



**REQUEST FOR PROPOSAL**

**NWRFP-20-16**

**Diversity, Inclusion, Equity, And Anti-Racism Framework For The City Of  
New Westminister**

**Closing Time:**

Tuesday, August 11, 2020  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

by email to [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)  
or  
upload to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

**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 Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

**CORPORATION OF THE CITY OF NEW WESTMINSTER****PART 1****RFP PROCESS & GENERAL REQUIREMENTS****1.0 GENERAL INFORMATION**

- 1.1** The City of New Westminster is seeking to retain the services of an external consultant firm to partner with the City in developing and implementing a Diversity, Inclusion, Equity, and Anti-Racism Framework. The objectives of this Framework will be to advance diversity, inclusion, and equity across the organization, while also including strategies to eliminate racism and systemic discrimination in all its forms within our organization and our community.
- 1.2** The City reserves the right to use this consulting firm for a period of 5 years for the services related to this RFP.
- 1.3** Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.4** The City of New Westminster 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.
- 1.5** This is a request for proposals, 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 Proposal to the City.
- 1.6** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
  - b) modify this RFP at any time.
- 1.7** Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.8** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.9** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
  - b) Price; and
  - c) Specific contract details as deemed reasonable for negotiations by the City.
- 2.0 COVID-19 GLOBAL PANDEMIC**
- 2.1** Due to the COVID 19 global pandemic, the City may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the City will only pay for actual costs incurred by the consultant.
- 2.2** In submitting a Proposal, the Proponent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Proponent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for

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Proposal, and said “Known Impacts” have been accounted for by the Proponent within the schedule and pricing.

### **3.0 PROPOSAL INSTRUCTIONS**

**3.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with Subject “**NWRFP-20-16 Submission**” in the Subject to either [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca) or upload to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

**3.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

**3.3** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile or other unsealed Proposals.

**3.4** Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will 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>

### **4.0 CONTRACT REQUIREMENTS**

**4.1** The City anticipates that any contract arising from this RFP will be based on the City’s Consulting Services Agreement and Statement of Work provided by the consultant.

**4.2** The City expects that any Agreement with the selected Proponent will be for an initial term of one (1) year with four (4) optional one (1) year renewal terms at the sole discretion of the City.

### **5.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

**5.1** All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal 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 Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal 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.

### **6.0 INSURANCE, PERMITS AND LICENSES**

**6.1** The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:

- a) Commercial General Liability Insurance protecting the City, for an amount of one million dollars (\$1,000,000) naming the City as additional insured;

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**6.2** The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

### **7.0 LIVING WAGE EMPLOYER**

**7.1** Effective January 1, 2011, the City of New Westminster became a “Living Wage Employer”. As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.

**7.2** In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.  
[http://www.livingwageforfamilies.ca/living\\_wage\\_calculator](http://www.livingwageforfamilies.ca/living_wage_calculator)

**7.3** The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy (attached as Appendix A). **Completion and submission of the Declaration is required prior to Contract award.**

**7.4** In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City’s [Living Wage Page](#) for further information.

### **8.0 EVALUATION AND SELECTION PROCESS**

**8.1** The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City’s opinion offers the best value for the services requested.

**8.2** The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.

**8.3** Proposals will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Executive Summary	5%
Project Team Experience	20%
Project Example	30%
Methodology	35%
Cost/Schedule	5%
Value Add	5%
<b>Total</b>	<b>100</b>

**8.4** The City may request three (3) or more of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

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**8.5** The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 3 months.

**9.0** **NEGOTIATIONS**

**9.1** The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City.

**9.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.

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**PART 2**

**BUSINESS REQUIREMENTS AND SCOPE OF WORK**

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### 1.0 **BACKGROUND**

**1.1** The City of New Westminster values diversity, inclusion, and equity throughout the organization. With these core values, the City aspires to be a local government employer of choice by attracting, engaging, and retaining the most talented workforce possible that represents a balanced, diverse, and inclusive public service. The City is committed to proactively identifying and addressing any systemic barriers in our business policies, practices, procedures, programs and services so that we can provide a supportive work environment, capitalize on the strengths and talents of our workforce, and represent the community we serve.

**1.2** With this mandate, the City of New Westminster is seeking to retain the services of an external consultant to partner with the City in developing and implementing a Diversity, Inclusion, Equity, and Anti-Racism Framework. The objectives of this Framework will be to advance diversity, inclusion, and equity across the organization, while also including strategies to eliminate racism and systemic discrimination in all its forms within our organization and our community. A key component of this work will be focused on diversity, inclusion, and equity within the New Westminster Police Department and the New Westminster Fire and Rescue Services.

The following objectives for the Framework was passed through a motion by New Westminster City Council:

- a) Report on the current breakdown of departments by gender, diversity, and people with disabilities;
- b) Research best practices that other governments, institutions and businesses have implemented to address gender parity, diversity and inclusion;
- c) Develop hiring practices that will meet the needs of a changing workforce and improve the balance of our employee makeup;
- d) Develop metrics and a reporting structure that will confirm our success or failure to address these issues; and
- e) Develop Citywide policy to which all departments can adhere to and that addresses not only the issues of gender parity, diversity, and inclusion, but also the integration and support of all City employees with disabilities.

The following objectives for the Framework was passed through a motion by the New Westminster Police Board:

- a) Develop a workforce that is broadly reflective of the community;
- b) Identify and address barriers to diversity within organizational systems;
- c) Attract and retain a talented workforce skilled at working in an inclusive and respectful manner with one another and with the community;
- d) Create processes, policies, plans, practices, programs, and services that meet the diverse needs of those they serve; and
- e) Establish a senior leadership action group to oversee equity, diversity and human rights initiatives.

