



GOVERNMENT OF MANITOBA
Manitoba Education and Training

Request for Proposals (RFP)
and **2018-19 Proposal Submission**
Guidelines

Integration Supports for
Newcomers

RFP# MET-ISN-001-2018

Issued by: Manitoba Education and Training (MET)
Initial Issue Date: March 22, 2018
Amended: March 24, 2018 (11:30 a.m. CDT)

Proposal Submission Deadline:
by no later than **April 24, 2018, 4:00 p.m. CDT**

Submit Proposals to:
Manitoba Education and Training
Immigration and Economic Opportunities Division
Room 900 – 213 Notre Dame Avenue
Winnipeg, Manitoba R3B 1N3
Attention: MET-Proposal Evaluation Committee
RFP# MET-ISN-001-2018

Note: See submission details in Part Five: Submitting your Proposal

Manitoba Education and Training (MET)
Request for Proposals and
2018-19 Proposal Submission Guidelines
Integration Supports for Newcomers

Table of Contents

Glossary of Terms	4
Background	6
Schedule of Events / Amendments to RFP	7
Questions and Answers / Contacting MET	8
Questions from Respondents	
Answers from MET	
Contacting MET	
Part One: Funding Streams	10
Overview of Funding Streams	
Funding Principles	
Funding Stream Descriptions	
Stream 1 - Manitoba Settlement and Integration (MSI)	
a. Purpose and Priorities	
b. Activities of Interest	
c. Outcomes	
Stream 2 - Manitoba Newcomer Youth and Families (MNYF)	
a. Purpose and Priorities	
b. Activities of Interest	
c. Outcomes	
Part Two: Project Content	18
Project Content (Parts I – IV) with Descriptors	
I. Project Need	
II. Proposed Activities	
III. Ability to Deliver Proposed Activities	
IV. Outcomes and Measures	
Part Three: Project Costs	20
Eligible Costs	
GST (Goods and Services Tax)	
Other Funding Sources	
Preparing Form B (<i>Proposed Project Budget</i>)	

Part Four: Preparing your Proposal.....	22
Mandatory Forms	
Mandatory Supporting Documents	
Form of Agreement (for reference purposes only)	
Letters of Reference	
Instructions for Preparing your Proposal (Steps 1-7)	
Part Five: Submitting your Proposal.....	25
Instructions for Submitting your Proposal	
Envelope 1 – Mandatory Forms and Supporting Documents	
Envelope 2 – Project Costs	
Envelope 3 – Complete Proposal Submission	
Amending a Submitted Proposal	
Withdrawing a Submitted Proposal	
Part Six: Proposal Evaluation / Negotiation of Agreement.....	29
Stage 1: Proposal Evaluation	
Stage 2: Notification to Respondents	
Stage 3: Negotiation of Agreement	
Part Seven: Manitoba Terms & Conditions and Policies.....	34
1. Proposal Ownerships and Confidentiality	
2. Conflict of Interest	
3. Amendment of RFP	
4. Cost of Proposals	
5. No Contract A and No Claims	
6. No Contract until Execution of Written Agreement	
7. Non-binding Cost Estimates (Proposed Project Budget)	
8. Cancellation of RFP	
9. Interpretation and Governing Law	
- Indigenous Procurement Policy	
- Sustainable Development Policy	

Glossary of Terms

Term	Definition
Addendum	information added to correct, modify, or support information in the original issue of this Request for Proposals
Agreement	the formal written agreement between Manitoba and any successful Respondent to this RFP to provide the Services as negotiated See "Form of Agreement"
Canadian Indigenous Business	<p>a) a business:</p> <ul style="list-style-type: none"> (i) that is at least 51% owned and controlled by one or more Indigenous persons of Canada; and (ii) if it has six or more full-time employees, at least one-third of whose full time employees must be Indigenous persons of Canada <p>where "business" includes a band, as defined by the Indian Act, a sole proprietorship, a corporation, a cooperative, or a partnership; OR</p> <p>b) a not-for-profit organization whose by-laws require that at least 51% of its board members be Indigenous persons of Canada</p>
Community	groups of people sharing a common theme. It may refer to a group that shares geography/region/neighbourhood, demographic features, professional or social interests, etc.
Disqualified Proposal	a submitted Proposal which does not contain all the required Forms and Supporting Documents <u>and</u> which the Respondent, upon being notified by Manitoba, does <u>not</u> provide the missing document(s) within the allotted time period of three (3) business days following notification
Form of Agreement	forms the basis for commencing negotiations between Manitoba and a selected Respondent. A PDF of this document is included in this RFP
Guidelines	the 2018-19 Proposal Submission Guidelines (i.e. this document)
Immigration Status	refers to both permanent and non-permanent residents, including temporary workers, refugee claimants and naturalized citizens.
Indigenous Business	Canadian Indigenous Business or Manitoba Indigenous Business or both, whichever is applicable given the context
Indigenous Person of Canada	<p>a) a person of First Nation ancestry, including treaty, status or registered Indian, non-status or non-registered Indian, and a Métis person, OR</p> <p>b) a person of Inuit ancestry, who is a Canadian citizen and resides in Canada</p>
Indigenous Person of Manitoba	<p>a) a person of First Nation ancestry, including treaty, status or registered Indian, non-status or non-registered Indian, and a Métis person, OR</p> <p>b) a person of Inuit ancestry, who is a Canadian citizen and resides in Manitoba</p>
Manitoba	The Government of Manitoba, as represented by the Minister of Education and Training (MET)
Manitoba Indigenous Business	<p>a) a business:</p> <ul style="list-style-type: none"> (i) that is at least 51% owned and controlled by one or more Indigenous persons of Manitoba; and

	<p>(ii) if it has six or more full-time employees, at least one-third of whose full time employees must be Indigenous persons of Manitoba</p> <p>where “business” includes a band, as defined by the Indian Act, a sole proprietorship, a corporation, a cooperative, or a partnership; OR</p> <p>b) a not-for-profit organization whose by-laws require that at least 51% of its board members be Indigenous persons of Manitoba</p>
Must, Shall/Should, Mandatory	a requirement that must be met in order for a Proposal to receive full consideration
Naturalization	Canadian citizenship can be acquired by birth or by naturalization. Naturalization is the legal process by which immigrants acquire Canadian citizenship. In the majority of cases an immigrant to Canada will commonly be a permanent resident before becoming a Canadian citizen through naturalization.
Newcomer	individuals born outside of Canada (or born in Canada but raised outside of Canada) and living in Manitoba either temporarily or permanently. An individual might self-identify as a newcomer until he/she identifies as integrated.
Output	the direct product or deliverable of an activity; e.g. number of clients served or trained, materials produced, number of events held, etc.
Outcome	the change or benefit resulting from project activities; an outcome statement should describe a change that can be measured/demonstrated
Permanent Resident (PR)	foreign national who has acquired permanent resident status in Canada and has not subsequently lost it
Proposal	the response to this RFP made by a Respondent
Refugee Claimant	a person who has applied for refugee protection status while in Canada and is waiting for a decision on his/her claim from the Immigration and Refugee Board of Canada.
Respondent	the entity (organization) or person that submits a Proposal
RFP	this Request for Proposals in respect of the Services including all information in the 2018-19 Proposal Submission Guidelines and addenda that may be issued in respect of the RFP prior to the Submission Deadline
The Services	the work and tasks required by Manitoba to be performed which may include the provision of the goods, materials and equipment required to perform the work and tasks, and any deliverables arising from the work and tasks performed
Submission Deadline	the date and time set out on the title page of this RFP or any amendment to that date and time made by Manitoba by way of addendum prior to that date and time
Temporary Residents	a foreign national who is legally in Canada for a temporary period. They include international students and foreign workers. A refugee claimant is also considered a temporary resident while awaiting the outcome of his/her refugee hearing.
Youth	persons from the age of 11 through 24 (inclusive)

Background

Manitoba Education and Training (MET) is the primary department responsible for children and youth opportunities, K-12 education, post-secondary training and workforce development, and immigration services. The department promotes the province as a destination of choice for skilled immigrants and immigrant entrepreneurs and supports the successful settlement and labour market integration of newcomers.

