



Request for Proposal: Three-year Program Evaluation

RFP Number:	RFP-BBTR-2021-06-10
RFP Name:	Bed-Based Treatment & Recovery Grants Project Evaluation
RFP Issued Date:	Thursday, May 27 th , 2021
RFP Closing Date:	Thursday, June 10 th , 2021
RFP Closing Time:	By 17:00 hours (5:00 pm)*
Proposal Submission Deadline	Proposals submitted by email must be received no earlier than 09:00am* and no later than 17:00 hours* (5:00pm) on Thursday, June 10 th , 2021.
Closing Address:	Only Proposals sent by email will be considered: Email address: jennifer.ellaway@cmha.bc.ca Attention: Jen Ellaway

***All Proposal Submission Deadlines are in Pacific Time.**

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1. INTRODUCTION

1.1. Purpose and Background

The Canadian Mental Health Association BC Division has issued this Request for Proposals (RFP), for the purpose of inviting Proposals from qualified Proponents to undertake the services described in Section 2.

This RFP is comprised of this document in its entirety, which includes all the Appendices.

1.2. About the Canadian Mental Health Association

The Canadian Mental Health Association is Canada's most established mental health charity and a nation-wide leader and champion for mental health. CMHA BC helps people access the resources they need to maintain and improve mental health, build resilience, and support recovery from mental health and substance use disorders. Each year in BC alone, CMHA supports more than 100,000 people across the province.

For additional information on CMHA, please visit the website: <https://cmha.bc.ca/>.

2. CMHA BED-BASED TREATMENT & RECOVERY GRANT

2.1. Grant Project Overview and Description

2.1.1. Project Background

The Ministry of Mental Health and Addictions (“MMHA”) is leading the implementation of a seamless, coordinated network of mental health and addictions services in British Columbia.

Improving access to treatment and recovery services is an integral part of A Pathway to Hope, BC’s roadmap for improving mental health and addictions care. As part of its commitment, the Province has provided \$13 million in grant funding through the CMHA Bed-Based Treatment & Recovery Grant to support bed-based substance use treatment and recovery services across BC.

This grant funding is intended to address service gaps and improve service access by increasing the number of publicly funded beds available to adult clients (19 years of age and older). This funding is being administered by CMHA BC, with support from the Community Action Initiative (“CAI”), MMHA, Health Authorities, and other partners.

Through this RFP, CMHA BC intends to implement processes and tools that review and evaluate the outcomes achieved by this grant funding.

2.1.2. Project Description

Bed-based treatment and recovery services are an important part of the substance use continuum of care available to people in British Columbia. They provide safe, structured living environments where people can focus on their recovery journey.

The intended outcome of this grant funding program is to increase the number of accessible, publicly funded treatment and recovery beds in the health care system, and to support individuals in stabilizing and building skills to achieve their recovery goals.

Funding was available to licensed or registered not-for-profit or private service providers already providing high-quality, evidence-informed bed-based treatment and recovery services. The funding seeks to expand service capacity, as determined by bed expansion capacity, service intensity, and identified need.

Through the competitive grant call, over 100 new publicly funded beds from 14 licensed or registered treatment and recovery service providers across the province have been funded as of April 1st, 2021. Of these beds, 46 were new beds, while 55 transitioned from an existing private-pay bed model. The funded applicants along with their location in the province can be found [here](#).

Service Providers are required throughout the project to demonstrate that they provide high quality, evidence-informed care. This includes, but is not limited to:

- Embedding trauma-informed, gender responsive, and culturally safe or wise practices in their work
- Providing or accommodating evidence-based and evidence-informed treatment for substance use disorders
- Collaborating or coordinating to ensure communication and referral pathways with regional health authorities, Provincial Health Services Authority (PHSA), First Nations Health Authority (FNHA), and other community partners.

2.1.3. Expected Funding Outcomes

The principal outcomes of the funding are to:

- Increase the number of accessible, publicly funded treatment and recovery beds in the health care system, and support individuals in stabilizing and building skills to achieve their recovery goals.
- Improve access to bed-based substance use services and reduce significant service gaps and barriers for chronically underserved populations and communities.
- Support relationship building and communication between Health Authorities, Service Operators, and Community Partners in the health care sector.

