



Corporation of the City of  
**NEW WESTMINSTER**

**EXPRESSION OF INTEREST**

**NWEOI-23-04**

**NEW WESTMINSTER YOUTH HUB**

**Closing Time:**

Tuesday, March 21st, 2023  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

upload to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)

**Further requests for information :**

**Purchasing: Patrick Shannon, SCMP**  
Purchasing Manager

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

<b>PROPONENT NAME</b>		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Expression of Interest, we hereby propose to supply the Services in accordance with the Expression of Interest and as outlined in this Proposal.

# CORPORATION OF THE CITY OF NEW WESTMINSTER

## EOI PROCESS & GENERAL REQUIREMENTS

### **1.0 GENERAL INFORMATION**

- 1.1** The City of New Westminster is seeking a qualified Proponent provide social services for youth. See Appendix A for an outline of the expected outcomes and deliverables.
- 1.2** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is an expression of interest, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Response to the City.
- 1.4** The city, at its discretion, reserves the right to;
- a) Use this EOI to shortlist suppliers to proceed with a future Request For Proposal;
  - b) Directly award a contract to a supplier who demonstrates that they are able to provide all the requirements under this EOI;
  - c) Modify this EOI at any time.
- 1.5** Respondents will be solely responsible for their own expenses incurred in connection with this EOI, including in preparing and submitting a Response and in any subsequent negotiations with the City.
- 1.6** This EOI shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** By submitting a response, the Respondent confirms that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminster or their immediate families which might in any way be seen or perceived to create a conflict of interest.
- 1.8** All documents submitted to the City in response to this EOI or as part of any subsequent negotiation will become the property of the City, and will not be returned.
- 1.9** Respondents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA) ("Act"). A Proponent may stipulate in their Response that a portion(s) of their Response that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Response in response to a request made under the Act, even if the Proponent has stipulated that part of their Response is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.
- 1.10** All information provided by the City to a Proponent in connection with this EOI is provided on a confidential basis, and Respondents will not disclose any such information to any person (other than the Proponent's legal advisers or consultants) without the City's prior written

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consent, nor may any Proponent publicize or advertise its involvement with this EOI process without the prior written consent of the City.

- 1.11 Respondents shall not contact City elected officials, officers or employees directly or indirectly regarding this EOI, except as indicated in this EOI.
- 1.12 By submitting a response, the Respondent confirms that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminster or their immediate families which might in any way be seen or perceived to create a conflict of interest.
- 1.13 The City will evaluate all submitted valid Responses. The City will not necessarily accept any or all Responses. The object of the evaluation and selection process is to identify the Response that, in the City's opinion offers the best value for the services requested.

### **2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK**

- 2.1 Public Safety Canada has identified New Westminster youth (defined as ages 12 – 25 years) as at high risk of being involved in gangs and using guns in violent crime. Through the recent announcement of Minister of Public Safety, the Building Safer Communities Program will provide the City with program funding for a total of four (4) years for several initiatives.
- 2.2 Funding is set from April 1<sup>st</sup> of each year and ends on March 31<sup>st</sup> of the following year. This EOI covers the services required from April 1<sup>st</sup> 2023 to March 31<sup>st</sup> 2026. The City reserves the right to continue using the services as outlined in this EOI for an additional period of two (2) years
- 2.3 Appendix A outlines the services required and expected outcomes.
- 2.4 Estimated budget for this initiative is ~\$320,540 for 2023/2024 and \$304,100 for year 2024/2025 and \$305,100 for 2025/2026.

### **3.0 RESPONSE INSTRUCTIONS**

- 3.1 Responses should be submitted electronically in one (1) Adobe (PDF) file with Subject **NWEOI-23-04 Youth HUB Submission** in the Subject to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)
- 3.2 The City will receive Responses at the location and time indicated on the title page of this Expression of Interest.
- 3.3 It is the Proponent's responsibility to ensure that the City receives its Response prior to the closing time indicated on the title page of this Expression of Interest. The City does not accept facsimile, electronic mail, or other unsealed Responses.
- 3.4 Requests for clarification or further information should be made in writing only to the individual from the City identified on the first page of this EOI. The City may respond to enquiries that it, in its sole discretion, considers relevant to this EOI. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time indicated on the title page of this EOI. The City may record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

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### 4.0 SUBMISSION REQUIREMENTS

4.1 Responses should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All Responses must include and clearly identify:

- a) **Cover Page:** Front page of this EOI with the required Proponent information filled out and signed.
- b) **Executive Summary: 5%** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project
- c) **Organization Experience: 25%** (2 pages max) Review Appendix A that outlines the requirements and expected outcomes and provide one (1) example of where you provided similar services in the past. The City understands that the requirements and expected outcomes are unique and you may not have done something exactly the same, the City would look at other work you have done that is similar in nature.
- d) **Project Team Experience: 20%** Indicate who the key employees are and provide brief bios, describing each person’s role in this project and their qualifications and experience.
- e) **Methodology: 40%** (2 pages max) Using Appendix provide a brief overview of how you would provide the services to deliver the expected Outcomes.
- f) **Value Add: 5%** Provide a description of your organization’s unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project
- g) **Social and Sustainability: 5%** Social and Sustainability is important to the City, for this question we are asking for your social and sustainable policy and process:
  - Explain how your company addresses anti-racism, diversity, inclusion and equity;
  - Demonstrating a deep understanding of Truth and Reconciliation
  - Explain how your company promotes sustainability (locally and in your operations), i.e. do you have a carbon footprint reduction plan? How do you manage waste in your facility or on a job-site?