Over the last ten years, Manitoba has welcomed more than 145,500 permanent residents, with more than 75 per cent arriving as economic immigrants, and 11 per cent as refugees and protected persons – approximately 40 per cent of refugees are children and youth. According to data provided online by Immigration, Refugees and Citizenship Canada (IRCC), in 2017 Manitoba received close to 14,700 permanent residents and approximately 1,750 were already in the province under a work or study permit. Also in this period, IRCC signed more than 7,000 new work permits for foreign workers intending to work in Manitoba. An additional record high of 1,350 people claimed refugee status in our province, and in the third quarter of 2017, 3,914 permanent residents in Manitoba became Canadian citizens. With the 2018 federal immigration levels target of 310,000 across all jurisdictions and a regular flow of temporary residents to the province, Manitoba will continue to see increases to immigration levels.

Regardless of immigration status, newcomers have a wide array of knowledge, skills and experiences, as well as a range of individualized needs while living in Manitoba. Many provincial services and not-for-profit agencies provide a wide variety of services and resources to newcomer residents across the province. Recent sources, including research and provincial/sector roundtable consultations, indicate areas of service for newcomers that are still underdeveloped in Manitoba.

MET has issued this RFP to solicit proposals from organizations seeking to deliver programs and/or services to meet identified needs.

The department supports a client-centred approach that empowers newcomers to achieve short, medium and long-term integration goals in Manitoba. Proposals from Francophone and rural respondents are encouraged.

Schedule of Events / Amendments to RFP

Schedule of Events

The following Schedule of Events is subject to change. Dates for milestones after the Proposal Submission Deadline are provided as target dates only. Best efforts will be made to meet these dates.

- RFP Issue Date: **March 22, 2018**
- Deadline to Submit Questions: **April 10, 2018, 4:00 p.m. CDT**
- Last Day for Manitoba to post Answers: **April 13, 2018, 2:00 p.m. CDT**
- **Proposal Submission Deadline: April 24, 2018, 4:00 p.m. CDT**
- Electronic version of Forms A and B: **Due within three (3) business days** following email notification from MET (See Part Six: Proposal Evaluation)
- Anticipated Evaluation and Respondent Selection Period: **April 25 - May 31, 2018**
- Anticipated Negotiation of Agreement Period: **June 2018**

Note: Proposals received after the Submission Deadline will not be opened or considered for evaluation and will be returned to the Respondent only at their request and expense.

Project Duration

The term of any Agreements resulting from the RFP process must be within the period of **July 1, 2018 to March 31, 2019**. Projects demonstrating successful outcomes may be considered for renewal in the next fiscal year.

Amendments to RFP

Where MET must amend (i.e. extend) a **deadline** regarding the Proposal Submission Deadline or the Deadline to Submit Questions, amendments will be posted via an addendum on the **dedicated [webpage for RFP# MET-ISN-001-2018](#)** (“RFP webpage”).

Where MET must amend the **content** of the RFP Guidelines and/or Forms, amendments will also be posted via an addendum on the [RFP webpage](#).

It is the Respondent’s responsibility to check frequently for addenda postings; every 48 hours is recommended. If revisions to any part of this RFP are necessary after the Proposal Submission Deadline, short-listed Respondents will be notified and given the opportunity to refine, submit, or resubmit their Proposals.

Questions and Answers / Contacting MET

Questions from Respondents

Immediately upon the issue of this RFP, Respondents will have the opportunity to submit questions.

- Deadline to Submit Questions: by no later than **April 10, 2018, 4:00 p.m. CDT**
- Questions must be sent via email and must include the subject line provided below; failure to do so will prevent MET from receiving your question
- Each question received by the question deadline will receive a receipt of email confirmation
- MET may require up to three (3) business days to send a receipt of email confirmation. Please do not re-submit questions during this period
- Before submitting a question, please refer to the Guidelines. Where answers are clearly provided in the Guidelines, MET's answer will direct Respondents to a page number only

Email RFP Questions to: METNewcomerInitiatives@gov.mb.ca

On the Subject line, type the phrase: QUESTION from RFP Respondent

Answers from MET

Questions and Answers (Q & A) will be posted on the [RFP webpage](#); details below.

- After receiving a question, MET will review it for clarity
- Questions requiring edits will be edited by MET before posting
- All questions will be posted anonymously
- If same or similar questions are submitted by other Respondents, MET will consolidate the questions into one
- Considering MET may need to re-write questions to edit or consolidate, if you submit a question please read the Q & A page carefully to 'identify' your question
- MET will not consider questions that already appear on the Q & A page

Q & A will be posted **by 2:00 p.m. CDT** on three dates only:

- **Wednesday, March 28**
- **Thursday, April 5**
- **Friday, April 13**

- With each new posting, no previous questions or answers will be deleted; only new questions and answers will be added
- Questions received only one or two business days prior to a Q & A posting date may not appear on the nearest posting date. MET staff require sufficient time to review questions before posting. These questions will appear on the *next* posting date.
- Some questions may require additional time to answer. In these situations, the *question* will appear on the Q & A page with an acknowledgement that an *answer* is being prepared for the next posting date.
- It is the Respondents' responsibility to check the [RFP webpage](#)

Contacting MET

In addition to asking questions, Respondents may need to email MET for very specific reasons. In order to ensure your email is properly directed, it is essential to use the correct SUBJECT line in your email.

See the list below of **reasons** why you might need to contact MET.

Use the relevant Subject line provided.

All email must be sent to: METNewcomerInitiatives@gov.mb.ca

- To submit a QUESTION(S) regarding the RFP (See Q & A details on previous page)
Subject: **QUESTION from RFP Respondent**
- To alert MET of a FUNCTIONALITY ISSUE regarding the online Forms
Subject: **ALERT from RFP Respondent**
- To submit your ELECTRONIC FORMS (See Part Six: Proposal Evaluation)
Subject: **Electronic FORMS Submission**
- To notify MET that you intend to AMEND your submitted Proposal. Note: Amendments must be received by the Submission Deadline.
Subject: **Notification of AMENDMENT in Process**
- To notify MET that you intend to AMEND your submitted Proposal and would like to PICK-UP your Proposal package in order to use portions of the original Proposal in the Amendment. Note: Amendments must be received by the Submission Deadline. Please do not arrive to pick-up your Proposal until you have received a reply and instructions from the Committee.
Subject: **Request to PICK-UP Proposal for Amendment**

Part One: Funding Streams

There are two funding streams:

1. Manitoba Settlement and Integration (MSI)
2. Manitoba Newcomer Youth and Families (MNYF)

Respondents are welcome to submit Proposals for one or both streams.

