

June 2021

REQUEST FOR PROPOSALS

***CREATION OF RURAL REGIONAL/SECTOR PROFILES FOR THE
PROVINCE OF PRINCE EDWARD ISLAND***

CBDC West Prince Ventures Ltd.

455 Main Street
Alberton, PE C0B 1B0

maxine.rennie@cbdc.ca

1. INTRODUCTION

Community Business Development Corporation (CBDC) West Prince Ventures Ltd is a non-profit community based organization and is a leader in supporting business and community development in rural PEI. Our mission is to encourage business and community development by providing businesses and social enterprises with access to flexible financing, training and support services.

CBDC West Prince Ventures Ltd core values are to:

- Foster and embrace diversity
- Support immigration
- Welcoming Communities
- Working collaboratively with our partners
- Consider all enterprising ideas
- Creating sustainable employment
- Supporting our business community
- Sustaining business growth
- Fostering prosperity

CBDC West Prince Ventures Ltd is seeking to support our rural communities with a project to develop Community Profiles to be available through an online platform.

2. THE PROJECT

2.1 REGIONAL/SECTOR PROFILES:

Regional Profiles touch on many important aspects of our Province, such as its infrastructure, environment, demographics, economy, employment and social characteristics. The purpose of this report is to develop community/ economic development sector profiles that will give a snapshot of each region, highlighting infrastructure, market characteristics, business opportunities, economic indicators, and demographics.

3. PROJECT DELIVERABLES

It is being proposed that Three Regional Rural Profiles be completed for the Province. The regions can be defined by the counties of Prince, Queens and Kings or another suitable area that is more conducive to the collection of data and statistics. The premise behind the profiles is to have a comprehensive working document for each region that would prove beneficial to someone new moving to the Island, a local community group wanting to develop infrastructure, a new business seeking a place to locate, and municipalities looking to partner with one another for shared services, might be some examples. It is anticipated this will be converted to an on-line platform for future use.

- Develop Three Community and Economic Development Resource Package or Report which contains the following:

- *Introduction and Welcome

- *Community overview/snapshot with demographics

- *Business Directory, resources and programs

- *Local Programs and services including emergency, education, transportation, internet, healthcare, banking, housing, youth and seniors, utilities and services.

- *Local community organizations and volunteer groups

- *Employment: Skills bank

4. PROJECT TIMELINE

Date	Description
June 11th	RFP sent to media. Available to consultants via email notification and access to website.
June 25th	RFP Responses due to the Executive Director CBDC West Prince Ventures Ltd.
July 9th	Consultant selected and notified
July 23rd	Contract commences
July/Aug/Sept	Meetings with Project Lead Team/Consultations with Municipalities, Community Groups and other Provincial Government Departments.
Sept. 13th	Present Draft Report
Oct. 30th	Deadline for Final Submission

5. PROJECT TEAM

The contractor must identify the members and credentials of their project team for this RFP and previous experience in undertaking and completing projects of this nature.

The contractor must identify at last three previous clients with their contact information as current references.

The contractor, in response to this RFP, will indicate the time each respective team member will spend on the project and this shall be reflected in the timetable.

The contractor will identify their project team leader, liaison personnel and alternated. Please include an organizational chart that indicates the role of each in the project.

6. PROJECT BUDGET

The contractor will provide a total project fee to complete the requested terms by providing a detailed budget of all expected expenses to complete the Rural Regional/Sector Profiles for the Province of Prince Edward Island.

7. EVALUATION OF PROPOSALS

The Client will evaluate the proposals based on a variety of factors as shown in the chart below (total maximum score = 100 points). The evaluation criteria and points assigned identify the weighted importance of each factor to be used in the evaluation process.

Evaluation Criteria and Maximum Points Assigned

Comprehension (15 points)

A clear understanding of the intent of the process and a description of how the Consultant will gather information as it relates to the scope of the work and the project.

Methodology (25 points)

A description of the overall approach and methodology to be followed in completing all aspects of the assignment in detail sufficient to permit the Steering Committee to understand and evaluate how the work will be carried out.

Schedule (15 points)

An outline to complete the work as it has been defined.

Company/Project Team Experience (25 points)

A description of the capabilities, relevant experience and overall qualifications of the Project Manager and other team members, specifically in relation to experience with

government funding, programs and services, program design, and marketing and performance measures.

Submission (5 points)

General format and appearance of submission.

Financial Proposal (15 points)

The financial proposal must include a firm total cost for the project and be within budget.

8. FINAL DELIVERABLES

The proposal response submitted shall contain all information as requested and any additional information within the allocated budget.

Proposals must be received by 4:00pm, Friday, June 25th, 2021. The successful applicant will be chosen by July 9th. Work is to commence immediately and be completed no later than October 30th, 2021.

Proposals must be submitted to the attention of the Executive Director at maxine.rennie@cbdc.ca in PDF format.

The successful applicant should be prepared to meet with the Project Lead for an initial meeting. This can either be in person, or via videoconferencing. The Project Lead will handle any questions or concerns that may arise during the project.

Proposal costing should allow for a number of meetings and consultations with the Project Lead Team, other levels of Government, and Navigator Steering Committees (3).

9. RFP EVALUATION CRITERIA

An evaluation team will review the RFP responses received from each consultant. The lowest cost will not be the sole determining factor for selection.

10. CONTRACT

The successful contractor to this RFP shall be prepared to enter into a Service Contract Agreement with CBDC West Prince Ventures Ltd. to perform the work necessary to provide the deliverables within the timeframe identified and at the stipulated price.

At no time shall the contract fee be exceeded or the deliverables changes without the expressed written consent of the client.

All payments will be determined upon acceptance of the RFP and upon receipt of a written invoice.

11. CONTACT

Maxine Rennie

Executive Director ~ CBDC West Prince Ventures Ltd.

455 Main Street

Alberton, PE C0B 1B0

Maxine.rennie@cbdc.ca