



VILLAGE OF  
**STIRLING**  
NATIONAL HISTORIC SITE

**REQUEST FOR PROPOSALS No. 04-2024**

**Community Needs Assessment**

**ISSUED: April 15<sup>th</sup>, 2024**

**CLOSING DATE AND TIME:**

3:00 PM (15:00 hrs) Mountain Standard Time on Friday May 10<sup>th</sup>, 2024

**PROPOSALS ARE TO BE EMAILED OR MAILED TO:**

Email: [cao@stirling.ca](mailto:cao@stirling.ca)

Address: Village of Stirling, 237 4 Ave, Stirling, AB T0K 2E0

**Contact for Questions:**

Scott Donselaar  
Chief Administrative Officer  
403-756-3379  
[cao@stirling.ca](mailto:cao@stirling.ca)

## **INSTRUCTIONS TO PROPONENTS**

### **Closing Date/Time/Location**

Submissions must be received at the closing location or by email on or before 3:00 PM (15:00 hrs), Local Time, on Friday May 10<sup>th</sup>, 2024.

Proposals submitted by email should include "04-2024 Community Needs Assessment" in the subject line.

### **Proposal Length**

The proposal will not exceed 10 pages (single sided, single lined, minimum 11-point font). Supplemental information may be provided in appendices to a maximum of 10 additional single sided pages.

### **Amendment to Proposals**

Proposals may be amended in writing and delivered to the closing location or by email before the closing date and time. Such amendments will be signed by the authorized signatory of the Proponent.

### **Addendum**

If the Village of Stirling determines that an amendment is required to this RFP, the Village of Stirling will post the Addendum on the Village of Stirling website (<https://stirling.ca/>). Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the Village of Stirling. It is the sole responsibility of the Proponent to check and ensure any and all amendments are included prior to submitting their final Proposal submission.

### **Withdrawal of Proposals**

The Proponent may withdraw their Proposal at any time prior to the Proposal closing date and time by submitting a written withdrawal letter to: [cao@stirling.ca](mailto:cao@stirling.ca).

### **Unsuccessful Vendors**

The Village of Stirling will offer debriefings to unsuccessful Proponents, upon request, at a mutually agreeable time.

### **Successful Vendors**

Vendors, at their sole cost and expense, will need to obtain and maintain in force insurance of the following types, with limits not less than those set forth below:

- a) Workers' Compensation Insurance, including occupational illness or disease coverage, in accordance with the laws of the nation, state, territory or province having jurisdiction over the Staff or Employer's Liability Insurance with a minimum limit of one million dollars (\$1,000,000.00).
- b) Commercial General Liability Insurance insuring the vendor, with a minimum combined single limit of liability of two million dollars (\$2,000,000.00) per occurrence covering bodily injury, property damage, personal injury, advertising injury, products and completed operations liability.
- c) Automobile Liability Insurance covering use of all owned, non-owned and hired vehicles, with a minimum combined single limit of liability for bodily injury and property damage of two million dollars (\$2,000,000.00) per accident.

## **1. INTRODUCTION**

The Village of Stirling is seeking proposals from qualified consultants to develop and lead a community needs assessment within the Barons-Eureka-Warner Family and Community Support Services (BEW FCSS) service delivery region (see Item 3).

This project is a regional partnership between the Village of Stirling and the Barons-Eureka-Warner Family and Community Support Services Board. Members from this partnership have established a Steering Committee. The Steering Committee will be responsible for evaluating the Proposals as well as overseeing project development, activities, and outcomes.

This project is funded by the Alberta Community Partnership (ACP) Program, Municipal Affairs, Government of Alberta. The ACP Program requires that all funding related activities are completed prior to December 31, 2026.

The full budget for the contract is \$200,000.00. The project includes two components:

1. Project Management: Maximum of \$50,000.
2. Data Collection and Analysis: Minimum of \$100,000 to a maximum of \$150,000.

## **2. PURPOSE**

The purpose of this project is to empower the 16 municipalities in the BEW FCSS region to make informed decisions about how they invest in community assets and services as a prevention strategy against social challenges. This project endeavours to significantly improve regional municipal service delivery by:

- Assessing the strengths and gaps of current community assets in the BEW Region,
- Understanding the current and emerging wellbeing needs within the region (including provincial prevention priorities – see Item 5), and
- Providing information that can be used for planning collaborative municipal and regional asset and services management by the 16 communities and BEW FCSS.

## **3. GEOGRAPHICAL REGION (BEW FCSS Service Delivery Region)**

This project will collect data from the following municipalities:

- County of Warner (including the hamlets); Village of Coutts; Town of Raymond; Village of Stirling; Town of Milk River; and Village of Warner.
- Lethbridge County (including the hamlets); Village of Barons; Town of Coaldale; Town of Coalhurst; Town of Nobleford; and Town of Picture Butte.
- M.D. of Taber (including the hamlets); Village of Barnwell; Town of Taber; and Town of Vauxhall.