3. PROJECT EVALUATION REQUIREMENTS

3.1. Evaluation Rationale

The purpose of this evaluation is to gain insight into the impact of the beds for clients and service operators receiving funded services in alignment with health authority and sector priorities. More specifically, this evaluation will focus on the following:

1. Ensuring high-quality services are provided by the funds granted and address the individual needs of clients accessing those services.
2. Building an holistic understanding of services being delivered as indicated in the funding application.
3. Understanding factors that support cultural safety for clients.
4. Assessing whether funding of beds in community has an impact on addressing system-level service gaps.

5. How funding for beds have supported greater alignment within the sector between Community Organizations, Service Providers, and Health Authorities.

This evaluation will be grounded in participatory and equity-oriented approaches to ensure a diverse sample of health authorities, service operators, programs, and clients are well represented in the evaluation questions, data, findings, and results. Grantees are expected to participate in ongoing evaluation methodologies.

3.2. Evaluation Approach

The equity-oriented approach used in the design and implementation of the evaluation will incorporate three main principles:

1. The production, consumption and management of the evaluation will hold at its core a responsibility to advance progress towards equity and centering of the experiences of individuals active in providing and receiving services and programming directly.
2. The evaluation will answer critical questions about structural and historical factors and decisions which have impacted the community sector in providing treatment and recovery services to underserved populations; the cultural context of the demographic of clients accessing these services, and the effect of this intervention for these populations; and
3. The evaluation will work to embody cultural humility and promote safety for People with Lived and Living Experience who may inform evaluation design, conduct and findings.

3.3. Evaluation Project Governance

The successful Proponent will report to CMHA BC and function as the lead in the development and coordination of evaluation project activities, while providing guidance throughout. This includes co-designing and convening the Evaluation Working Group (EWG) of key grant and sector stakeholders including service providers, health authorities, and clients receiving services.

EWG members will be engaged in the creation of the evaluation design, tool development, and review of analyzed data as well as associated reporting. EWG members will also be asked to provide feedback on public facing materials and reports.

3.3.1. Participatory Evaluation

Key to the Evaluation Approach is ongoing engagement with service operators, clients, and health authorities. The EWG is intended to be inclusive of these three groups, and the evaluation design is expected to include processes and structures to meaningfully engage People With Lived and Living Experience (PWLLE) throughout the three-year project.

3.4. Evaluation Objectives

The key evaluation objectives of this project are to

1. Ensure that all elements of funded activities have been fully implemented.
2. Determine what has worked during implementation and/or what has kept a service provider from being able to implement effectively.
3. Understand how clients have responded/are responding to the services and support provided.
4. Determine if the services meaningfully guide individual clients towards their recovery goals.
5. Determine how the grant funding improved access to treatment and recovery services and impacted service gaps particularly in underserved populations and communities.
6. Understand to what extent the grant funding has supported cultural safety considerations in funded beds/services.
7. Determine how funded activities work within and contribute to a system of care for mental health and substance use.

The list below provides an overview of activities and initial outputs related to this investment. Evaluation Outcomes will need to be developed in partnership with the Evaluation Working Group and meetings with the EWG and CMHA staff will occur throughout.

3.5. Evaluation Deliverables

In response to initial and interim findings, the preliminary deliverables which will evolve in consultation with the EWG and will be led by the successful Proponent, are to:

1. Develop a Theory of Change/Logic Model to underpin an Evaluation Framework.
2. Design the Evaluation Framework and data collection tools.
3. Implement data collection tools for all funding recipients to inform the Evaluation Framework each year over a 3-year period.
4. Prepare reports throughout the project upon request including cumulative annual reports that assess and summarize qualitative and quantitative outcomes for each funding recipient, and overall.
5. Maintain and improve the Evaluation Framework and data collection tools as required.
6. Collaboratively implement, coordinate, and lead EWG meetings (quarterly), comprising key grant and sector stakeholders including service providers, health authorities, and clients receiving services.