Each stream has a unique profile reflected in its **Purpose and Priorities, Activities of Interest, and Outcomes**. The **Funding Principles** are common to both streams.

Information in Part One is organized as follows:

Overview of Funding Streams

Funding Principles

Funding Stream Descriptions

Stream 1 - Manitoba Settlement and Integration (MSI)

- a. Purpose and Priorities
- b. Activities of Interest
- c. Outcomes

Stream 2 - Manitoba Newcomer Youth and Families (MNYF)

- a. Purpose and Priorities
 - b. Activities of Interest
 - c. Outcomes
-

Overview of Funding Streams

Stream 1

Manitoba Settlement and Integration (MSI)

Objective: To connect newcomers to their communities in Manitoba, assist them in accessing available services and support a positive integration experience through direct delivery or capacity building.

Stream 2

Manitoba Newcomer Youth and Families (MNYF)

Objective: To ensure successful settlement and integration of newcomer youth (11-24 years) to Manitoba through supports to youth, their parents/families, and the communities and organizations with whom they engage.

Eligible Beneficiaries/Clients for Streams 1 and 2

- Temporary residents (and dependents) with a valid work or study permit
- Refugee claimants
- Naturalized Canadian citizens
- Permanent residents
- Communities
- Service providing organizations

Note: Clients must reside in Manitoba

Eligible RFP Respondents for Streams 1 and 2

- Established non-profit organizations/community groups
- Educational institutions
- Registered companies/ Sole proprietors

RFP Respondents must:

- ✓ have the experience, infrastructure, and ability to undertake the administrative, reporting, and financial requirements of a Manitoba Education and Training Agreement;
- ✓ have a minimum of two (2) years experience serving newcomers directly OR in a particular area of service expertise with a demonstrated partnership or contract that brings the necessary expertise, working with newcomers, to the project;
- ✓ deliver programs/services in a manner that is respectful and appreciative of diversity and inclusion.

Funding Principles

The funding principles listed below provide the foundation for the Funding Stream Descriptions and Project Content:

- **Complementary to existing services:** Proposed activities should not duplicate services currently available and accessible. Where possible or relevant, activities should benefit from, or complement, the existing service network.
- **Needs-informed planning:** Proposals should be based on demonstrable needs and demands. Evidence should be provided to confirm the needs and gaps being addressed in proposed activities.
- **Client centredness:** Programming should be responsive to the unique needs of clients. A client centred approach demonstrates a strong connection between the assessed needs and goals of the client and the programming/supports provided.
- **Building on proven strengths:** In cases where successful programming is in place that aligns with the stated priorities, there may be opportunities to enhance/augment the existing service or make it accessible to a larger or broader audience. Existing strengths and successes need to be demonstrated by past/current outcomes.
- **Innovation to address current or emerging population/client needs:** Innovation is the process of implementing new ideas, strategies, systems, products or program designs that result in added-value or improved quality of service. An innovative process will include research, development and piloting of new approaches. It should also include consideration for how to share or disseminate information, methods or lessons learned from the practices.
- **Partnership and collaboration:** Every effort should be made to capitalize on existing programming and expertise from partner programs or organizations. There should also be consideration for opportunities to increase the capacity of other organizations or invite new organizations into a continuum of service in which they have not been formally involved.

Funding Stream Descriptions

Stream 1

Manitoba Settlement and Integration (MSI)

a. Purpose and Priorities

The goal of the Manitoba Settlement and Integration (MSI) stream is to ensure that *all* newcomers to Manitoba are supported in connecting to their new community, accessing services, and having a positive integration experience. There is currently an extensive network of organizations in Manitoba that are able to provide settlement supports. However, due to a variety of factors, some newcomers still face barriers to accessing supports for settlement and integration. Depending on their sources of funding, many organizations are only able to offer services exclusively to, or predominantly to, permanent residents. There are also individuals or groups who are multi-barriered, have unique needs, interests, or challenges, or due to geography are not fully supported by the existing complement of services. Regardless of the immigration pathway they are following, or their unique profiles, all newcomers living in the province for extended periods of time can benefit from supports that introduce them to the community where they reside, bridge them to service/resources, and support their inclusion and belonging.

MSI aligns with the following provincial priorities:

- To ensure individuals currently not served by the existing network of service providing organizations:
 - receive information and orientation to the community in which they reside and access the relevant Manitoban services available to them; and
 - build connections with their community, its members and its organizations
- To assist Manitoba communities to be responsive, inclusive, and welcoming to a full range of newcomers, regardless of their immigration pathway, unique priorities and needs.

MSI is a provincial initiative separate from initiatives supported by other funding bodies. However, projects and programs funded through this initiative will seek to avoid duplication, and will be targeted so that provincial dollars can best complement the framework of existing services and programs.

b. Activities of Interest

Respondents are to identify needs and propose solutions that address them. Areas of interest include, but are not limited to, activities that:

- Orient clients and their families to the full range of community resources, organizations and facilities available to them
- Assess and identify client needs and facilitate access to appropriate supports and services
- Increase client knowledge and experience of local activities, recreation, arts and culture
- Facilitate connections with the community and other newcomers
- Help clients build social networks or reduce social isolation
- Support transition into a new cultural and social context

- Build a sense of security, stability in a new community
- Focus on wellness and resilience-building using culturally appropriate approaches
- Increase understanding of provincial institutions such as law, health and social services
- Support short and long-term planning processes of clients in Manitoba on temporary status
- Build a community’s awareness of newcomer needs and increase their capacity to be a more welcoming community
- Build the organizational capacity of specialized support groups/services to better serve their newcomer members

c. Outcomes

Activities funded through this RFP will contribute to one or more of the following outcomes for any or all of the target groups in the table below. The outcomes are broad and designed to guide Respondents in their preparation of Proposals. When completing Form A - Part 2 (Project Content), Respondents are requested to articulate more specific outcomes and are required to describe how success in each of their stated outcomes will be demonstrated.

Overall Outcomes for Three Target Groups		
Newcomers	Communities	Service Providing Organizations
<p>Knowledge of, and access to, available services, opportunities, and resources which are relevant to client needs/interests</p> <p>Expanded social networks; opportunities and ability to connect to, or participate in, the community in ways supportive of client interest or need</p> <p>Experience a sense of inclusion and stability while settling in a new social context</p> <p>Increased knowledge about living in Manitoba and the community where one resides to support short and longer-term plans</p> <p>Knowledge and understanding of cultures, history and systems in Manitoban society</p>	<p>Positive continuous interactions, connections and relationships between community members and newcomers</p> <p>Increased inclusion of newcomers into the community</p>	<p>Increased knowledge and understanding of newcomers needs in order to address them more effectively</p> <p>Availability of resources and tools which support organizations to respond to newcomer client needs more effectively</p> <p>Increase in organizations working collaboratively in their communities to respond effectively to newcomer needs and interests</p> <p>Increased ability to effectively meet the needs of newcomer clients</p>

Stream 2

Manitoba Newcomer Youth and Families (MNYF)

a. Purpose and Priorities

The Manitoba Newcomer Youth and Families (MNYF) stream focuses on supporting successful settlement and integration of newcomer youth to Manitoba. Immigration opens up many new opportunities for youth and their families and newcomers bring resilience and a host of skills, talents and strengths. At the same time, the transition to a new culture and community comes with a degree of challenge and stress. Depending on their immigration pathway, families may have experienced difficult journeys to Canada. In cases of forced displacement, youth may experience disruption to their lives and schooling; families may experience trauma, loss and long periods of transience. These strains on the family can increase the risk of conflict and alienation between youth and their parents/guardians or other family members. There can be challenges with integration into their schools and community, securing and maintaining employment, mental health and wellness, or vulnerability to negative environments and influences.