## **4. BACKGROUND**

According to the Report: Understanding and Responding to the Challenges Faced by FCSS Programs in Rural Alberta (2023), “In the wake of the COVID-19 pandemic and the recent period of inflation, FCSS programs across rural Alberta are encountering far more community members with more complex social needs than ever before. The number of people who are walking through the doors of rural FCSS offices in crisis has increased dramatically in the past few years, placing additional burdens on these offices to provide intervention-type services.” The pressure to serve increasingly complex needs, and in greater numbers, is outpacing the capacity of existing FCSS programs.

This project is a priority because the 16 municipalities of the BEW FCSS Region are experiencing numerous social challenges with direct impacts on community wellbeing. According to the Government of Alberta, 9.2% of respondents in the 2021 Alberta Community Health Survey from the South Zone were classified as either a 4 or 5 (most deprived) on the Canadian Deprivation Index (CDI). This compares to a provincial average of 6.5% and is nearly twice as high as Calgary (4.9%). Municipal governments in the BEW FCSS region are being asked to address increased citizen concerns about housing insecurity, food insecurity, family and relationship violence, addictions, single-parent homes with limited supports, insufficient supports for newcomers, loss of community volunteers, barriers to transportation, increased isolation, insufficient supports for seniors, and more.

All 16 of the municipalities in the BEW FCSS Region have a limited tax base from which to fund core municipal services, much less address the growing social needs challenging resident health and quality of life. This project is needed to help determine where asset and service strengths and gaps exist, and which needs are priority and emerging, so that the 16 municipalities and BEW FCSS can effectively and efficiently plan, collaborate, and allocate resources to meet the wellbeing needs of the BEW FCSS Region.

## **5. SCOPE OF SERVICES**

The Community Needs Assessment will focus on the causes of social challenges related to the province's priorities, and whether communities in the region have the services they need to proactively address these challenges. The Community Needs Assessment will be aligned with the Government of Alberta's provincial prevention priorities: Homelessness and housing insecurity; Mental health and addictions; Employment; Family and sexual violence across the lifespan; and Aging well in community.

This Community Needs Assessment project has two primary activities:

### **1. Project Management Scope of Services**

- Lead Advisor to the Steering Committee, including providing project updates.
- Prepare and lead an engagement plan for the project to increase awareness of the project with stakeholders.
- Consult and assist on the development of all project communication materials.
- Consult and assist with the distribution of communication materials.
- Provide feedback on data collection methods.
- Provide feedback on all results reports.
- Lead knowledge dissemination.

### **2. Data Collection & Analysis Scope of Services**

- Methodological expertise to guide the overall research design and specific instrument development for the needs assessment across communities.
- Guiding and implementing data collection (including staffing) and associated data management (including compliance with Federal, Provincial, and Tri-Agency human subject guidelines).
- Oversight and completion of survey administration (storage, security, and regulatory compliance).
- Conduct exploratory and descriptive data analysis and reporting.

**6. PROPOSED SCHEDULE**

<b>Proposed Project Schedule/Timeline:</b>	<b>Task Overview</b>
May 10, 2024	RFP closing date
June 3, 2024	Award contract (anticipated)
July – September 2024	Project Management <ul style="list-style-type: none"> <li>• Develop community engagement plan.</li> </ul> Data Collection and Analysis <ul style="list-style-type: none"> <li>• Research design including survey, instrument development.</li> </ul>
October – December 2024	Project Management <ul style="list-style-type: none"> <li>• Marketing and promotion material design.</li> <li>• Stakeholder engagement and project awareness.</li> </ul> Data Collection and Analysis <ul style="list-style-type: none"> <li>• Research design review and approval by the Steering Committee.</li> <li>• Finalize survey format for community engagement.</li> <li>• Hire data collection staff.</li> </ul>
January 2025 – December 2025	Project Management <ul style="list-style-type: none"> <li>• Manage project timelines and provide updates.</li> </ul> Data Collection and Analysis <ul style="list-style-type: none"> <li>• Data collection.</li> </ul>
January 2026 – June 2026	Project Management <ul style="list-style-type: none"> <li>• Manage project timelines and provide updates.</li> </ul> Data Collection and Analysis <ul style="list-style-type: none"> <li>• Data Analysis.</li> </ul>
July 2026 – December 2026	Project Management <ul style="list-style-type: none"> <li>• Report Distribution and presentations.</li> </ul> Data Collection and Analysis <ul style="list-style-type: none"> <li>• Knowledge distribution and publishing.</li> </ul>

**7. EXPECTED OVERALL PROJECT OUTCOMES**

- Shared understanding amongst the 16 municipalities of how community assets and services can support community wellbeing.
- Regional strengths and opportunities are leveraged to target asset and service gaps and improve shared services.
- Collection of data that will inform planning and budgets for the 16 municipalities.
- Collection of data that will inform BEW FCSS service plans and budgets.
- Collective focus on prevention of social issues through enhancing community wellbeing.

