

MUNICIPALITY OF MISSISSIPPI MILLS



Request for Proposal

For the Development of a Long Term Financial Plan (LTFP)

RFP #24-012

Closing Date: May 22, 2024

Closing Time: 12 o'clock PM EST

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# 1 Information to Bidders

## 1.1 Introduction

This Request for Proposal (the “RFP”) is an invitation by the Corporation of the Municipality of Mississippi Mills (“the Municipality”) to submit proposals for **RFP #24-012**, as further described in [Section 2 – Long Term Financial Plan Specifications](#).

The Municipality is seeking proposals from qualified consultants with the necessary expertise to develop a Long Term Financial Plan (LTFP) as detailed in this RFP. The agreement between the successful Bidder and the Municipality will be for the development of the initial plan and a renewable model which allows for updates and scenario testing.

The successful Bidder will have a demonstrated capacity and ability to advise the Municipality, making recommendations for future improvements to planning, tracking, and forecasting systems.

A detailed scope of services can be found in [Section 3 – Long Term Financial Plan Scope](#).

## 1.2 Project Manager

The services provided will be subject to review and acceptance by the Project Manager hereby identified as Kathy Davis, Director of Corporate Services, Project Manager and Deputy CAO, or designate. All correspondence shall also include Andrew Hodge, Deputy Project Manager.

## 1.3 Intent to Bid

If a Bidder is interested in submitting a bid in response to this RFP, **the Bidder must complete and submit an [Intent to Bid Form \(Appendix 1\)](#)**. The Intent to Bid form must be submitted via email to the Project Manager, Kathy Davis, at the following address: [kdavis@mississippimills.ca](mailto:kdavis@mississippimills.ca); and copied to: [ahodge@mississippimills.ca](mailto:ahodge@mississippimills.ca).

Once Intent to Bid forms are received and have been reviewed by the Municipality, the interested Bidders will be provided with an invitation to an information session to be held on May 9, 2024.

Please note that any subcontractors or third parties with whom the Bidder shares any information about this RFP or involves in their submission are subject to the same confidentiality requirements as the Bidder.

## 1.4 Bid Submission

Submissions shall be made in the format specified in the [Submission Requirements \(Section 4\)](#). They shall be responsive to the LTFP Requirements outlined in [Section 2](#) and address all areas of the scope outlined in [Section 3](#).

Submissions shall be made electronically to the Project Manager, Kathy Davis, and copied to Deputy Project Manager, Andrew Hodge, via email at [kdavis@mississippimills.ca](mailto:kdavis@mississippimills.ca);

[ahodge@mississippimills.ca](mailto:ahodge@mississippimills.ca). They shall be properly labeled with the proposal number RFP #24-012 in the email subject line and sent no later than the Bidder Proposal Submission Deadline (see [Section 6](#)).

Proposals will be received until May 22, 2024, at 12:00 PM Local Time. It is the Bidder's responsibility to ensure that their submission is received prior to the deadline. Late proposals will not be given consideration. The Municipality reserves the right to accept or reject any part of an accepted proposal.

All proposals will be held in strict confidence until after the closing date and time.

### **1.5 Inquiries**

All inquiries regarding this RFP are to be directed to the Project Manager, Kathy Davis, and copied to Deputy Project Manager, Andrew Hodge, via email to the following addresses: [kdavis@mississippimills.ca](mailto:kdavis@mississippimills.ca); [ahodge@mississippimills.ca](mailto:ahodge@mississippimills.ca) .

Inquiries and questions must be received by email no later than May 13, 2024, at 12:00 PM Local Time. All inquiries received, and the answers as provided by the Project Manager will be provided to all Bidders by way of written addendum and posted on the municipal website no later than May 16, 2024.

### **1.6 Selection Process**

An evaluation team will review all proposals received and score the proposals using a consensus approach, in relation to the criteria and points identified in [Section 5](#). An award may be made solely based on the proposal submission, without a meeting with the Bidder. However, one or more Bidders may be invited to conduct a presentation for the evaluation team, or to provide written clarification on their proposal.

Presentations will be scheduled during the week of June 3 to 7, 2024. Please see [Section 6](#) for further Scheduling details.

### **1.7 Proposal Validity**

Proposals shall remain valid and open for acceptance by the Municipality for a period of sixty (60) business days, following the due date for receipt of proposals.