Through MNYF, Manitoba wishes to encourage positive and inclusive communities, and to support newcomer youth as they transition to living in Manitoba.

MNYF aligns with the following provincial priorities:

- To support the positive integration of newcomer youth (11 – 24 yrs) into schools, communities and society as a whole
- To involve parents/guardians and families holistically in services and programming that support their youth
- To support the positive integration of newcomer youth into the labour market and labour market related training
- To promote a wide range of community organizations, agencies and institutions to be involved in collaborative models that support newcomer youth

These priorities will be supported by programs and services that enable newcomer youth to grow and develop with a sense of safety and security, access services that ensure their physical and emotional well-being, and encourage them to be socially engaged and successful at learning. These supports should involve the families of newcomer youth or the guardians with whom they came, the friends with whom they associate, influences from their ethno-cultural communities, and perspectives from their new communities and their schools. All are important pieces of the networks on which young people depend and thrive upon.

MNYF is a provincial initiative separate from initiatives supported by other funding bodies. However, projects and programs funded through this initiative will seek to avoid duplication, and will be targeted so that provincial dollars can best complement the framework of existing services and programs.

b. Activities of Interest

Manitoba Education and Training encourages and supports the community to identify needs in services and to propose solutions to address them through two possible mechanisms:

- Expand or enhance existing newcomer youth-focused supports that are identified as effective and can clearly demonstrate proven strengths and successes
and/or
- Explore innovative approaches to support newcomer youth that implement new models or programming that address gaps and needs in the system

Areas of interest include, but are not limited to, projects and programs that:

- Help youth build skills to engage positively with peers, family members and their community
- Bridge youth and their families to recreational or learning opportunities
- Facilitate transition or provide a bridge from school to work or further training
- Support youth to explore employment and career options
- Support youth to attain and maintain employment
- Support exploration of positive goal setting, planning and decision-making for youth
- Focus on wellness and resilience building in ways that are culturally appropriate for the youth and families involved
- Facilitate connections between youth and the resources within their communities (wellness, mental health, education, recreation, cultural, etc.)
- Provide positive mentorship to youth
- Connect parents to the programs and organizations attended by their children
- Provide knowledge or resources for organizations to work effectively with newcomer youth and understand their needs
- Involve multiple organizations in partnership to build holistic youth service models
- Build collaboration and communication between organizations that serve the same youth (schools, ethno-cultural organizations, support services and community agencies).
- Increase outreach to youth by transferring knowledge and expertise between organizations
- Facilitate the inclusion of ethno-cultural organizations in youth supports

c. Outcomes

Activities funded through this RFP will contribute to one or more of the following outcomes for any or all of the target groups in the table below. The outcomes are broad and designed to guide Respondents in their preparation of Proposals. When completing Form A - Part 2 (Project Content), Respondents are requested to articulate more specific outcomes and are required to describe how success in each of their stated outcomes will be demonstrated.

Overall Outcomes for Three Target Groups		
Newcomer Youth	Parents/Caregivers of Newcomer Youth	Organizations working with Newcomer Youth
<p>Increased ability to engage and maintain positive relationships with peers, family members and the broader community</p> <p>Personal growth and development in areas such as self-confidence, motivation and self-awareness (awareness of personal values, goal setting, planning, identifying interests, understanding own needs and responsibilities, maintaining healthy relationships, etc.)</p> <p>Increased social networks; opportunities and ability to connect to, or participate in, the community in ways supportive of clients' interests or needs</p> <p>Increased sense of inclusion and stability while settling in a new social context</p> <p>Knowledge of, and ability to access, resources, services, supports and/or opportunities in the community that support personal interests, needs and goals</p> <p>Increased employment readiness</p> <p>Successful employment</p> <p>Plans and goals related to education, training, employment and careers</p>	<p>Increased confidence, skills and/or knowledge to fulfill the role of parent/caregiver in a new community/cultural context</p> <p>Increased knowledge of youth education/employment/career opportunities and their pathways</p> <p>Participation, involvement or sense of connectedness to the activities, planning and/or context of their youth</p>	<p>Increased knowledge and understanding of client needs in order to address them more effectively</p> <p>Availability of resources and tools which support organizations to respond to client needs more effectively</p> <p>Increased ability to effectively meet the needs of newcomer youth clients</p> <p>Increased collaboration between organizations to support an effective service network for newcomer youth and their families</p>

Part Two: Project Content

Project Content is divided into four parts with each part having a series of descriptors bulleted below. The descriptors are a key element of your Proposal. You must refer to the descriptors when completing your Proposal (see Step 3 in Part Four). Failure to address each descriptor will negatively impact your Proposal in the evaluation process.

Information in Part Two is organized as follows:

Project Content (Parts I – IV) with Descriptors

- I. Project Need
 - II. Proposed Activities
 - III. Ability to Deliver Proposed Activities
 - IV. Outcomes and Measures
-

Project Content (Parts I – IV) with Descriptors

I. Project Need

- Identify the issue or need to which you are responding
- Provide evidence to demonstrate that the need or issue exists
- Describe the target population to be served and the numbers of clients to be served
- Provide a full rationale for the number of clients you plan to serve and the depth of service you plan to offer
- Provide evidence to predict the demand for this service over the duration of the activities
- Explain why this need or issue is not being addressed by existing services or programs
- Describe how the proposed activities complement, strengthen and/or integrate into the existing service environment

II. Proposed Activities

- Provide a full description of your proposed approach, activities, and anticipated outputs
- Explain how the activities address your identified issues and needs and the purpose/priorities articulated in the RFP
- If applicable, describe your approach to recruit clients
- Describe any needs assessments that you will conduct with your target group/client and how this will inform the development of programming/services
- If your proposed activities involve broadening or enhancing an existing successful program, please provide evidence of the program's current strengths and successes
- Provide a detailed work plan that includes:
 - Start and end dates
 - Work break down and schedule

III. Ability to Deliver Proposed Activities

- Describe your background, knowledge, experience and current capacity to support the proposed activities
- Describe your expertise as it relates to the delivery of supports for newcomer integration, or your plan to bring in this expertise
- Describe the roles and required qualifications of positions included in the proposal
- Describe your capacity to administer the activities including financial management, data collection, reporting and, if applicable, client file administration
- Explain how the proposed activities are supported by your organization's missions, goals, and strategic plans
- If your proposed activities involve a partner organization(s):
 - Describe the role of the partner(s) and how communication and work flow will be managed
 - Explain how the partnership will enhance the proposed activities
 - In your supporting documents, include a statement from each partner organization(s) in which they indicate their role

IV. Outcomes and Measures

- State which Overall Outcomes listed in the *Funding Stream Descriptions* (see Part One) will be addressed by the activities
- If your project's outcomes are more specific, clearly describe the specific outcomes and how they will contribute to the Overall Outcomes
- Describe how the proposed activities will contribute to the identified outcomes
- Provide a plan for how you will measure or demonstrate success of the outcomes

Part Three: Project Costs

Information in Part Three is organized as follows:

Eligible Costs
GST (Goods and Services Tax)
Other Funding Sources
Preparing Form B (*Proposed Project Budget*)

Eligible Costs

Eligible costs are those justified in establishing and delivering projects. Costs must be reasonable, realistic, and representative of your project; a profit margin is not an eligible cost category. When completing Form B (*Proposed Project Budget*) you must refer to the Eligible Costs listed below. They are organized under three main categories: Salaries and Wages, Overhead Costs, and Capital Costs.