For best results in this section, be authentic, do not just copy and paste from your organizations marketing pamphlet. We want to clearly see how your organization is making a difference.



## Appendix A

Initiative #2: Create the New Westminster Youth HUB

### **BUSINESS REQUIREMENTS & SCOPE OF WORK**

#### **Desired Outcomes**

1. Create the New Westminster Youth HUB to serve the comprehensive needs of youth at risk through prevention and intervention approaches.

#### Desired Outcomes:

- Create a safe, welcoming space in the downtown core for youth at 502 Columbia Street. (April 1, 2023 to March 31, 2026)
- Hire Staff to coordinate as well as youth outreach workers (September to December 2023)
  - Define work success indicators (May 2023)
- Hire Youth HUB staff (April 2023 to May 2023)
- Define wrap around services for at-risk youth and integrate required services: (April 2023 to March 2026)
- Provide a youth outreach program (April 1, 2023 to March 31, 2026)
- Integrate innovative and active programming elements into the program (April 2023 to March 2026).

2. Provide education on gang and gun violence to middle and secondary schools in the community (April 2023 to March 2026).

3. Work in partnership with other community organizations to provide support for youth.

#### General:

The proposal would be focused on developing a wrap-around program that can assist youth in a number of areas including: education, navigating the criminal justice system, emotional regulation, mentorship, employment, substance use, health, housing, pro-social activities, positive peer connections, family strengthening, mental health support, and community integration. Plans would be created and tailored for each individual youth according to their unique goals and circumstances. In addition, developing and delivering educational tools to young people, their families, and the community would be exceptionally valuable. This could be made available through presentations offered in communities within New Westminster.

The intention is for the development of knowledge to fill gaps at the community/recipient level, including research, and sharing of information and/or best practices related to gun and gang violence. The knowledge gained will be used to assist at risk youth, and this will be a collaborative effort with stakeholders, service providers, families etc. The information will be shared to partners, while

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maintaining confidentiality where required, and the knowledge will be used to improve future decision-making among partners.

Youth outreach workers will have case files that will be used to conduct during the outreach and recruitment of potential at-risk youth participants. Recruitment of youth will be from various sources including the Consultation Table, service providers, families, NWPD and the like.

The goal of a wrap-around program would be to collaborate with other community partners such as libraries, recreation centres, the school district, and other organizations, in order to successfully address many of the risk factors that may be present in a young person's life. This program would be a low barrier service that would utilize an "ideology of care" method encompassing values such as: self-advocacy, collaboration, community involvement, cultural connection, and empowerment. During the intake process, staff would assist youth with developing their own wrap-around team, which may comprise of formal (professionals) and informal (family/mentors) members. Once a team is established, they would work together to create a care plan for the young individual. This program is unique, as it truly allows a young person to become highly involved in their own planning through the support of program staff and wrap-around team members. Referrals could be made by schools, the ministry, families, or mental health professionals.

In other municipalities, a major criteria for a youth to access such services requires them to be enrolled at a school. This causes a major barrier for young people desperately needing support who may not be in school. This proposed program would also be available to youth not involved in school services, in order to be as open as possible.

This program would be aimed at supporting youth who are currently at-risk or already gang-entrenched. The method that would be used to track progress would be the ability to achieve desired goals and lowering encounters with law enforcement when applicable. Each staff member would support a caseload of approximately 10 youth at a time. After a young person is able to achieve their outlined goals and become more independent, staff would look to close their files, after ensuring each youth was equipped with the tools and knowledge for continued success.

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**Cost and Fees**

<b>Eligible Expenditures</b>	<b>Year 2023-2024</b>	<b>Year 2024-2025</b>	<b>Year 2025-2026</b>
Salaries wages & Benefits:	\$250,000	\$250,000	\$250,000
Professional and consultant costs	\$50,000	\$50,000	\$50,000
Equipment	\$15,000	\$800	\$800
Minor renovations to program facility	\$2,000		
Translation and simultaneous interpretation costs	\$100	\$100	
Meals and/or refreshments for participants	\$3,000	\$3,000	\$4,100
Honoraria	\$200	\$200	\$200
Culturally Appropriate Expenses	\$240.04		
<b>Total:</b>	<b>\$320,540.04</b>	<b>\$304,100</b>	<b>\$305,100</b>