### **1.8 Municipal Rights and Options**

The Municipality, in their sole discretion, reserves the following rights:

- i. Supplement, add to, delete from, or change this solicitation document;
- ii. Determine which respondent, if any, should be selected for presentations;
- iii. Reject any or all proposals or information received pursuant to this RFP.
- iv. Cancel this RFP with or without the substitution of another RFP.
- v. Request additional data or information after the submittal date if such data or information is considered pertinent to aid the review and selection process.
- vi. Conduct investigations with respect to the qualifications and experience of each respondent.

- vii. Not consider a respondent who has been terminated by the Municipality or has been deemed by the Municipality to have provided unsatisfactory performance on any previous or current contract or based on previous dealings between the Municipality and the respondent.
- viii. Not consider a respondent who is currently involved in or responsible for litigation of any kind against the Municipality.
- ix. Take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interest to the Municipality.
- x. Require one or more respondents to supply, clarify or provide additional information for the municipality to evaluate the proposals submitted.
- xi. Waive any informalities or irregularities in the submittals or to re-advertise; and
- xii. The lowest, or any bid, will not necessarily be accepted either individually or collectively.
- xiii. The Municipality may select one or more than one individual or firm whichever is in the best interest of the Municipality. The successful proponent will not be given exclusivity, as major identifiable projects may be subject to separate requests.
- xiv. The Municipality reserves the right to hire, at its own cost, an independent firm to peer review the works of the proponent. The proponent will be compensated for its time and materials associated with the peer review, as an extra to this assignment, but at the rates stipulated in the agreement.

## **1.9 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

In accordance with MFIPPA, any personal information the Proponent provides is being collected under the authority of the *Municipal Act* and will be used exclusively in the selection process. All Proposals submitted become the property of the Municipality. Proponents must indicate clearly within their Proposal any information they consider to be confidential. The Municipality is required to adhere to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended and once a Proposal is accepted it shall become public information and must be disclosed upon request by any member of the public. A summary of relevant information will be publicly presented to Council.

### **1.10 Terms**

The Municipality is seeking proposals from qualified consultants for a term to end no later than September 30, 2024. The intent is that the LTFP informs the 2025 to 2034 annual budgeting process for the Municipality, using a phased-in approach. The expectation is that the plan will be complete in draft by the end of August 2024, and a presentation made to Council in September prior to the 2025 budget being tabled.

The Municipality is seeking proposals that include the delivery of a long-term financial plan and renewable model allowing for updates as required.

### **1.11 Addenda**

It may be necessary for a variety of reasons to issue an addendum. All information defined within the addendum shall form an integral part of the Bidder's submission. The Bidder shall

acknowledge in its submission, by inclusion of signed addenda, all addenda that were considered when the bid was prepared and therefore considered within the Proposal price.

Changes deemed by the Municipality as being for clarification purposes only and which, in the opinion of the Municipality, do not affect the price will be identified as **Clarification Only** and will not require acknowledgement by the Bidder.

An addenda notification will be posted on the Municipal website and emailed if the Bidder has provided an appropriate email address.

Although the Municipality will make every reasonable effort to ensure a Bidder receives all addenda issues, it is the **Bidder's ultimate responsibility to ensure all addenda have been received and acknowledged as instructed or the Proposal shall be rejected.**

### 1.12 Expense of Submittal Preparation

The Municipality accepts no liability for the costs and expenses incurred by the respondents in responding to this RFP, preparing responses for clarification, attending site meetings/interview, or participating in contract development sessions or meetings and preparations required for the contract approval process. Each Bidder that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the Municipality for the costs and expenses associated with the procurement process.

The Municipality shall not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained, or suffered by any interested party, prior to, subsequent to, or by reason of the acceptance or non-acceptance of any response by the Municipality, or by reason of any delay in the acceptance of the response.

### 1.13 Errors or Omissions

It is understood and acknowledged that while the RFP includes specific requirements, a complete review of the document is the responsibility of the Bidder and the bidder is responsible to make recommendations for clarifications and posing questions in ensure that the Bidder has understood the requirements. Minor items not herein specified but obviously required, shall be provided as specified. Any misinterpretation of requirements within this proposal document shall not relieve the Bidder of the responsibility of providing the services aforesaid.