Salaries and Wages

Includes: salaries/wages and mandatory employment-related costs (MERCs i.e. - CPP, EI and vacation pay) and staff benefits.

Overhead Costs

Includes: rent, hydro, telephone, internet, materials and supplies, bank charges, payroll processing fees, bookkeeping, office supplies, printing/photocopying, software, courier, postage, travel/mileage, parking, promotion advertising, brochures, equipment rental, translation and interpreter services, professional and consultation fees for technical and legal advice, research, accounting and audit services, meeting costs, and GST; and other expenditures justified by the particular demands for design and delivery of the specific project.

Capital Costs

Includes: fixed, one-time expenses such as office equipment, computers, and other expenditures justified by the particular demands for design and delivery of the specific project.

GST (Goods and Services Tax)

Usually when service providers purchase supplies, equipment, or services for a project, they must pay GST. These costs are reimbursed to service providers in one of two ways:

Reconciliation with Canada Revenue Agency - If the service provider is a for-profit organization and sells services or goods that are GST taxable, and collects GST on behalf of Canada Revenue Agency (CRA), the service provider reports the project's actual GST costs to CRA. CRA then adjusts the service provider's GST account so that the service provider receives an appropriate credit. In these cases, Manitoba does not reimburse the service provider's GST costs.

Reimbursement by Manitoba - If the service provider is a not-for-profit organization, Manitoba reimburses the project's actual GST costs minus any rebate that the organization receives from CRA. These costs are paid out of project funds. They are included in the Overhead Costs category.

Manitoba is GST exempt and does not pay GST charged directly on goods and services; i.e., a private (for-profit) organization providing services should not include GST on those services when submitting their invoice to Manitoba for payment.

Other Funding Sources

Manitoba requires selected Respondents to disclose during the Agreement negotiation period (and during the life cycle of an Agreement) all confirmed or potential sources of funding or in-kind contribution for project activities and/or eligible costs.

Preparing Form B (*Proposed Project Budget*)

When preparing your *Proposed Project Budget* you must refer to the **Eligible Costs** outlined above. Proposed budgets must be reasonable, realistic, and representative of your project. The total cost quotation must clearly indicate the entire amount payable to the Respondent for providing the Services. Costs must be quoted in Canadian dollars. Respondents are advised to present their best offer, not a starting point for negotiations. Note: Actual payment schedules will be established during contract negotiations with successful Respondents.

You must use Form B, a Microsoft Excel template, when preparing your Budget.

Note: If your proposal includes more than one project, you must prepare a separate Form B for each project.

See instructions on preparing your *Proposed Project Budget* in Step 4 of Part Four.

Part Four: Preparing your Proposal

To prepare your Proposal you must:

- Download and complete the Forms included in this RFP; and
- Provide Supporting Documents

Information in Part Four is organized as follows:

Mandatory Forms

Mandatory Supporting Documents

Form of Agreement (for reference purposes only)

Letters of Reference

Instructions for Preparing your Proposal (Steps 1 - 7)

Mandatory Forms:

Forms cannot be completed 'by hand'. Data must be entered electronically. Saved data can be edited at any time. All completed Forms must be printed, signed, and dated.

All Forms listed below are located on the dedicated [RFP webpage](#).

- Form A - Part 1 Respondent Declaration
- Form A - Part 2 Project Content
- Form B Proposed Project Budget Template (Microsoft Excel)
- Form C Status in Relation to Manitoba
- Form D Mandatory Submission Requirements - Checklist

If applicable:

- Form E - List of Indigenous Businesses to Provide Services
- Form F - Indigenous Business Certification

Note: Form E and Form F are only submitted by Respondents whose Proposal includes a partnership with an Indigenous Business(es).

Mandatory Supporting Documents:

- Organizational Chart
 - Two (2) Letters of Reference (see details re: References below)
- #### **If applicable:**
- List of Board of Directors
 - If partnering on a project, signed Statement from partner organization(s) indicating its role in the project. If your Proposal includes more than one project, each project that utilizes a partner requires a statement from the partner organization.

Form of Agreement: (for reference purposes only)

The terms and conditions found in the **Form of Agreement** will form the basis for commencing negotiations between Manitoba and successful Respondents. It is included in this RFP for reference purposes.

Letters of Reference

Two letters of Reference from two different organizations or individuals must be included in your Proposal. Following the Proposal Evaluation and prior to the determination of the successful Respondents, Manitoba may conduct reference checks to verify statements made in the Proposal to confirm the quality of the Services delivered by the Respondents. Manitoba, in its sole discretion, reserves the right to select key personnel for reference checks and may limit the role(s) for which references are conducted. Respondents are advised that Manitoba, in its sole discretion, may elect to forego reference checks if the Respondent(s) has had satisfactory past experience with Manitoba and/or Manitoba deems the Reference Checks not required and proceeds directly to determination of the successful Respondents. Manitoba will not enter into an Agreement with any Respondent whose references, in Manitoba's sole opinion, are found to be unsatisfactory.

Instructions for Preparing your Proposal: (Steps 1 – 7)

Please Note: When completing each Forms, be certain to save your final version. You will be required to submit an electronic copy of Form A - Part 1, Form A - Part 2, and Form B. Electronic copies do not need to be signed. See instructions on when and how to submit electronic copies in Part Six: Proposal Evaluation/Negotiation of Agreement.

Step 1

Read the entire **2018-19 Proposal Submission Guidelines** (the "Guidelines")

Review all Forms (A through F) and the Form of Agreement

If you have questions regarding this RFP, please note there is a deadline by which questions must be submitted. See details on page 8 - *Questions from Respondents*.

Step 2

Refer to **Part One: Funding Streams**

Identify the Funding Stream(s) for your Proposal and plan your Project(s)

Complete **Form A - Part 1 Respondent Declaration**

Save, Print, Sign and Date

Prepare one (1) signed original and five (5) photocopies (each one stapled) for your Proposal

Reminder: Prepare photocopies only after the original has been dated/signed

Step 3

Refer to **Part Two: Project Content**

Complete **Form A - Part 2 Project Content**

When completing Form A - Part 2, Failure to address each Project Content descriptor outlined in Part Two will negatively impact your Proposal in the evaluation process.

Maximum length (per project) of completed Form A - Part 2 is six (6) legal-sized, single-sided pages

Save, Print, Sign and Date

Prepare one (1) original and five (5) photocopies (each one stapled) for your Proposal

Reminder: Prepare photocopies only after the original has been dated/signed

Note: If your Proposal includes more than one project, you must repeat Step 3 for each project.

