

## REQUEST FOR PROPOSALS (RFP)

### ROF 2.0 Health & Safety Policies for CF Offices

Date Issued: Tuesday, March 19, 2025

Response Due Date: Friday, April 11, 2025

Contact: **Send Responses to:** Nancy Robbins, General Manager  
**Subject Line:** Health & Safety Policies for CF Offices RFP  
**Email:** [nrobbins@albertacf.com](mailto:nrobbins@albertacf.com)

Questions: Questions may be directed to ROF 2.0 Project Manager, Benita Smit at: [bsmit@albertacf.com](mailto:bsmit@albertacf.com)

### Overview

Community Futures (CF) is seeking qualified consulting firms to provide professional services and consultation for the creation of Health and Safety Policies for use in emergencies by CF Offices in Alberta. The outcome of the work will lead to ensuring that CF Offices in Alberta are equipped with templated Health and Safety policies to aid in their comprehensive Emergency Preparedness and Response Plan.

### Introduction and Background

Community Futures is funded by Prairies Economic Development Canada. We help entrepreneurs and small business owners in Alberta at our 27 CF Office locations throughout the province.

Community Futures offices in Alberta are not prepared for disaster and if we are not prepared for a disaster, how can we expect our businesses to be? An emergency or disaster is not something that everyone might be able to avoid, even if you have planned for it. These circumstances create sudden situations in which things are usually out of our control, create potential havoc on not only your personal life, but also have adverse effects on our businesses. To handle these complications, businesses and CF offices should plan for, and be prepared to handle, any type of emergencies.

In the past four years, Community Futures West Yellowhead (CFWY), and our partners, have seen disasters affect our communities at an increasing pace; a pandemic, wildfires, floods, wind, and weather changes, and mass layoffs in industry. A learning from these experiences is that we (CF Office Staff) did not have the tools to adequately support our business and non-profit community in these crises. We want to be organized, informed, and better prepared in the services that we offer and thus, be better able to support our business communities. By developing Health and Safety Policies for pre and post disaster scenarios, CF Offices will be better equipped to respond to emergencies and ensure that their staff are aware of all types of hazards and are equipped to respond appropriately.

### Project Design

The purpose of the Request for Proposals (RFP) is to invite consultants to submit a proposal to undertake the creation of Health & Safety Policies that identify and control workplace hazards, define safety responsibilities, and equip staff to safety respond to emergencies on a large scale like natural disasters. The objective is to create policies and procedures that protect the participating CF Offices and their staff in case of a large-scale emergency or disaster. Proponents will make recommendations for training and



monitoring the Health and Safety Policies to ensure compliance with relevant legislation in Alberta.

## Requirements

Proponents, at the request of CF, will provide CF evidence of all required insurance in a form acceptable to CF within five (5) working days of such a request. No Contract will be awarded to any Consultant who cannot meet the insurance requirements.

## Deliverables

### Development of Health & Safety Policies

- Documentation of Health & Safety Policies for use in emergencies and disaster recovery for CF Offices in Alberta
  - Documents to be submitted in PDF format and Word format \*(Policies will be branded by each participating CF Office and formatted to be included within their existing Health & Safety Policies)

## Instructions to Proponents

It is each Proponent(s) responsibility to carefully examine the RFP document. The Proponent may not claim, after the submission of the Proposal, that there was any misunderstanding with respect to the RFP. There will be no opportunity to make additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the CF Alberta Project Team, at its sole discretion, deems it reasonable to do so, or there are additional services requirements due to unforeseen circumstances.

**Proposals must be submitted electronically via email by 4:30 pm Mountain Standard Time on April 11, 2025.**

## Selection Criteria

Proposals received will be evaluated by CF Staff on the following selection criteria. The following items should be included in your proposal submission and will be the basis for evaluation. Information should be provided sequentially as shown:

Criteria	Points
<p><u>Cover Letter</u></p> <p>Your proposal should include a Cover Letter containing the following information:</p> <ul style="list-style-type: none"> <li>• Identify the Prime Consultant and any sub-consultants that make up the team.</li> <li>• Contain company name, address, website, telephone number, email address and primary contact person</li> <li>• Signed by the person or persons authorized to sign on behalf of the company</li> </ul>	2 points
<p><u>Corporate Experience/Proposal Submission</u></p> <ul style="list-style-type: none"> <li>• A summary of relevant corporate experience</li> <li>• The quality of the proposal should demonstrate the Respondent's ability to organize and present a complete document such as:               <ul style="list-style-type: none"> <li>○ All the necessary information is included and easy to locate;</li> <li>○ Graphics and figures are useful in conveying information;</li> <li>○ The documents read well and are concise; and</li> <li>○ The document is visually appealing.</li> </ul> </li> </ul>	5 points



<p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Provide qualifications and resume for the Project Manager who has the overall responsibility for the project. The Project Manager should designate a back-up person to act on their behalf.</li> <li>• Provide qualifications and resume of the key staff or any key sub-consultants in each discipline who will be involved in the project; their duties, their role in the project and percentage of their time devoted to this project.</li> </ul>	20 points
<p><u>Knowledge and Experience</u></p> <ul style="list-style-type: none"> <li>• The proposal shall demonstrate knowledge and experience of the individual proposed as Project Manager as well as all required specialist and experts that may be necessary to complete the work.</li> <li>• Teams must demonstrate they have experience and expertise in projects of similar scope, size and complexity and are familiar with challenges of the project.</li> <li>• Provide a matrix with a maximum of three (3) projects highlighting their previous experience in their area of specialty.</li> <li>• Provide a minimum of three (3) references from clients that the Proponent has served, highlighting similar previous experience, including contact information.</li> </ul>	30 points
<p><u>Project Understanding and Methodology</u></p> <p>Proponents shall outline an approach to the project reflecting a clear understanding of the Scope of Work.</p> <ul style="list-style-type: none"> <li>• Demonstrate your understanding of the project by describing key issues and potential resolutions that appropriate for CF's context.</li> <li>• Outline your abilities to use creative solutions, innovations, methodology or other traits that will allow your firm to successfully complete this project.</li> <li>• Proponents should provide methodology and work plan to achieve the program objectives and timelines.</li> <li>• Provide cost control procedures and the Proponent's method for monitoring the project timeframe, quality of work and budget.</li> </ul>	30 points
<p><u>Fee Proposal</u></p> <p>Proponents should provide a fee proposal, preferably in Excel styled spreadsheet, including a detailed explanation of the make-up of the total cost for this project including:</p> <ul style="list-style-type: none"> <li>• Breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates, and total proposal costs;</li> <li>• Submit a schedule of hourly rates should additional services be required;</li> <li>• List of expected expenses, disbursements, and any other probable costs; and</li> <li>• All applicable taxes.</li> </ul>	15 points



## RFP Timeline

- RFP Open for Tender: February 18 – April 11, 2025
- RFP last date for questions: April 8, 2025
- RFP Selection: April 14 - April 16, 2025
- Successful Proponent will be contacted by April 16, 2025
- Contract begins: April 21, 2025
- Contract ends: May 30, 2025

## Questions and Inquiries

**All questions and inquiries related to this RFP shall be directed in writing to before end of day, Monday, April 8, 2025:**

Benita Smit, ROF 2.0 Project Manager, CF West Yellowhead  
[bsmit@albertacf.com](mailto:bsmit@albertacf.com)  
780-865-1224

All proposals shall remain valid for ninety (90) days following the final date for submission. All proposals become sole property of CF.