The objectives outlined in the motions above will be integrated into a comprehensive Diversity, Inclusion, Equity, and Anti-Racism Framework for the City of New Westminster. The Framework should include training and educational programs for staff such as unconscious bias, anti-racism training, etc.

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- 1.2** The Framework will provide an important tool for ensuring that our organization is safe from the threat of racism, discrimination, and injustice, while ensuring that our ideals for a diverse, inclusive, and just society are reflected in our policies, practices, procedures, programs and services. It is intended that the Framework will ultimately embed the core values of diversity, inclusion, and equity into the City’s everyday work and culture in support of the City’s vision to be “a vibrant, compassionate, and sustainable City that includes everyone”.
- 1.3** This RFP will be completed in 2 Phases.
- a) Phase 1 will be the review of the initial responses to this RFP and shortlisting three (3) Proponents (Shortlisted Proponents). The City reserves the right to modify the number of Shortlisted Proponents based upon the quantity and quality of the responses.
  - b) Phase 2 will be a 2 – 3 hour interview/presentation where the Shortlisted Proponents will respond to specific questions from the City and will also be given the opportunity to present their own information.
  - c) After the interview/presentation is completed, the City will select one (1) of the Shortlisted Proponents to be the Lead Proponent.
  - d) Due to the current COVID19 pandemic, the Phase 2 interview/presentations will be hosted using video conferencing technology.
- 1.4** The City reserves the right to use the Lead Proponent for a period of up to five (5) years for work outlined in this RFP or similar work.
- 1.5** Estimated budget for 2020 is \$80,000.00 for the initial work outlined in this RFP; for additional work in 2021 or beyond, or where additional scope of work is required, the City will increase the budget amount through negotiations with the Lead Proponent.
- 1.6** Schedule of the RFP is as follows:
- a) July 14 – post the RFP
  - b) August 11 – close the RFP
  - c) August 18 – 3 Shortlisted Proponents notified
  - d) August 31 - September 1 – conduct interview and presentations with Shortlisted Proponents to select a Lead Proponent
  - e) September 8 – Lead Proponent notified and requested to work on the detailed SOW
  - f) September 14 - information is provided to Council
  - g) September 18 – contract is signed
- 2.0** **BUSINESS REQUIREMENTS & SCOPE OF WORK**
- 2.1** The Lead Proponent will be working with City staff, external stakeholders and others to develop and implement the framework.
- 2.2** The City is open to any and all proposals in the development and implementation of a comprehensive Framework.
- 2.3** The Lead Proponent will be required to provide a full detailed Scope of Work after Phase 2 to outline roles and responsibilities, deliverables, timelines etc.



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- 2.4** The City is looking for suppliers who have the following experiences and capabilities:
- a) Experience in developing and implementing a diversity, inclusion, equity, and anti-racism framework or strategy within a BC provincial and/or Canadian context.
  - b) Experience working with public agencies and/or local governments, including Police and Fire departments.
  - c) Experience with training, education, and capacity-building activities related to diversity, inclusion, equity, and anti-racism.
  - d) Experience in developing strategies and priorities that will support the City now and into the future.
  - e) Experience and knowledge of relevant legislation and statutory regulations such as BC Human Rights Code, Employment Standards Act, WorkSafeBC, etc.
  - f) Understanding of issues related to the recent calls for Police reform.

### **3.0** SUBMISSION REQUIREMENTS

- 3.1** Proposals should be provided on double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:
- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
  - b) **Executive Summary:** (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) **Project Team/Experience:** Provide a brief bio (half page for each team member) of the proposed project team complete with describing each person’s role in **this** project and his or her qualifications and experience as requested under Business Requirement 2.4, to take on successfully the role. Please include full resumes as Appendix C in your response.
  - d) **Project Example:** (2 pages) Review the requirements as noted under 2.4 and provide one (1) example of where your staff have undertaken in the last five (5) years that is similar in scope as this RFP. For the example provide at minimum the following:
    - 1) Brief overview of the project
    - 2) Outline your role in the project
    - 3) What worked; what did not?
    - 4) How was the project received?
    - 5) What feedback did you receive?
    - 6) Other???
  - e) **Methodology:** (4 pages) Provide an outline of how you propose to work with the City to develop the Framework. For this section provide at minimum the following:
    - 1) Include at a high level a schedule of activities
      - i. Outline each phase of the project from initial discussions to implementation and training of staff
    - 2) An estimate of resources required from your organization, City staff and other stakeholders.
    - 3) Other

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- f) **Cost/Schedule:** Proponents are requested to provide the following:
  - 1) Using the schedule provided in e) Methodology provide a cost breakdown.
  - 2) The City acknowledges that there may be additional services that will benefit the City; Proponents are requested to provide a list of other services, brief description and cost for these services.
  
- g) **Value Add:** (1 page) 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
  
- h) **Living Wage Declaration:** As per Part 1, section 7
  
- i) **References:** Complete the attached table of references

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### REFERENCES

Please provide three (3) references for companies in British Columbia for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

<b>Reference 1</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

<b>Reference 2</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

<b>Reference 3</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

- 1.1** The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City reserves the right to seek a reference from sources other than those provided by the Proponent.



Corporation of the City of  
**NEW WESTMINSTER**

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**APPENDIX A**

**DECLARATION – LIVING WAGE EMPLOYER**

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**DECLARATION – LIVING WAGE EMPLOYER**

I, \_\_\_\_\_ as a duly authorized signing officer of

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: \_\_\_\_\_

Authorized Signatory:

Dated:

\_\_\_\_\_

\_\_\_\_\_