### 1.14 Conflict of Interest

Bidders are required to disclose any conflict or potential conflict of interest to the Project Manager, in writing, as soon as possible in the RFP process.

The Bidder and the Project Manager are to discuss any perceived or potential conflict of interest prior to proposal submission to the Municipality.

## 2 LTFP Context

### 2.1 Background

The Municipality of Mississippi Mills is located in Lanark County, a short 40-minute drive from Canada's Capital, Ottawa. It is a dynamic and growing Municipality with country roads, waterfalls, and heritage sites. The Municipality has a population of 14,740 residents, an increase of 12% over 2016 Canadian Census figures. This growth exceeds the Provincial average by 5.8%.<sup>1</sup>

Its 2024 budget (operating and capital) is \$42 million, and the Municipality employs 150 full and part-time employees. Audited Financial Statements are available on our [web site](#) for review.

The Municipality of Mississippi Mills is organized as follows:

- General Government
  - Council
  - Clerk's Office & Communications
  - Corporate Services
- Public Works
  - Transportation Services
  - Environmental Services
  - Water & Sewer Services
- Protection to Persons & Property
  - Fire
  - Building Inspection
  - Animal Control
  - By-Law Enforcement
  - Policing
- Recreation and Culture
  - Parks & Recreation
  - Community Centers
  - Sports Fields
  - Community Events
- Planning & Economic Development
  - Planning
  - Economic Development
  - Tourism
  - Building
- Daycare
- Library

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<sup>1</sup> [2021 Census - Statistics Canada \(2023\)](#)



### 3 LTFP Scope

#### 3.1 General

To inform the 2025 to 2034 budget years, the scope of work for the LTFP shall include the examination of the records and financial statements of the Municipality to the degree necessary to inform the development of the LTFP. It shall also include examination of the Community Services Master Plan, Transportation Master Plan, Water & Wastewater Master Plan, Development Charges Background Study, Asset Management Plan, Digital Strategy, Strategic Plan, Population Projections, historical LTFPs, historical approved budgets, and any other relevant plans and studies that would support long term financial planning.

The bid shall include preparation and presentation of a ten year plan.

The plan should be built upon a renewable model which gives Municipal staff and Council the ability to make amendments and adjustments as they arise throughout the ten year period. For example, a Space Needs Study will be completed in 2025 and the results of this study with respect to facilities will need to be incorporated into the LTFP.

#### 3.2 Components

Financial planning is multi-faceted, and the Municipality seeks to develop a plan that considers and incorporates capital and operating planning and expenses, staffing levels, revenue sources, population growth, building and utilization of reserves, debt projections, and taxation revenues.

Specifically:

##### 3.2.1 Capital Planning

- drawing from the existing master plans, the Development Charges Background Study, and the Asset Management Plan, develop a 10 year budget for each department considering financing options, development charge applicability, reserves and reserve funds, and required tax revenue
- identify and recommend administrative efficiencies for the tracking and management of capital projects to cover the cycle of planning to execution to financial recording and financial reporting

##### 3.2.2 Operating Planning

- considering historical operating expenditures and future planning related to information technology, administrative and community needs, develop a 10 year operating budget for each department considering growth, inflation, revenue opportunities, and required tax revenue
- identify and recommend administrative efficiencies and Key Performance Indicators to ensure value for money and continued attention to operating capacity in relation to need for service

### 3.2.3 Staffing

- considering strategic planning, population growth, master plan activities, and benchmarking data, develop a 10 year staffing budget for each department considering growth, inflation, revenue opportunities, and required tax revenue

### 3.2.4 Revenue Sources

- considering different models and mechanisms for revenue generation, and what would be feasible and reasonable for the Municipality given relevant legislation, population and activity levels, and staffing constraints

### 3.2.5 Reserves and Reserve Funds

- Considering the planning for capital and operating expenses, staffing, and revenue sources, develop a 10-year plan for contributions to and draws from reserves to meet objectives set out in the plan

## 3.3 Schedule

It is expected that bidders work will take place over the summer of 2024. Bidders are asked to provide a timeline and schedule to ensure that the following milestones are met:

- Completion of workshops and information gathering, documentation review – July 31, 2024
- First draft of LTFP and accompanying recommendations for review by Senior Management – August 16, 2024
- Comments and suggested revisions from Senior Management back to consultant – August 23, 2024
- Executive Summary and final draft of LTFP and accompanying recommendations, as well as PowerPoint presentation to be presented to Council – August 30, 2024
- Presentation to Committee of the Whole – September 10, 2024
- Acceptance of LTFP by Council – September 24, 2024

In the absence of bids that can meet this timeline, the Municipality is prepared to consider and review bids that propose alternative timelines.