3.6. Intended Use of Evaluation Results

Evaluation findings will help develop alignment among a range of stakeholders, including the Province, health authorities, and community-based organizations while also informing future policy and planning in treatment and recovery programming and services. The Proponent will work with CMHA and the EWG to develop an effective knowledge mobilization strategy to ensure stakeholders and the broader mental health and substance use sector are made aware of findings, recommendations, and promising best practices.

4. EVALUATION PROJECT BUDGET & TIMELINE

4.1. Project Budget and Timeline

- The budget for this Evaluation is \$90,000.
- The Evaluation is intended to commence in July of 2021 and conclude in June of 2024.
- The hours of involvement will fluctuate, and the successful Proponent must be flexible to work as required.
- Fees will be paid to the successful Proponent on an hourly basis subject to the submission of periodic invoices detailing the services performed.
- The initial contract with the successful Proponent will be for a period of up to one (1) year. By mutual agreement, CMHA and the successful Proponent have the option to renew the contract for two (2) additional one-year (1) terms subject to the continued delivery of quality services.
- Reasonable travel incurred by the successful proponent will be reimbursed. Travel must be pre-approved by CMHA BC and travel expenses must comply with the CMHA BC policy for contractors.

4.2. Location

Unless otherwise stated, the services will be performed at the successful Proponent's usual place of work, remotely from home, or at CMHA BC's Head Office located in Vancouver BC.

5. PROPONENT SUITABILITY CRITERIA

This section details all the mandatory and desirable criteria against which Proposals will be evaluated. Proponents should ensure that they fully respond to all criteria to receive full consideration during evaluation.

5.1. The Proponent must demonstrate:

- Knowledge and experience leading evaluation projects in partnership with provincial, government and community agencies and/or people with lived and living experience of mental health and/or substance use challenges.
- Knowledge of the health care service delivery system within BC, as well as in the mental health and substance use sector.
- Knowledge of substance use treatment and recovery services in BC.
- Knowledge of community-based non-profits in BC.

Applicants should identify any previous, active, or anticipated relationships with treatment and recovery services providers in BC.

Proposals must demonstrate and include an outline of the Proponent's educational background and relevant work experience, and specifically The Proponent's experience in coordinating and/or chairing senior level meetings.

5.2. Services and Service Requirements

The successful Proponent will have a broad range of skills, experience and education as listed below:

- Relevant certification, diploma, degree, or designation
- Excellent verbal and written communication skills
- Strong facilitation skills, able to run meetings with efficiency and effectiveness and address issues that arise.
- Analytical and critical thinking skills
- MS Office and related desktop skills, and
- Relevant work and project experience

5.3. Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria **will be excluded from further consideration during the evaluation process.**

Mandatory Criteria	
1)	The Response must be received at the closing email location on the closing date and prior to the specified closing time. Responses received <u>prior to 9:00am on the closing date</u> will be disqualified and not considered

Mandatory Criteria	
2)	The Response must be in English
3)	The Response must be submitted in PDF format
4)	Submission of completed Appendix A – Response Cover Letter
5)	<p>Submission of</p> <ol style="list-style-type: none"> 1. Completed Appendix B – Proposal Response. Responses must be provided directly onto this RFP document after the word “RESPONSE” in each response box. 2. Completed Appendix C – Rate for Service in the prescribed format and relationships with treatment and recovery services providers in BC. 3. Completed Appendix D – References in the prescribed format. <p>A maximum of one (1) individual may be proposed to perform the services. A Proposal that contains more than one individual will not be considered</p>
6)	<p>Proposed Proponent must have one of</p> <ol style="list-style-type: none"> 1. a Bachelor’s degree in a related field and/or, 2. a certificate in Program Evaluation and/or, 3. a minimum of 5 years relevant experience if a degree or certificate are absent.

5.3.1. References

Short-listed Proponents will be required to provide references.

CMHA BC reserves the right to contact any organizations with respect to projects references in the Proposal to verify statements made and references provided by the Proponent.

