



Nipigon Economic Development Strategy

RFP 2019-07

Request for Proposals

Release Date: February 11th, 2019
Deadline for Questions: February 15th, 2019 @ 4:30pm
Closing: February 19th, 2019 @ 4:30pm

Please include this cover page with the proposal submission

Township Contact Information

Suzanne Kukko
Economic Development Officer
PO Box 160, 52 Front Street, Nipigon, ON P0T 2J0
Phone: (807) 887-3135 x26
Fax: (807) 887-3564
Email: edo@nipigon.net

Bidder Contact Information

Name of Authorized Representative: _____

Signature: _____

The enclosed proposal is submitted in response to the above referenced Request for Proposal, including any addenda. Through submission of this proposal we agree to all the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We agree to be bound by statements and representations made in our proposal.

Project Overview

The Township of Nipigon requires an Economic Development Strategy with a business consultation component that will assist our municipality to focus its limited resources on the highest priorities, maximizing our potential to achieve sustainable economic growth. The strategy and action plan will also support the stimulation of diversification, and complement the Growth Plan for Northern Ontario objective – to stimulate growth towards a new economy. The tasks that will be completed for this project include:

- Carrying out economic and employment research to support the development of an Economic Development Strategic Plan
- Complete community, business and government consultations
- Develop a new vision to diversify the local economy
- Develop a strategic and implementation plan that will provide the municipality with a sharply focused road map for economic development that spans a minimum 5-year horizon
- Identify the highest priority opportunities, and make recommendations related to business expansion, retention, and investment attraction in identified target sectors
- Recommend solutions to identified investment barriers
- Make recommendations on how the municipality's assets, resources, and opportunities can best be made known to potential investors, businesses and site locators for each recommended target sector.
- Determine strategic partnerships and alliances that are needed to attract investment within our defined sectors/markets
- Develop a Business Consultation Program

Project Timeline

Activity	Feb 2019	March 2019	March 31 st ,2019
Award of Contract	X		
Kick-Off meeting	x		
Research	x	x	
Draft strategy submitted		x	
Final strategy and deliverables submitted to Township			x

Deliverables

1. (five) bound, hard copies of the Nipigon Economic Development Strategy
2. 1 PDF file, 1 Word file of Strategy
3. All related digital and paper files (pictures, graphics, surveys, etc.)

Evaluation Criteria

The following format and sequence should be followed in order to provide consistency in Bidders' responses and to ensure that each Proposal receives full consideration. Proposals formatted on standard letter size paper with numbered pages are preferred.

Experience of the Company

1. Corporate Profile: Provide a profile of your company including the length of time in business, number of employees, and organizational structure.
2. References: Demonstrate your ability and experience in providing the goods or services detailed in this RFP by including the names of two projects similar in scope. Include a brief description of the projects, client name and contact information. These references may be contacted by the Township in the selection process.

Approach to the Project

3. Technical Solution: Clearly explain how the Deliverables will be accomplished, demonstrating understanding of scope, and approach to project.
4. Project Management: Describe the proposed Work Plan. Include lead staff person on the contract and who is ultimately responsible for reaching critical milestones.
5. Pricing: Provide a breakdown of costs including but not limited to professional fees, and taxes.

Administrative Requirements

Enquiries

All enquiries related to this RFP are preferred to be directed by e-mail to the contact person identified on the cover page. The Township will make all reasonable efforts to respond to enquiries and any responses will, at the Township's discretion, be distributed to all Bidders. The Township shall not be responsible for information that Bidders receive from any other source.

Closing Date and Location

Each Bidder must deliver their proposal by 4:30 p.m local time on February 19th, 2019 to the Nipigon Economic Development Office in Nipigon, Ontario. Proposals must include a signed cover page and have the RFP title and the Bidder's name clearly marked. Email submissions will be accepted.

Right to Amend or Cancel

The Township reserves the right in its sole discretion at any time, and for whatever reason to, by addendum, modify, amend, cancel, or otherwise change this RFP.

Late Proposals

It is the responsibility of each Bidder to ensure that its proposal is received on time. Proposals received after the Closing Date and Time will not be considered.

Signed Proposals

The Bidder must ensure that its Proposal includes the Cover Page of this RFP, signed by a person authorized to sign on behalf of and to bind the Bidder to its Proposal and the terms of this RFP.

Evaluation and Selection

The evaluation of Proposals will be performed by the Economic Development Officer. Proposals will be scored against the values outlined in the Evaluation Criteria. The Township's intent is to enter into a Contract with the Bidder who has the highest overall ranking. The lowest priced proposal will not necessarily be accepted and the Township is not bound to enter into a Contract with any Bidder and reserves the right to modify or revise the successful submission in discussion with the successful Proponent.

Negotiation Delay

If a Contract cannot be negotiated with the highest ranking Bidder within a period of time satisfactory to the Township, the Township may, at its sole discretion, terminate negotiations with that Bidder and either negotiate a Contract with another Bidder or choose to terminate this RFP process and not enter into a Contract with any of the Bidders.

Irrevocability and Validity of Proposals

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its proposal prior to Closing Time. After Closing Time, all Proposals become irrevocable and will remain open for acceptance for a period of ninety days from Closing Time. By submission of a Proposal, the Bidder agrees that should the Proposal be successful, the Bidder will enter into a contract with the Township.

Bidders' Expenses

Bidders are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations, if any. The Township will not be liable to any Bidder whether the Township accepts a Proposal or rejects all Proposals, for any claims, whether for costs or damages incurred by the Bidder in preparing the Proposal, loss of anticipated profit in connection with the Contract or any other matter whatsoever

Liability for Errors

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

Acceptance and Rejection of Proposals

This RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any Proposal will not necessarily be accepted and the Township is not bound to enter into a Contract with any Bidder.

Proprietary Information Notice

This RFP and any associated documents provided to the Bidder contain proprietary and confidential information of the Township, which is provided for the sole purpose of permitting the bidder to respond to this RFP. In consideration of the receipt of this RFP, the Bidder agrees to maintain such information in confidence and not to reproduce or otherwise distribute this information. The successful proponent will sign a confidentiality and non-disclosure agreement with the Township prior to the Township entering into a Contract with any Bidder.

Assignment of Intellectual Rights

All work carried out as a result of this RFP will be the exclusive property of the Township and will be surrendered to the Township immediately upon completion, expiration, or cancellation of the project. The Township will own all rights and interest in all intellectual property rights, including copyrights, patents, trade secrets and trademarks in any work created and produced and paid for through this project.