## 3.4 Systems and Procedures Review

The Municipality has identified that some systems and procedures could be improved upon to ensure continuity and consistency in planning, budgeting, recording, and reporting of spending related to capital projects and other operational projects. These efficiencies could be obtained by using existing information systems differently, creating alternate tracking mechanisms, or seeking out an alternative information system.

A report containing recommendations for improving these systems shall be included in the draft plan.

## 3.5 Meeting and Subsequent Assistance

The Consultant will attend such meetings as are called to discuss their work and reports and shall provide such information as requested which will enhance the understanding of members of Council concerning matters pertaining to the annual financial statement.

### **3.6 Working Papers**

The Consultant shall make available to the Project Manager, upon request, copies of their working papers.

### **3.7 Additional Services and Considerations**

Additional items or tasks not included in this RFP, but which are identified and deemed necessary by the proponent to complete the work in an appropriate fashion must be communicated to the Municipality, with a description of the item(s) prior to the close of this RFP.

The successful proponent will be required to comply with all federal, provincial and municipal laws and regulations in performing its obligations under any contract including, without limitation, the Accessibility for Ontarians with Disabilities Act, 2005, Municipal Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act and the Workplace Safety and Insurance Act, or any successor legislation applicable, and to provide to the Municipality, upon request, periodic reports confirming such compliance.

The Successful Proponent must agree to keep the Municipality indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Successful Proponent or its employees who shall be and remain at all times and for all purposes, the servants or employees of the Successful Proponent, save and except to the extent that such claims, actions or demands arise from or relate to the negligence, wrongful act or omission of the Municipality, or any of its officers or employees.

### **3.8 Presentation to Council**

Presentation of findings and the LTFP will be made by the Municipality's Consultant.

### **3.9 Confidentiality**

The successful Consultant shall not at any time before, during, or after the completion of the engagement, divulge any confidential information communicated to or acquired by the Consultant or disclosed by the Municipality while carrying out the engagement. No such information shall be used by the Consultant on any other project without the prior written approval of the Municipality.

Proponents may submit proposals containing a "Statement of Confidentiality". However, this statement must indicate that the proposal can be reviewed by any staff of the Municipality, Municipal Council members, representatives, or contractors employed by the Municipality including an independent third-party proponent contracted by the Municipality solely for the purpose of reviewing the proposal. Any deviation may cause the proposal to be deemed ineligible.

### **3.10 Terms of Engagement**

It is expected that the successful firm will be the Municipality's Consultant until September 30, 2024. See Section 3.3 above with respect to schedule and consideration for alternative timelines. Council reserves the right to reappoint, if dissatisfied, in any way with performance, the fees charged, or any other elements of the service provided.

During the terms of the engagement, the Consultant's performance will be evaluated based on the following criteria:

1. Adherence to proposed fees.  
It is expected that the successful bidder keeps to their fee quoted.
2. Participation of the Consultant  
The Municipality will expect that the Consultant will be present and/or available throughout the LTFP.
3. Performance in the Manner Proposed  
The Municipality expects the work to be carried out in the manner proposed. Any changes in the LTFP program shall be discussed with the Project Manager.
4. LTFP Deadlines  
It is expected the LTFP will be completed within the time frame specified in this proposal, or a time frame mutually acceptable to the Project Manager and Consultant.

## 4 Submission Requirements

Bidders must send a complete submission via email to be considered for this RFP. Successful Bidders will comply with the following list of requirements:

- The Bidder must operate in Canada.
- The Bidder's documents must all be in English.
- The Bidder must be able to cover the entire required scope of services.
- All dollar values must be provided in \$CAD.
- Each submission must contain
  1. The Bidder's Proposal Document (Section 4.1)
  2. The Bidder's Pricing Proposal (Section 4.2)
  3. A Copy of the Bidder's Standard Terms and Conditions (Section 4.3)

**Any incomplete or paper submissions will not be considered.**

### 4.1 The Bidder's Proposal Document

The document in the submission email shall be the Bidder's proposal, clearly labelled as "[Firm Name] – Proposal".