CMHA BC is not obligated to enter into a contract with any Proponent whose references, in CMHA BC’s sole opinion, are found to be unsatisfactory.

5.4. Desirable Criteria

- Proposals meeting the mandatory criteria will be further assessed against the following desirable criteria.
- Proponents not reaching the minimum score in EACH desirable criterion will receive no further consideration.
- Proponents *may* also submit a short (one or two page) summary of the key features of their Proposal.
- Interviews will only be conducted for Proponents selected based on an evaluation of their written Proposals.



Item #	Desirable Criteria	Points Available	Minimum Score
1.	Relevant work experience	30	15
2.	Evaluation and related project experience	30	15
3.	Educational background	20	10
4.	Health sector experience	10	5
5.	Knowledge of community-based non-profits in BC	10	5
6.	Knowledge of the mental health and substance use sector	10	5
7.	Rate for Service	10	5
8.	Interview performance	20	10
	Total Points	140	70



6. PROPOSAL FORMAT AND CONTENT

6.1. Proposal Requirements

The following format, sequence, and requirements are to be followed to provide consistency in Proponent Responses and ensure each Proposal receives full consideration as this method of response allows Proponents to use the identical format, titles and numbering system as provided in the RFP.

It is **mandatory** that the Proposal responses to the RFP requirements are provided directly onto the RFP document after the word “**RESPONSE**” to clearly illustrate the response directly after the RFP requirement.

The Proposal should include:

1. A completed Appendix A – Proposal Cover Letter in the prescribed format.
2. A completed Appendix B – Proposal Response in the prescribed format.
3. A completed Appendix C – Rate for Service in the prescribed format.
4. A completed Appendix D – References in the prescribed format.

The *Terms and Conditions* of any contract that will be entered into with the successful Proponent attached in Appendix G in this RFP. Should the Proponent require any variations and/or additional terms and conditions, these requirements should be clearly identified and explained.

No variations and/or additions to the *Terms and Conditions* will be made except as approved by CMHA BC at its sole discretion.

Appendix A. PROPOSAL COVER LETTER

Attention:

Jen Ellaway

Email: jennifer.ellaway@cmha.bc.ca

Title: Coordinator, CMHA Project Management

Organization: Canadian Mental Health Association - BC Division
Vancouver BC

Subject: Request for Proposals RFP-BBTR-2021-06-10
CMHA Bed-Based Treatment & Recovery Grant Project Evaluation

The enclosed Proposal is submitted in response to the above-referenced Request for Proposal.

I have carefully read and examined the Request for Proposal, including the Appendices. I am authorized to submit this Proposal and agree to be bound by statements and representations made in this Proposal.

Legal name of Proponent:	Doing Business as Name (if applicable):
Name of Authorized Representative (if applicable):	
Title:	Business Address (if applicable):
Phone:	Email:

Appendix B. PROPOSAL RESPONSE

Proposal Responses must be provided directly onto the RFP document after the word “**Response**” in the box provided. Add rows to each table as necessary to describe your experience.

1. Educational background

- a) Provide details of your educational background, academic accomplishments, and any other relevant qualifications for this RFP. Identify any certificates, diplomas or designations successfully achieved and the year obtained.

Response 1a)

2. Relevant work experience

- a) Provide details of work experience relevant to the requirements of this RFP for the past ten years. Identify where the experience was gained and your organizational position

Response 2a)		
Organization Name	Position and relevant experience	Date Range

3. Evaluation and related project experience

- a) Provide up to three (3) examples that demonstrate your professional experience leading evaluation projects in partnership with government or community agencies, and/or people with lived and living experience of mental health and/or substance use. Describe the purpose of the work experience/project, the outcome, whether you were successful and significant challenges you overcame.

Response 3a) Example #1

Response 3a) Example #2

Response 3a) Example #3

- b) Provide up to three (3) examples that demonstrate your experience in coordinating and/or chairing senior level meetings.

Response 3b)

4. Health sector experience

- a) Describe your work experience that demonstrates your knowledge of the health care service delivery system and/or the mental health and substance use sector.