**8. PROPOSAL SUBMISSION AND EVALUATION**

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the Steering Committee asks Proponents to provide the following information:

### *Experience, Depth, and Breadth of Project Team*

Curriculum vitae of key project team members, which includes the reasons why they were selected for this project and an explanation of how they will add value to the project. Relevant experience, qualifications, credentials, and notable achievements in each area of the work should also be detailed. In particular, the team's experience with the following should be detailed:

- Community and stakeholder engagement;
- Experience with vulnerable populations;
- Project work with local governments;
- Collective impact; and
- Social determinants of health.

### *Approach and Methodology*

- a) Provide an overview of the project to confirm understanding of the scope of work and clearly define and describe how the proposed approach would meet those requirements. The Proponent should also identify potential project constraints and challenges.
- b) A schedule of key tasks and milestones with dates and sufficient detail for the Steering Committee to assess the reasonable ability of the Proponent achieving the results.
- c) Describe how the project progression will be monitored and how regular updates will be shared with the Steering Committee.

### *Proposed Fee*

Comprehensive proposed fee, in Canadian Dollars, identifying all project contributors, their per hour charge out rates, individual tasks, hours and all disbursements including travel.

**Additionally, Proposals can include any opportunities for leveraging additional resources to achieve project outcomes.**

### *Evaluation Criteria:*

Proposals submitted should be in enough detail to allow the Steering Committee to determine the Proponent's qualifications and capabilities from the documents received. The Steering Committee, at their sole discretion, will score the Proposals in accordance with the criteria provided.

The Steering Committee may evaluate Proposals on a comparative basis by comparing one Proponent's Proposal to another Proponent's Proposal. The Steering Committee reserves the right to not complete a detailed evaluation if the Steering Committee concludes the proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable. The Steering Committee may proceed with an award recommendation and the Committee may proceed to enter into negotiations with the highest evaluated Proponent with the intent of developing an agreement. After having bargained in good faith, if the parties are unable to conclude a formal agreement, the Steering Committee and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality. In this case, the Steering Committee may, at its discretion, contact the Proponent of the next best rated Proposal and an attempt to conclude a formal agreement, and so on, until a contract is concluded or the proposal process is cancelled.

Evaluation Criteria		Weight	Total Score	Point Value
Experience, Depth, and Breadth of Project Team		30%		
Approach and Methodology		40%		
Proposed Fees		30%		
<b>Total</b>		<b>100%</b>		
Rating	Description			
4	Exceeds Expectations, Proponent clearly understands the requirement. Excellent Probability of success.			
3	Meets Expectations, Proponent demonstrates a good understanding of the requirement. Good probability of success.			
2	Somewhat meets Expectations, Minor weakness and/or deficiencies. Fair probability of success.			
1	Does not meet expectations, Proponent does not demonstrate a good understanding of the requirements. Low probability of success			
0	Response indicates a complete misunderstanding of the requirements. Very low probability of success.			

*Evaluation Criteria Notes:*

- a) A score of ZERO (0) on ANY of the Rated Criteria items MAY result in disqualification of a Submission.
- b) These are the ONLY factors which will be used to evaluate the submission.

The Village of Stirling reserves the right to award the assignment in whole or in part or amend any portion of the work. Throughout the evaluation process, the Steering Committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

**9. GENERAL CONDITIONS**

*No Contract*

By submitting a Request for Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

*Privilege Clause*

The lowest or any Proposal may not necessarily be accepted.

*Acceptance and Rejection of Submissions*

This RFP does not commit the Village of Stirling, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The Village of Stirling reserves the right in its sole discretion to cancel this RFP, up until award, for any reason whatsoever. The Village of Stirling may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the Village of Stirling may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

### *Conflict of Interest*

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the Village of Stirling, its elected officials, appointed officials, or employees.

### *Solicitation of Council Members and Village of Stirling Staff*

Proponents and their agents will not contact any member of the Village of Stirling Council or Village of Stirling Staff with respect to this RFP, other than the Village of Stirling Contact named in this document.

### *Litigation Clause*

The Village of Stirling may, in its absolute discretion, reject a Proposal submitted by a Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the Village of Stirling, its elected or appointed officers and employees in relation to:

- a) any other contract for works or services; or
- b) any matter arising from the Village of Stirling's exercise of its powers, duties, or functions under the Local Government Act or another enactment within five years of the date of this RFP.

In determining whether to reject a Proposal under this clause, the Village of Stirling will consider whether the litigation is likely to affect the Proponent's ability to work with the Village of Stirling, its consultants and representatives, and whether the Village of Stirling's experience with the Proponent indicates that the Village of Stirling is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

### *Exclusion of Liability*

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the Village of Stirling. The Village of Stirling will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

### *Ownership of Proposals*

All Proposals, including attachments and any documentation, submitted to, and accepted by the Village of Stirling in response to this RFP become the property of the Village of Stirling.

### *Freedom of Information*

All submissions will be held in confidence by the Village of Stirling. The Village of Stirling is bound by the Freedom of Information and Protection of Privacy Act of Alberta and all documents submitted to the Village of Stirling will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.



This concludes the REQUEST FOR PROPOSALS No. 04-2024 titled, *Community Needs Assessment*.

THANK YOU FOR YOUR INTEREST.



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