Step 4

Refer to **Part Three: Project Costs**

Complete **Form B (Microsoft Excel spreadsheet) - Proposed Project Budget**

Save, Print, Sign (by the organization's financial officer) and Date

Prepare (1) signed original and five (5) copies for your Proposal

Reminder: Prepare photocopies *after* the original has been signed/dated

Note: **If your proposal includes more than one project, you must prepare a separate Form B for each project and repeat Step 4 for each Proposed Project Budget.**

Step 5

Complete **Form C - Status in Relation to Manitoba**

Save, Print, Sign and Date

Prepare one (1) signed original for your Proposal

If applicable:

If your project includes services provided by an Indigenous Business(es):

Complete **Form E - List of Indigenous Businesses to Provide Services**

Save, Print, Sign and Date

Prepare one (1) signed original for your Proposal

Have each Indigenous Business Complete **Form F - Indigenous Business Certification**

Have each Indigenous Business Save, Print, Sign and Date their Form

Prepare one (1) signed original (of each completed Form F) for your Proposal

Step 6

Prepare one (1) copy of each Mandatory Supporting Document for your Proposal including:

- **Organizational Chart** and
- **Two (2) Letters of Reference** (see information on page 23)

If applicable:

- **List of Board of Directors**

- If partnering on a project, **signed Statement** from partner organization indicating its role in the project. If your Proposal includes more than one project, each project that utilizes a partner requires a statement from the partner organization.

Step 7

Gather all required originals and photocopies of completed MANDATORY FORMS

Gather all required originals and photocopies of SUPPORTING DOCUMENTS

Complete **FORM D - Mandatory Submission Requirements - Checklist**

Save, Print, Sign and Date.

Prepare one (1) signed original of FORM D for your Proposal

Part Five: Submitting your Proposal

Information in Part Five is organized as follows:

Instructions for Submitting your Proposal

- Envelope 1 – Mandatory Forms and Supporting Documents
- Envelope 2 – Project Costs
- Envelope 3 – Complete Proposal Submission

Amending a Submitted Proposal

Withdrawing a Submitted Proposal

Instructions for Submitting your Proposal:

- Arrange all Forms and Documents so they lie flat. Do not fold
 - Staple each original and each photocopy of **Form A - Part 1** and **Form A - Part 2 only**
 - Gather three (3) large envelopes (Envelope 1, 2, and 3) referred to below
 - Proposals that represent both streams will require an *additional* envelope
 - Prepare each envelope with the specific **LABEL** and **content** outlined below.
 - Use paper-clips or fold back clips to combine Forms and Documents in Envelopes 1 and 2
-

Envelope 1

Mandatory Forms and Supporting Documents

If your Proposal represents **one stream**, prepare one “Envelope 1” and label as outlined below

If your Proposal represents **two streams**:

Prepare two envelopes (one for each stream) each labelled “Envelope 1” as outlined below. Yes, you will prepare *two* envelopes labelled “Envelope 1”. The content of each Envelope 1 will be slightly different as certain documents do not need to be duplicated in the *additional* Envelope 1. **It does not matter which stream you choose to include in which Envelope 1, as long as each Envelope 1 is complete.**

LABEL Envelope 1(s) with the correct Stream and Name of Project(s).

Envelope 1
Mandatory Forms and Supporting Documents

Respondent Name:

Stream:

Name of Project(s):

Content: (Forms and Documents)

Envelope 1

- One (1) ORIGINAL of **FORM A – Part 1**
- Five (5) PHOTOCOPIES of **FORM A - PART 1**
- One (1) ORIGINAL of each completed **FORM A - PART 2**
- Five (5) PHOTOCOPIES of each completed **FORM A - PART 2**
- One (1) ORIGINAL of **FORM C**
- If applicable, One (1) ORIGINAL of each **FORM F**
- One (1) **Organizational Chart**
- One (1) ORIGINAL **Letter of Reference #1**
- One (1) ORIGINAL **Letter of Reference #2**
- If applicable, one (1) **List of Board of Directors**
- If applicable, one (1) ORIGINAL **Statement from each partner organization**

Additional Envelope 1 (for Proposals that include both streams)

Prepare **ONE envelope** (for *one* stream) **exactly as outlined above.**

Prepare the **additional envelope** for the *other* stream by including:

- Six (6) PHOTOCOPIES of **FORM A - PART 1**
 - One (1) ORIGINAL of each completed **FORM A - PART 2**
 - Five (5) PHOTOCOPIES of each completed **FORM A - PART 2**
 - If applicable, one (1) ORIGINAL of each **FORM F**
 - If applicable, one (1) ORIGINAL **Statement from each partner organization**
-

Envelope 2

Project Costs

Prepare one envelope for all projects/streams

LABEL “Envelope 2” as outlined below:

<p style="text-align: center;">Envelope 2 Project Costs</p> <p>Respondent Name Funding Stream(s) Name of Project(s)</p>

Content: (Forms and Documents)

- One (1) ORIGINAL of each **FORM B** prepared for each project included in Proposal
 - Five (5) PHOTOCOPIES of each **FORM B** prepared for each project included in Proposal
 - If applicable, one (1) ORIGINAL of each **FORM E**
-

Envelope 3

Complete Proposal Submission

Prepare one large envelope
LABEL "Envelope 3" as outlined below:

<p>Respondent's name Respondent's mailing address</p> <p><u>Deliver to:</u> Manitoba Education and Training Immigration and Economic Opportunities Division Room 900 – 213 Notre Dame Avenue Winnipeg, Manitoba R3B 1N3</p> <p>Attention: MET-Proposal Evaluation Committee RFP#: MET-ISN-001-2018</p>

Content:

One (1) ORIGINAL **FORM D - Checklist**
Completed and sealed **Envelope(s) 1**
Completed and sealed **Envelope 2**

Instructions: Deliver your **SEALED Envelope 3** by hand, registered mail, or courier by no later than **April 24, 2018, 4:00 p.m. CDT**

Please note: If a Proposal satisfies all of the mandatory submission requirements, Manitoba will notify the Respondent via email and will request an **electronic copy** of Forms A (Part 1 and Part 2) and Form B (Budget). See details in **Part Six: Proposal Evaluation - Assessment of Mandatory Submission Requirements**.

Amending a Submitted Proposal

Amendments are accepted but they must be received **by the Submission Deadline**. Any amendment received after the Submission Deadline will not be accepted.

If you wish to amend your Proposal, there are two options:

- i. If the amendment is **restricted to a single Form or Document**, you can submit the complete new Form or Document (with requisite original and copies) with clear instructions on its placement in your Proposal. Amendments must be signed by the Respondent or a representative of the Respondent who has the authority to bind the Respondent. Please notify Manitoba in advance indicating your intention to submit an Amendment. See instructions on page 9 under *Contacting MET*.
- ii. If the amendment affects **more than a single Form or Document**, you must submit a complete new Proposal with requisite original and copies. If this is the case, you may wish to pick-up your original Proposal to determine which (if any) Forms and Supporting Documents can be re-used in your Amended Proposal. If you intend to pick-up your Proposal, you must notify Manitoba. See instructions on page 9 under *Contacting MET*.