Response 4a)

- b) Describe your knowledge of substance use treatment and recovery services in BC. Describe how this knowledge has been obtained.

Response 4b)

5. Knowledge of community-based non-profits in BC

- a) Describe your knowledge of community-based non-profits in BC. Describe how this knowledge has been obtained.

Response 5a)



Appendix C. PROPONENT INFORMATION

Proponent Name	
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Hourly Rate: This rate will apply for the entire term of the contract. One rate will apply if the services are applied on-site or off-site. (Format of hourly rate is \$00.00)

Response

Identify any previous, active, or anticipated relationships with treatment and recovery services providers in BC.

Response



Appendix D. PROPONENT REFERENCES

Reference #1

Name:	
Title:	
Phone Number:	
Company Name:	
Relationship:	

Reference #2

Name:	
Title:	
Phone Number:	
Company Name:	
Relationship:	

Appendix E. DEFINITIONS

E.1. Definitions

In this RFP, the following definitions apply:

- **“CMHA BC”** means Canadian Mental Health Association British Columbia Division
- **“Contact Person”** has the meaning set out in Appendix F.
- **“contract”** means the written agreement resulting from this Request for Proposals executed by CMHA and the successful Proponent.
- **“must”** or **“mandatory”** means a requirement that must be met in order for a Proposal to receive consideration.
- **“Proponent”** means an individual that submits a Proposal in response to this Request for Proposals.
- **“Rate for Service”** means the dollar amount requested by the Proponent for the Proponent’s services in the RFP if the Proponent should be successful in being awarded a contract.
- **“Request for Proposals (RFP)”** means the process described in this document.
- **“Should”** or **“desirable”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

Appendix F. PROPONENT INSTRUCTIONS AND INFORMATION

F.1. Closing Date, Time, Submission, and Location

- Proposals must be received on June 10th, 2021 (“closing date”).
- Proposals must be received **not before** 09:00am Pacific Time and no later than 17:00 hours (5:00pm) Pacific Time (“closing time”).
- Proposals must be submitted in PDF format.
- Proposals must be submitted with subject line: **RFP-BBTR-2021-06-10 Bed-Based Treatment & Recovery Grants Project Evaluation**
- at the following email address: jennifer.ellaway@cmha.bc.ca (“closing location”)

F.2. Receipt of Proposals

Proposals will be digitally dated, and time marked upon receipt by CMHA BC.

F.3. Enquiries

All enquiries related to this RFP including any requests for information and clarification, are to be directed by email to the following “contact person”

Contact Person: Jen Ellaway
Title: Coordinator, CMHA Project Management
Email: jennifer.ellaway@cmha.bc.ca

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of CMHA BC.

Information obtained from any person or source other than the Contact Person is not official and may not be relied upon.

F.4. Proponents’ Meeting

A Proponents’ Meeting will NOT be held.

Appendix G. TERMS AND CONDITIONS

The following *Terms and Conditions* will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by CMHA BC. Proposals that contain provisions which contradict any of the *Terms and Conditions* of this RFP will be as if not written and do not exist.

G.1. Additional Information Regarding the RFP

All subsequent information regarding this RFP, including changes made to this document, will be posted on the CMHA Website at www.cmha.bc.ca. It is the sole responsibility of the Proponent to check for amendments and additional information on the CMHA Website.

G.2. Early and Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete Proposals received and marked within the specified closing period will be considered to have been received on time.

Early and late Proposals will not be considered or evaluated and will be returned to the Proponent.

In the event of a dispute, the Proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

G.3. Eligibility

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in CMHA BC's opinion, give rise to a conflict of interest in connection with the project described in this RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with CMHA BC's Contact Person prior to submitting a Proposal.

G.4. Waiver of Non-Compliance

If a Proponent fails to complete its Proposal in compliance with this RFP, CMHA BC at its sole discretion may waive such non-compliance, seek clarification or additional information from the Proponent, and consider and treat the Proposal as a conforming Proposal.

G.5. Evaluation

Evaluation of Proposals will be by a committee formed by CMHA BC. All personnel will be bound by the same standards of confidentiality. CMHA's intent is to enter into a contract with the Proponent which has the highest overall ranking.

