Work provided:	

APPENDIX E – ADDITIONAL EVALUATION STAGES

STAGE 2 INTERVIEWS

Upon completion of the Stage 1 Evaluation of Rated Criteria and Evaluation of Pricing, the proponents will be ranked based on the scores assigned to a maximum of 80 points.

A maximum of two (2) proponents will be invited into Stage 2 Interviews. The selected proponent(s) will include the highest scoring proponent and the next highest scoring proponent(s).

In the event of a tie for the last interview spot, the proponent with the lowest price will move forward to the interview. If pricing is also tied, the proponent with the highest score in the Company Overview will proceed.

The selected proponent(s) will be required to attend an interview with the Coordinating Entity and the Purchasers on a date and at a time arranged by the Coordinating Entity with the selected proponent(s) and their subcontractors (if applicable). If a selected proponent fails or neglects to attend an interview at the scheduled date and time, the Coordinating Entity may deem the selected proponent to have withdrawn its proposal from further consideration and in such event, may proceed with the remaining selected proponent for Stage 2 or invite the next highest scoring proponent to participate in Stage 2 and an interview.

The interview participants from the selected proponent will be limited to members of the proposed team providing the Deliverables.

The intent of the interview will be to clarify the proposal and obtain more detail and gain a better understanding about the proposed approach. The interview will also provide opportunity to interact with the proposed team members and gain a more in-depth understanding of their related experience and background.

Based on the responses provided by the selected proponent(s) during the interview, a score, to a maximum of 15 points, will be assigned to each proponent participating in Stage 2.

The Coordinating Entity reserves the right to adjust previously assigned weightings or scores based on information provided by the proponent in subsequent evaluation stages.

STAGE 3 REFERENCES

Upon completion of the Interview Stage, the proponents will be ranked based on the combined scores of Stage 1 and Stage 2 assigned to a maximum of 95 points.

The Coordinating Entity intends to select the highest scoring proponent after completion of Stage 1 and Stage 2 to proceed to Stage 3 Reference Checks.

The Coordinating Entity will contact the references provided by the selected proponent. The purpose of the reference checks is to:

1. Seek information about the references' experience with the selected proponent(s);
2. Seek verification and clarification of the information in the selected proponent(s)' proposals.

Based on the responses provided during the reference check, a score will be assigned to the proponent participating in Stage 3.

Upon completion of the References Stage, the proponents will be ranked based on their combined scores of Stage 1, Stage 2 and Stage 3 assigned to a maximum of 100 points. The selected proponent(s) with the highest combined aggregate score after the completion of all three evaluation stages will become the top ranked proponent for the purposes of section 2.7.1 of the RFP.

In the event of a tie for the aggregate score, the proponent with the lowest price will become the successful proponent. If pricing is also tied, the proponent with the highest Stage 2 score will become the successful proponent.

The Coordinating Entity reserves the right to adjust previously assigned weightings or scores based on information provided by the proponent in subsequent evaluation stages.

Alternative Evaluation Method

In the event that after completion of Stage 1 of the evaluation process, the Coordinating Entity and the Purchaser(s) have previous experience with the two highest scoring proponent(s), and every one of their respective identified key personnel, the Coordinating Entity may forego Stage 2 and Stage 3 of the evaluation process and the proponent with the highest combined score after the completion of all Stage 1 will become the top ranked proponent for the purposes of section 2.7.1 of the RFP.

In the event that after completion of Stages 1 and 2 of the evaluation process, the Coordinating Entity and the Purchaser(s) have previous experience with the highest scoring proponent, and every one of their respective identified key personnel, the Coordinating Entity may forego Stage 3 of the evaluation process and the proponent with the highest combined score after the completion of all Stages 1 and 2 will become the top ranked proponent for the purposes of section 2.7.1 of the RFP.