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**FAMILY AND CHILDREN'S SERVICES OF RENFREW COUNTY (FCSRC)**

**REQUEST FOR PROPOSALS 20210205**

**EQUITY AUDIT AND REVIEW**

**FEBRUARY 5, 2021**

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**Project Overview:**

Family & Children's Services of Renfrew County (FCSRC) is a multi-service agency committed to providing preventative, protective and socially inclusive services and programming that empower and strengthen everyone. We are focused on cultivating a team-oriented work environment where everyone thrives. Our goal is to develop and strengthen collaborative partnerships to increase availability, accessibility and quality of care to our communities. Our agency commitments include: moving forward Anti-Oppressive Practice, French Language Services and working alongside our Indigenous Communities.

FCSRC is seeking requests for proposals for the services of an equity audit and review.

**1 Scope**

- Review of relevant Agency policies, procedures, and practices from an Equity, Diversity and Inclusivity (EDI) perspective
- Interviews and follow up related to service provision and recommendations around removing barriers for service recipients for all programs
- Review and provide recommendations related to recruitment, onboarding, retention, succession and performance management from an EDI perspective
- Review of leadership structure and practices from an EDI perspective
- Completion of a 5 year equity plan for the organization including recommendations around training, development and growth for staff

**2 Key Dates & Submission Deadline:**

Activity	Date
RFP issued	February 5, 2021
Notice of Intent / Request for Clarification / Bidder Questions deadline	February 12, 2021

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*Helping families and communities in Renfrew County protect and support the development and well-being of children, youth and adults through integrated services, prevention and social inclusion.*

Response to Requests for Clarification and Bidder Questions	February 19, 2021
Proposal submission deadline	March 1, 2021

**2.1 Notice of Intent / Request for Clarification / Bidder Questions: Communication & Questions Concerning the RFP**

Any notices of intent, requests for clarification or questions concerning the RFP must be directed to Joanna Wassing by email at [joanna.wassing@fcsrenfrew.on.ca](mailto:joanna.wassing@fcsrenfrew.on.ca) by 4:00 pm on February 12, 2021

Bidders may express intent to bid, request clarification and/or pose questions up to 4:00 pm on February 12, 2021. All bidders who express intent, request clarification, or pose questions will receive the same response document to all requests for clarification and all questions posed before the deadline, by 4:00 pm on February 19, 2021.

Bidders are not required to express intent prior to submitting a Proposal, however, bidders who have not communicated with Joanna Wassing will not receive the response document.

**2.2 FCSRC Right to Amend or Cancel the RFP**

FCSRC reserves the right to change the acquisition schedule or issue amendments to the RFP at any time. Notice of any changes will be sent to all those who have been forwarded the RFP.

FCSRC shall have the right to cancel this RFP, at any time, either prior to or after the closing date without award. Thereafter FCSRC may issue a new tender, RFP or do nothing. FCSRC shall not be obligated to provide reasons for the cancellation.

If FCSRC determines that either all of the Proposals submitted are non-compliant; or none of the Proposals meets the needs of FCSRC, FCSRC may carry out a process whereby all respondents are allowed the opportunity to correct their Proposal.

**2.3 Clarification of Respondent's Proposal**

FCSRC shall have the right at any time after Proposal submission, to seek clarification from any Respondent in respect of the Respondent's Proposal, without contacting other Respondents. FCSRC is not obliged to seek clarification of any aspect of a Proposal.

Any clarifications sought shall not be an opportunity to either correct errors or to change the Respondent's Proposal in any substantive manner. In the clarification process, no change in the substance of the Proposal shall be offered or permitted. Subject to the qualification in this Section, any written information received by FCSRC from a Respondent in response to a request for clarification from FCSRC shall be considered part of the Respondent's Proposal.

FCSRC shall have the right to waive any irregularities in Proposals or in the submission of Proposals, provided that such irregularities are minor and do not constitute a material deviation.

FCSRC shall have the right to verify any Respondent statement or claim by whatever means FCSRC deems appropriate, including contacting persons in addition to those offered as references. The Respondent shall co-operate in the verification of information and is deemed to consent to FCSRC verifying such information.

#### **2.4 Declaration of Conflict and Legal Actions**

The Respondent must set out any actual or potential conflict of interest or any other type of unfair advantage in submitting its Proposal or in performing or observing the contractual obligations set out in the Agreement. The Successful Respondent must also declare any potential conflict that may arise during the course of the project.

The Respondent must disclose any pending or threatened legal action against the Respondent or any third party, which may have an impact on the availability of services that are being proposed including any judgment(s) either outstanding or rendered against the Respondent in any civil court, criminal court or other tribunal in any province, territory, state or country for damages or other relief in respect of a fraud, theft, deceit, misrepresentation, negligence or similar conduct.

### **3 Terms & Conditions:**

The lowest price Proposal or any Proposal will not necessarily be accepted. By inviting a Proposal, FCSRC makes no commitment or obligation to the respondents in any way, specifically no obligation to enter into any contract as a result of this RFP. In particular, FCSRC shall in no event be responsible for any costs incurred in the preparation and submission of a Proposal in response to this RFP.

All Proposal documents and relevant appendices must be received no later than **4:00 pm on March 1, 2021** (the "closing date") by forwarding directly to the Bid Administrator Joanna Wassing at [joanna.wassing@fcsrenfrew.on.ca](mailto:joanna.wassing@fcsrenfrew.on.ca).

Late Proposals will not be accepted nor will additional time be granted to any Respondent. All Proposals and accompanying documentation will become the property of FCSRC and will not be returned.

### **3.1 Contract Award and Execution**

FCSRC reserves the right to award all or part of the proposed project, to accept or reject any submissions in whole or in part, to waive irregularities and omissions, if in so doing, the best interest of FCSRC will be served. No liability shall accrue to FCSRC for its decision in this regard.

A representative from FCSRC will formally advise the successful respondent. Unsuccessful respondents will be notified by email.

The general conditions and specifications of the RFP and the successful Respondent's Proposal will become part of the contract. Either party may propose additional contract terms and conditions during negotiation of the final contract.

FCSRC will not provide any information concerning scoring applied in evaluation of a Respondent's Proposal, nor shall FCSRC provide any information with respect to any other Respondent's Proposal or relative ranking.

The closing date for Proposal submission is **March 1, 2021 at 4:00 pm**. To be eligible for consideration, Proposals must be received by 4:00pm on the closing date.

The successful proponent will be required to sign an Oath of Confidentiality and provide sufficient proof of liability insurance.

### **3.2 References**

The Respondent shall provide a minimum of 3 references with contact names and phone numbers of clients for whom the Respondent has provided similar services in the past. FCSRC reserves the right to contact these references to obtain details regarding the Respondent's performance.