Each proposal must contain information in the following four sections:

Section	Details
<b>Section 1: Understanding and Fit</b>	
1.1) Proposal Form	<ul style="list-style-type: none"> <li>• A completed copy of the Proposal Form, as included in <a href="#">Appendix 2</a>.</li> </ul>
1.2) Executive Summary	<ul style="list-style-type: none"> <li>• A summary of the proposal.</li> <li>• Including, but not limited to, differentiating factors, general team composition, overview of service coverage, etc.</li> </ul>

Section	Details
1.3) Bidder Point of Contact & Details	<ul style="list-style-type: none"> <li>• The designated point of contact's name and title.</li> <li>• Their telephone number, email address, and fax number for all communication.</li> <li>• The firm's mailing address.</li> <li>• Verification of Professional Liability Insurance in an amount not less than \$2,000,000.00 on a per occurrence basis and General Liability Insurance in an amount not less than \$5,000,000.00 on a per occurrence basis to be provided with the tender. The successful proponent must ensure The Municipality be an additional NAMED insured on the General Liability Insurance to be provided upon award of contract.</li> <li>• Confirmation of provision of Accessible Customer Service Training to operators in accordance with the Accessibility for Ontarians with Disabilities Act must be provided with the proposal.</li> </ul>
1.4) Understanding of the Requirements	<ul style="list-style-type: none"> <li>• A summary of the Bidder's understanding of the Municipality's needs and objectives.</li> <li>• A list of key assumptions and approach to validating these.</li> </ul>
<b>Section 2: Bidder Credentials and Experience</b>	
2.1) Firm Profile	<ul style="list-style-type: none"> <li>• A brief overview of the firm, length of time in business, ownership structure and the regions in which it operates.</li> <li>• A brief description of the services that the firm provides in relation to the scope of work outlined in this RFP.</li> </ul>
2.2) LTFP Experience	<ul style="list-style-type: none"> <li>• A description of the Bidder's relevant experience.</li> <li>• Includes three relevant LTFP examples of a similar scope</li> <li>• A minimum of one example demonstrating experience working with municipalities</li> </ul>
2.3) Proposed Team	<ul style="list-style-type: none"> <li>• The names, credentials and experience of staff members that would be involved in the service transition and key personnel that would be assigned to the Municipality's LTFP team.</li> <li>• If relevant, include a description of the relationship between the Bidder and any contractors, subcontractors, consultants, and/or suppliers that support the Bidder's operations. Bidders must also complete the form in <a href="#">Appendix 5 – Subcontractors and Third Parties</a>.</li> </ul>

Section	Details
2.4) References	<ul style="list-style-type: none"> <li>• A minimum of three client references, with at least one from the public sector, from organizations of a similar size and service scope.</li> <li>• Bidders must complete the form in <a href="#">Appendix 4 – Reference Template</a> for all references provided.</li> <li>• The Municipality may contact any or all references provided.</li> </ul>
<b>Section 3: LTFP Proposal</b>	
3.1) Description of Bidder's Services	<ul style="list-style-type: none"> <li>• A detailed description of the Bidder's coverage of the required scope of work, as outlined in <a href="#">Section 3 - LTFP Scope</a></li> <li>• Schedule for conducting year end LTFP and related reports and financial statements</li> </ul>
3.2) Additional Information	<ul style="list-style-type: none"> <li>• A description of any value-added services for the Municipality.</li> <li>• Any assumptions</li> <li>• Any other additional information the Bidder may see as relevant</li> </ul>
<b>Section 4: Service Transition</b>	
4.1) Transition Services	<ul style="list-style-type: none"> <li>• A service transition plan and proposed timelines for transition from the Municipality's current Consultant</li> <li>• A checklist and timelines for transition activities and milestones</li> <li>• A description or list of responsibilities the Bidder expects of the Municipality</li> </ul>

## 4.2 The Bidder's Pricing Proposal

Each Bidder shall submit, on a separate page clearly identified as "[Firm Name] – Pricing Proposal", a breakdown of service costs for development of the plan and model.