Deliver your Amendment by hand, registered mail, or courier by no later than **April 24, 2018, 4:00 p.m. CDT** to:

Manitoba Education and Training
Immigration and Economic Opportunities Division
Room 900 – 213 Notre Dame Avenue
Winnipeg, Manitoba R3B 1N3

Attention: Proposal Evaluating Committee

RFP#: MET-ISN-001-2018 ****AMENDMENT****

Withdrawing a Submitted Proposal

You may withdraw a submitted Proposal at any time throughout the RFP process prior to the execution of the Agreement.

To withdraw a Proposal, a written notice to withdraw must be sent to the address set out on the title page of this RFP and must be signed by an authorized representative of the Respondent.

Manitoba is under no obligation to return withdrawn Proposals.

Part Six: Proposal Evaluation / Negotiation of Agreement

There are three stages to the Proposal Evaluation process:

- Stage 1: Proposal Evaluation
- Stage 2: Notification to Respondents
- Stage 3: Negotiation of Agreement

Stage 1: Proposal Evaluation

1. Opening of Proposals

- Proposals received by the Submission Deadline will be opened
- Proposals received after the Submission Deadline will not be opened nor considered for evaluation.

2. Assessment of Mandatory Submission Requirements

Opened Proposals will be assessed to determine if they fulfil the Mandatory Submission Requirements (see below). If a Proposal fails to satisfy all of the Mandatory Submission Requirements, Manitoba will issue a rectification notice to the Respondent via email. The rectification notice will identify the deficiencies and provide the Respondent with a period of three (3) business days (the “Rectification Period”) to rectify the identified deficiencies. If the Respondent fails to satisfy the Mandatory Submission Requirements within the Rectification Period, the Proposal will be excluded from further consideration.

If a Proposal satisfies all of the Mandatory Submission Requirements, Manitoba will notify the Respondent via email and will request an **electronic copy** of:

Form A - Part 1 *Respondent Declaration*

Form A - Part 2 *Project Content* (for each project included in Proposal)

Form B *Proposed Project Budget* (Microsoft Excel) (for each project included in Proposal)

The electronic copies must be sent within three (3) business days following notification. If electronic copies are not received within the allotted time, Manitoba may in its absolute discretion, disqualify the Respondent and reject its Proposal.

Electronic copies do not need to be signed.

If there is a discrepancy between the paper and electronic version, the paper copy will prevail.

The Mandatory Submission Requirements are as follows: **(see next page)**

Mandatory Submission Requirements

Envelope 1		
Enclosed	Form/Document	
<input type="checkbox"/>	One (1) ORIGINAL of FORM A – Part 1 Five (5) PHOTOCOPIES of FORM A - PART 1	
<input type="checkbox"/>	One (1) ORIGINAL of each completed FORM A - PART 2 Five (5) PHOTOCOPIES of each completed FORM A - PART 2	
<input type="checkbox"/>	One (1) ORIGINAL of FORM C	
<input type="checkbox"/>	One (1) Organizational Chart	
<input type="checkbox"/>	One (1) ORIGINAL Letter of Reference #1 One (1) ORIGINAL Letter of Reference #2	
<input type="checkbox"/>	<input type="checkbox"/> n/a	One (1) ORIGINAL of each FORM F
<input type="checkbox"/>	<input type="checkbox"/> n/a	One (1) List of Board of Directors
<input type="checkbox"/>	<input type="checkbox"/> n/a	One (1) ORIGINAL Statement from <u>each</u> partner organization
If applicable, additional Envelope 1		
<input type="checkbox"/>	Six (6) PHOTOCOPIES of FORM A - PART 1	
<input type="checkbox"/>	One (1) ORIGINAL of each completed FORM A - PART 2 Five (5) PHOTOCOPIES of each completed FORM A - PART 2	
<input type="checkbox"/>	<input type="checkbox"/> n/a	One (1) ORIGINAL of each FORM F
<input type="checkbox"/>	<input type="checkbox"/> n/a	One (1) ORIGINAL Statement from <u>each</u> partner organization
Envelope 2		
<input type="checkbox"/>	One (1) ORIGINAL of each FORM B prepared for <u>each</u> project included in Proposal Five (5) PHOTOCOPIES of each FORM B prepared for <u>each</u> project included in Proposal	
<input type="checkbox"/>	<input type="checkbox"/> n/a	One (1) ORIGINAL of each FORM E
<input type="checkbox"/>	<input type="checkbox"/> n/a	one (1) ORIGINAL Statement from <u>each</u> partner organization
Envelope 3		
<input type="checkbox"/>	Completed and sealed Envelope 1	
<input type="checkbox"/>	<input type="checkbox"/> n/a	Completed and sealed additional Envelope 1
<input type="checkbox"/>	Completed and sealed Envelope 2	
<input type="checkbox"/>	One (1) ORIGINAL of this form - FORM D - Checklist <input checked="" type="checkbox"/>	

3. Scoring Proposals

Each Proposal that fulfils the Mandatory Submission Requirements will be evaluated in accordance with the criteria and points allocated to each criterion as follows:

Evaluation Criteria	Points
Project Need	20
Proposed Activities	25
Ability to Deliver Proposed Activities	20
Outcomes and Measures	20
Budget	15
<i>Sub-total</i>	100
Manitoba Indigenous Business	5
Canadian Indigenous Business	5
Total	110

4. Awarding Points

The points awarded to each Respondent will be used to select the organizations with whom negotiations will be entered into. Manitoba plans to select multiple Proposals to ensure needs are met as effectively as possible with regard to geographical range and a full continuum of service. In the event of a tie between two (or more) organizations proposing to deliver the same services in the same geographic region, Manitoba reserves the right to attempt to negotiate a partnership between/among Respondents.

Manitoba reserves the right to select either part(s) of a Proposal or a Proposal in its entirety.

5. Assessing Status in Relation to Manitoba and Past Performance

A Respondent's *Status in Relation to Manitoba* and record of past performance will be a factor in Manitoba's determination of the Respondent's qualifications to provide the Services. The Status in Relation to Manitoba and record of past performance of the top ranked Respondent will be assessed.

Status in Relation to Manitoba (Form C)

If money is owed to Manitoba by a Respondent or proposed subcontractor, or if Manitoba, in its sole discretion, determines that a conflict of interest or perceived conflict of interest or a dispute or pending dispute is of such a nature that it would be inadvisable for Manitoba to enter into an agreement with the Respondent, Manitoba may disqualify a Respondent.

If a Respondent is disqualified based on its *Status in Relation to Manitoba*, Manitoba may proceed to assess the *Status in Relation to Manitoba* of the next-best-ranked Respondent. If the top ranked Respondent passes this review, past performance will be assessed.

Past Performance

Manitoba will contact references provided by the Respondents and may consult staff of a department, branch or division of the Government of Manitoba; a Manitoba Crown corporation or agency; or an academic institution, health authority or other entity providing education, health or social services funded by Manitoba, that have had dealings with the Respondent or the Respondent's subcontractors.