G.6. Contract Award

Should their Proposal be successful, the Proponent agrees to negotiate in good faith and enter into a Contract with CMHA BC incorporating the *Terms and Conditions* set out in Appendix G, the Proponent's Proposal and any other terms and conditions as CMHA BC may reasonably require.



If a written Contract cannot be negotiated within 30 days of notification of the successful Proponent, CMHA BC may, at its sole discretion at any time, thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

G.7. Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing during which CMHA BC will provide a general explanation of why the Proponent's Proposal was not successful. If a Proponent requests a debriefing:

- The debriefing will be solely between CMHA BC and the Proponent requesting the debriefing.
- The debriefing will not include disclosure of any other Proponent's Proposal; and
- The general terms of this RFP will apply to the debriefing, including the requirement that Proponents will treat all information received as confidential.

G.8. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon closing time, all Proposals become irrevocable. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by CMHA BC for purposes of clarification.

G.9. Proponents' Expenses

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

G.10. Limitation of Damages

Further to the preceding paragraph, the Proponent, 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 Proponent, by submitting a Proposal, waives any claim for loss of profits if no contract is made with the Proponent.

G.11. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

G.12. Firm Rate for Service

Rate for Service will be firm for the entire contract period.

G.13. Currency and Taxes

Prices quoted are to be in Canadian dollars and exclusive of all taxes which should be separately identified.

G.14. Completeness of Proposal

The Proponent warrants that all components required to design and execute the evaluation have been identified in the Proposal or will be provided by the successful Proponent at no charge.

G.15. Sub-Contracting

The proponent may not sub-contract any of the services.

G.16. Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. CMHA BC is not bound to enter into a contract with the Proponent who submits the lowest priced Proposal or with any Proponent.

Proposals will be assessed in light of the evaluation criteria. CMHA BC will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a Proposal nor execution of a contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit, or license pursuant to any federal, provincial, regional district or municipal statute, regulation, or by-law.

G.17. Definition of Contract

Notice in writing to a Proponent that they have been identified as the successful Proponent and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

G.18. Liability for Errors

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

G.19. Modification of Terms

CMHA BC reserves the right to modify the terms of this RFP at any time at its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful Proponent.

G.20. Ownership of Proposals

All Proposals submitted to CMHA BC become the property of CMHA BC. They will be received and held in confidence by CMHA BC, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP.



G.21. Use of Request for Proposals

Any portion of this document, or any information supplied by CMHA BC in relation to this RFP may not be used or disclosed, for any purpose other than for the submission of Proposals. Without limiting the generality of the foregoing by submission of a Proposal the Proponent agrees to hold in confidence all information supplied by CMHA BC in relation to this RFP.

G.22. Reciprocity

CMHA BC may consider and evaluate any Proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar Proposal from a British Columbia supplier.

G.23. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor, or representative of CMHA BC, including the evaluation committee, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by CMHA BC.

G.24. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide CMHA BC with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to CMHA BC. Such written consents are to specify that the personal information may be forwarded to CMHA BC or the purposes of responding to this RFP and use by CMHA BC for the purposes set out in the RFP. CMHA BC may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to CMHA BC.

G.25. Location of Service Delivery and Facilities

Proponents should be prepared to work at their own off-site work location and must be able to be contacted by telephone and e-mail. Proponents must have access to standard office automation tools (e.g., e-mail, MS Word, MS Excel, and MS PowerPoint). Projects may require the Proponents to work on site from time to time.

Any travel required is subject to the prior approval of the CMHA BC.

G.26. Security Clearance

CMHA BC may, at its sole discretion, require security clearances in a form that is satisfactory to CMHA BC, from the Proponent before entering into a contract. Any costs associated with obtaining such security clearances will be borne by the Proponent.

Appendix H. CONTRACT FORM

H.1. Proponent Agreement to Enter into Contract

By submission of a Proposal, the Proponent agrees that should its Proposal be successful the Proponent will negotiate in good faith and enter into a contract with CMHA.