Further instructions are provided in [Appendix 3 – Pricing Proposal](#).

## 4.3 A Copy of the Bidder's Standard Terms and Conditions

In a separate document, clearly identified as "[Firm Name] – Standard Terms and Conditions", the Bidder shall provide a copy of their standard terms and conditions for the contract with the Municipality.

## 5 Evaluation Methodology

This section outlines the approach the Municipality will take to evaluate Bidder submissions. Submissions will be reviewed in detail and scored by the Municipal review team on a consensus basis. During the review, the review team reserves the right to clarify any contents of a Bidder's submission at any point during the evaluation process.

**Please consult the [Evaluation and Points Weighting \(Appendix 6\)](#) for a complete breakdown of scoring and point allocations.**

The Municipality will evaluate submissions and conduct negotiations in the following sequence:

### 5.1 Confirmation of Submission Requirements

The Municipal review team will first vet all submissions received via email to ensure their compliance with the requirements outlined in [Section 4](#).

**Any submission that does not comply with these requirements will not be considered.**

### 5.2 Evaluation of Proposed Solution

The Municipal review team will then assess and score the proposal file (“[Firm Name] – Proposal”) for each compliant submission. This review will cover the four main sections of the document, as outlined in [Section 4.1](#). Points will be allocated for the depth and relevance of firm experience, and for the proposed LTFP process and service transition, in accordance with the Municipality's scope of work ([Section 3](#)).

**Only Bidders able to obtain a minimum score of 70% (56 out of 80 points) on their proposal will be considered.**

### 5.3 Evaluation of Pricing Proposal

The review team will then consider the Bidder's pricing, as presented in the pricing proposal file (“[Firm Name] – Pricing Proposal”). Points will be allocated to the Bidder's pricing according to the relative pricing formula and their assumptions / supporting explanations ([Appendix 3](#)).

Once scoring is complete, the review team will then select specific Bidders to proceed based on the highest total scores.

### 5.4 Presentations

The highest-scoring Bidders may be required to provide a presentation to Municipal staff to further discuss their proposed LTFP process and transition plans. The Bidder may conduct the solution session remotely or in-person at the Municipality's office in Almonte. Bidders are responsible for any associated costs or expenses.

Prior to the presentation date, the Municipality will send out an agenda of topics for the Bidder to present. This may include specific questions regarding the bid as well as an overview of the proposal. The invited Bidder must ensure that resources identified in their proposal are available to attend the presentation. All proposed resources are expected to be thoroughly versed and

knowledgeable with respect to the requirements of the RFP document and the Bidder's proposal submission.

Presentations will **not** be scored. However, if material differences are observed between the contents of the Bidder's proposal and their presentation, the review team may re-score the Bidder's proposal accordingly.

### 5.5 Reference Checks

The review team will perform reference checks using the information provided by Bidders, in accordance with the Reference Template provided ([Appendix 4](#)). Reference checks will assess the satisfaction of previous clients with the Bidder's solution, implementation, and support services.

Reference checks will **not** be scored. However, **unsatisfactory references may result in the Bidder's disqualification.**

### 5.6 Negotiations

The Municipality may select an individual and/or firm based on Proposals received without discussion. Each Proposal should, therefore, contain the proponent's best terms and complete detailed information.

The proponent will assume all costs incurred in providing responses to the RFP and for providing any additional information required by the Municipality to facilitate the evaluation process. The Municipality reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more proponents.

### 5.7 Selection and Award

Subject to the reserved rights of the Municipality, after assessing submissions and presentations in their entirety, the Bidder with the highest total score will receive a written invitation via email to enter direct contract negotiations to finalize the project agreement with the Municipality.

Notification will be provided to all unsuccessful proponents who responded to the RFP.