Manitoba may determine, in its sole and absolute discretion, that a Respondent's record of past performance is unsatisfactory based on any of the following factors:

- a) a Respondent or an entity the Respondent proposes to provide the Services is debarred from participating in the public procurement process of any of the following:
 - (i) a department, branch or division of Manitoba,
 - (ii) a Manitoba Crown Corporation or agency, or
 - (iii) an academic institution, health authority or other entity providing education, health or social services funded by Manitoba;
- b) a Respondent's performance of a project or agreement for which a reference was checked by Manitoba was unacceptable, deficient, improper, incomplete, or late according to such reference;
- c) a Respondent or an entity the Respondent proposes to provide the Services is a party to a legal proceeding that discloses or concerns improper, incomplete or negligent implementation of a project or part of a project or failure to comply with a term or condition of the agreement governing the project, and such legal proceeding has been initiated by any of the following:
 - (i) a department, branch or division of Manitoba,
 - (ii) a Manitoba Crown corporation or agency, or
 - (iii) an academic institution, health authority or other entity providing education, health or social services funded by Manitoba;
- d) a Respondent or an entity the Respondent proposes to provide the Services has initiated a legal proceeding against any entity listed in clauses (c)(i), (c)(ii) or (c)(iii) above, and Manitoba is of the opinion that its existence is likely to adversely affect working relationships on the project or under the Agreement.

If Manitoba determines that a Respondent's record of past performance is unsatisfactory, Manitoba may in its absolute discretion, disqualify the Respondent and reject its Proposal.

If a Respondent is disqualified based on past performance, Manitoba may proceed to assess the past performance of the next-best-ranked Respondent.

6. Evaluating Indigenous Business Participation (if applicable)

Indigenous Business participation scores are not subjective evaluations, but are determined based on the value of the portion of the Services that will be delivered by an Indigenous Business/Subcontractor according to the proposals submitted.

Canadian Indigenous Business participation scores will be calculated as follows:

$$\frac{\text{Total \$ Value of all Indigenous Business participation}}{\text{Total \$ Value of Proposal}} \times 5 = \text{Score (out of 5)}$$

Manitoba Indigenous Business participation scores will be calculated as follows:

$$\frac{\text{\$ Value of Manitoba Indigenous Business participation}}{\text{Total \$ Value of Proposal}} \times 5 = \text{Score (out of 5)}$$

Stage 2 - Notification to Respondents

- 2.1. A Respondent that is disqualified during the evaluation process will be notified of the disqualification
- 2.2. Manitoba will notify all Respondents of the outcome of the RFP process, after any and all Agreements are signed
- 2.3. If Manitoba decides not to enter into an Agreement with any Respondent, all Respondents will be given written notice of decision

Stage 3 – Negotiation of Agreement

- 3.1. Manitoba will invite selected Respondents to enter into negotiations to finalize Agreements.
- 3.2. The terms and conditions found in the **Form of Agreement** are to form the basis for commencing negotiations between Manitoba and the Respondent.
- 3.3. Negotiations may include requests by Manitoba for supplementary information from the Respondent to verify, clarify or supplement the information provided in its Proposal or to confirm the conclusions reached in the evaluation, and may include requests by Manitoba for improved cost or performance terms from the Respondent.
- 3.4. Manitoba requires selected Respondents to disclose during the Agreement negotiation period (and during the life cycle of an Agreement) all confirmed or potential sources of funding or in-kind contribution for program activities and/or eligible costs.
- 3.5. Manitoba intends to conclude negotiations within a period of thirty (30) days commencing from the issuance of the invitation to enter negotiations. If the parties cannot conclude negotiations and finalize the Agreement within that time period, Manitoba may discontinue negotiations with the Respondent.
- 3.6. If Manitoba and a Respondent successfully negotiate the Agreement, Manitoba will prepare the final Agreement for signing by both parties.

There will be no legally binding relationship created with any Respondent prior to the signing of the Agreement, and the performance of the Services will not commence until the Agreement is fully signed by both the Respondent and Manitoba.

Part Seven: Manitoba Terms & Conditions and Policies

Terms & Conditions

1. Proposal Ownership and Confidentiality

Proposals, once submitted, become the property of Manitoba. All Proposals will be kept in confidence by Manitoba subject to such disclosure as may be required for internal approvals and process or under the provisions of *The Freedom of Information and Protection of Privacy Act* or *The Personal Health Information Act* or other law, or to satisfy a court order.

2. Conflict of Interest

Manitoba may reject any Proposal if Manitoba, in its sole discretion, determines that an actual or potential conflict of interest exists.

3. Amendment of RFP

Manitoba may amend or clarify this RFP by one or more addenda issued before the Submission Deadline. Manitoba will not issue an addenda later than 48 hours before the Submission Deadline except for an addenda that extends the Submission Deadline.

4. Cost of Proposals

Respondents are responsible for all costs incurred by them in preparing, and submitting Proposals.

5. No Contract A and No Claims

This RFP process is not intended to create, and shall not create a formal, legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- 5.1. this RFP shall not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- 5.2. neither the Respondent nor Manitoba shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the outcome of the RFP process, including any decision by Manitoba to enter into an Agreement with a Respondent, any decision by Manitoba not to enter into an Agreement with a Respondent or a decision by a Respondent to withdraw its Proposal.

6. No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Respondent and Manitoba by this RFP process until the successful negotiation and signing of a written Agreement for the acquisition of the Services.

7. Non-binding Cost Estimates (Proposed Project Budget)

While the cost estimates information provided in Proposals will be non-binding prior to the signing of a written Agreement, such information will be assessed during the evaluation of Proposals and selection of Respondents. Any inaccurate, misleading or incomplete information, including withdrawn or altered costs, could adversely affect any such evaluation or the decision of Manitoba to enter into an Agreement for the Services.

8. Cancellation of RFP

Manitoba may cancel this RFP at any time, with no liability whatsoever to any Respondent.

9. Interpretation and Governing Law

These Terms and Conditions of the RFP Process:

- 9.1. are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- 9.2. are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- 9.3. are to be governed by and construed in accordance with the laws of the Province of Manitoba and the federal laws of Canada as applicable.

Policies

Indigenous Procurement Policy

Manitoba is committed to community economic development as a key component of its economic strategy. It intends to develop a provincial economy that is more inclusive, equitable and sustainable. Procurement practices are one means that can be used to contribute to the growth of Indigenous businesses. The objective of Manitoba's Indigenous Procurement Initiative (IPI) is to increase the participation of Indigenous business in providing goods and services to Manitoba.

Manitoba Education and Training is supporting this policy by including it in this RFP and awarding additional points to Respondents that include a Canadian and/or Manitoba Indigenous business as a service provider to the project.

The successful Respondent(s) will be required to confirm the level of Indigenous Business participation throughout the term of its agreement, and Manitoba will monitor the level of this participation to determine if it meets the level promised by the Respondent.

An Indigenous Business Directory has been created which lists Canadian Indigenous Businesses (including non-profit organizations and economic development corporations) that have self-declared as an Indigenous Business.

For more information about the Indigenous Business Directory and the Indigenous Procurement Initiative go to: http://www.gov.mb.ca/mit/psb/api/ab_proc.html

Sustainable Development Policy

The public sector, through its internal operations and procurement, has an integral role to play in promoting and implementing sustainable development in society. In support of this goal, Manitoba is committed to incorporating the Principles and Guidelines of Sustainable Development into all facets of government activity. This policy is included in this RFP as guidance to Respondents.

For more information about the Framework for Sustainable Development Implementation in Manitoba go to: <http://www.gov.mb.ca/sd/susresmb/sd/>