## 6 Project Timing and Responsibilities

The Municipality has established the following timelines for the project:

Milestone	Date
Issue Date of RFP #24-012	April 19, 2024
Deadline for Bidders to submit Intent to Bid Form	April 29, 2024
Information Session	May 9, 2024
Deadline for Bidders to submit questions	May 13, 2024, at 12:00 pm
Deadline for Municipality to respond to questions	May 16, 2024
Bidder Submission Deadline	May 22, 2024, at 12:00 pm
Bidder Presentations	June 3 to 7, 2024
Selection of successful Bidder	June 14, 2024
Anticipated Execution of Agreement	June 21, 2024

### 6.1 Responsibilities of the Municipality

Leading up to, and throughout the duration of, the contract, the Municipality will provide the following:

- i. Access to information within the municipality's control that will assist the successful Bidder in completing the project.
- ii. Coordination of meetings with staff members as required and all meeting expenses (minus travel).
- iii. Distribution and collection of materials to / from staff.
- iv. Authorize payment of invoice to Bidder.

### 6.2 Responsibilities of the Successful Bidder

Leading up to, and throughout the duration of, the contract, the successful Bidder will:

- i. Provide a mutually acceptable agreement outlining the terms, conditions, and scope of the work to be provided (upon selection).
- ii. Provide all professional services related to the execution of this project.
- iii. Cover all travel expenses and disbursements for this project.
- iv. Attend meetings with municipal staff.
- v. Present final plan and report to Council.

## Appendix 1 – Intent to Bid Form

**To:** Kathy Davis, Project Manager  
Email: [kdavis@mississippimills.ca](mailto:kdavis@mississippimills.ca)  
Copy to: [ahodge@mississippimills.ca](mailto:ahodge@mississippimills.ca)

**Re: Intent to Bid on RFP # 24-012 for Long Term Financial Plan**

Bidders are requested to acknowledge receipt of RFP # 24-012 and their intent to bid by sending this completed Intent to Bid Form by email to the person(s) identified above. Emails must include “Intent to Bid on RFP # 24-012 for Long Term Financial Plan” in the email subject line.

Bidders submitting this form will be provided with additional documentation related to various master plans, and notified of any addendum issued to this RFP, both of which will be forwarded to the person identified below.

I hereby acknowledge receipt of the above-noted RFP.

*[Please check your answer]*

I / We DO  DO NOT  intend to submit for this RFP.

**Contact Information for the Bidder Representative:**

Full Legal Name of Firm	Mailing Address
Representative Full Name, Title	City, Province, Postal Code
Email Address	Phone Number
Representative Signature	Date

## Appendix 2 – Proposal Form

### Request for Proposal for Long Term Financial Plan

RFP #24-012

Closing Date: May 22, 2024

12 o'clock (Noon) EST

To receive consideration, all submissions must be received prior to the above-noted closing time. Please submit your response via email in accordance with the contact individual(s) identified within this RFP and clearly label in the email subject line:

"[Firm Name] Submission for RFP #24-012 – Long Term Financial Plan"

The information below must be included at the beginning of the Proposal file ([see Section 4.1](#)).

#### PROPOSAL FORM

This proposal is submitted by:

Full Legal Name of Firm

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Name of Contact

---

Address

---

Province

---

Postal Code

---

Email Address

---

Telephone

---

Fax

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By my signature hereunder, it shall be understood that I have read, understood, and agree to abide by the instructions, terms, conditions, and specifications contained in this Negotiated Request for Proposal document, including Addendum # \_\_\_\_\_ to Addendum # \_\_\_\_\_ to RFP # 24-012.

To the Mayor and Council of the Corporation of the Municipality of Mississippi Mills,

I, \_\_\_\_\_  
(Declarant's Name)

make the following declaration on behalf of \_\_\_\_\_  
(Firm Name)

(hereinafter referred to as the “Bidder”) and I have authority to make this declaration on behalf of and to bind the Bidder to its contents. I declare:

- That no person, firm, or corporation other than the one that is submitting this proposal has any interest in this proposal or in the contract offered thereby.
- That I have adequate and sufficient authority to bind the person, firm or corporation that is submitting this proposal.
- That this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
- That no member of the Municipal Council, or any officer of The Corporation of the Municipality of Mississippi Mills (the “Municipality”) is, or will become interested directly or indirectly as a contracting party of otherwise in or in the performance of the contract, or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived there from.
- That the matters stated in the said proposal are in all respects true.

And agree that this proposal is to continue open for acceptance until a formal agreement is executed by the successful Bidder or for sixty (60) business days following the proposal closing date, whichever occurs first, and that the Municipality may, at any time within that period, without notice, accept this proposal whether any other proposal has been previously accepted or not.

\_\_\_\_\_  
Declarant’s Full Name

\_\_\_\_\_  
Declarant’s Title

\_\_\_\_\_  
Authorized Signature

**(Failure to sign above may result in rejection of this submission.)**

## Appendix 3 – Pricing Proposal

### Context

A fixed-price bid is preferable from the perspective of the Municipality.

A breakdown of anticipated time and costs is required to help with evaluation and understanding of the Bidder's proposal.

Any additional costs or services must be itemized and detailed as such in the proposal.

### Pricing Proposal Instructions

Include the pricing proposal on a separate page in the proposal. Include pricing for completion of the full plan and report, as well as renewable planning model.

### Pricing Evaluation and Scoring – The Relative Pricing Formula

Total Contract Value (TCV) will be used in the evaluation. This figure will be evaluated based on a relative pricing formula using all final total values provided by Bidders. Each Bidder will receive a percentage of the total possible points allocated to price.

For example, if a Bidder's TCV is \$5,000 and that is the lowest bid price compared to other bids, that Bidder will receive 100% of the possible points ( $5,000 / 5,000 = 100\%$ ). A Bidder who bids \$7,500 receives 67% of the possible points ( $5,000 / 7,500 * 100 = 67\%$ ), and a Bidder who bids \$12,000 receives 42% of the possible points ( $5,000 / 12,000 * 100 = 42\%$ ).

$$\frac{\text{lowest price}}{\text{second-lowest price}} \times \text{total available points} = \text{score for proposal with second-lowest price}$$

$$\frac{\text{lowest price}}{\text{third-lowest price}} \times \text{total available points} = \text{score for proposal with third-lowest price.}$$

and so on, for every proposal.

### Appendix 4 – Reference Template

Bidders must fill out the table below for each reference provided. Include references in the proposal document.

Reference [number]	
Company:	
Contact Name:	
Contact Title:	
Contact Details (email and phone):	
Description of the Company's Users:	
Description of the Bidder's services and solution:	
Description of the locations the Bidder's solution covered:	
Length of contract:	

### Appendix 5 – Subcontractors and Third Parties

The Municipality requires the Bidder to identify all subcontractors that it will use for the delivery of services.

Subcontractor Entity	Services Delivered	Approximate Annual Percent Value of Total Services Delivered to Municipality
[Contractor ABC]	[Network services]	[1% of total value]

## Appendix 6 – Evaluation Points and Weightings

The contents of the Bidder's proposal should address the evaluation criteria numbers one through four outlined below. The Bidder's Financial Proposal will be evaluated last, and a total submission score will be calculated.

Any new score produced upon the re-evaluation of a submission will be considered the Bidder's new total score. If any re-evaluation causes a Bidder's total score to drop from among the highest-scoring submissions or below the 70% threshold, they may be removed from the short list. The Municipality may then, at their discretion, promote another Bidder to the short list.

Criteria		Weight
Bidder Proposal	<b>1 Understanding and Fit</b>	<b>10 points</b>
	<ul style="list-style-type: none"> <li>Understanding of the Municipality current state and the LTFP requirements</li> <li>Firm longevity, reputation, and structure</li> </ul>	
	<b>2 Bidder Credentials and Experience</b>	<b>15 points</b>
	<ul style="list-style-type: none"> <li>Experience delivering services similar to the ones outlined in this RFP</li> <li>Credentials and experience of the proposed team</li> </ul>	
	<b>3 LTFP Solution</b>	<b>30 points</b>
	<ul style="list-style-type: none"> <li>Ability to meet the required scope of services</li> <li>Any additional information or services</li> </ul>	
Bidder Proposal	<b>4 Implementation</b>	<b>15 points</b>
	<ul style="list-style-type: none"> <li>Proposed solution and plan (e.g., resourcing, timelines) for transitioning the Municipality from current financial planning mechanisms to incorporate and implement the plan.</li> </ul>	
	<b>5 Pricing Proposal</b>	<b>30 points</b>
Pricing Proposal	<ul style="list-style-type: none"> <li>Scored based on the relative pricing formula.</li> <li>Any additional pricing context, justifications or supporting information provided in the proposal.</li> </ul>	
	<b>Total Submission Score</b>	<b>100 points</b>



**End of Document**