



**homeward trust**  
edmonton

opening doors. building hope.

## Request for Proposals

### Indigenous Housing First Team

~~Deadline for Proposal Submission: April 7, 2017~~

**EXTENSION: Deadline for Proposal Submission: April 28, 2017**

Information Session: March 22, 2017

**Second Information Session: April 18, 2017**

Homeward Trust Community Room

9:30am > 11:00am(MST)

Please RSVP via [proposals@homewardtrust.ca](mailto:proposals@homewardtrust.ca)

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**Request for Proposal**  
**Indigenous Housing First Team**  
**Extension: RFP Submission Deadline**

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## **1.0. Introduction**

### **1.1. Request for Proposal**

This Request for Proposal (RFP) is an invitation by Homeward Trust for not-for-profit community service agencies to submit non-binding proposals to establish a New Indigenous Housing First Team.

The term “indigenous” used in this RFP is intended to be inclusive of First Nations, Métis, Inuit, and non-status peoples.

The following documents are included in this package: RFP, Application Form, Application Form, and Declaration Form.

### **1.2. Term**

Funding is available for an twelve-month period commencing June, 2017.

### **1.3. About Homeward Trust Edmonton**

Homeward Trust is the backbone organization leading the work to end homelessness in Edmonton. Today, we administer funds on behalf of three orders of government and we work to identify, then contract, and guide the active and engaged community organizations who are providing outstanding program and services through evidence based practises to people experiencing homelessness in Edmonton.

All Homeward Trust investments align with Edmonton’s 10-Year Plan to End Homelessness, *A Place to Call Home*, as well as the Government of Alberta’s *A Plan for Alberta: Ending Homelessness in 10 Years*, and the Homeward Trust-led Edmonton and Area Community Plan on Housing and Supports.

### **1.4. About Housing First**

Housing First is a recovery-oriented approach to ending homelessness that involves moving people who experience homelessness into independent and permanent housing as quickly as possible, with no preconditions (e.g. sobriety, abstinence), and then connecting them with the supports and resources that they need to maintain their housing.

Housing First is not “first come, first served”; instead, it matches people who are experiencing homelessness with the best service available to meet their needs. It is a proven intervention, moving people from an experience of homelessness to stability by providing support and case management to achieve long-term success. Housing First in Edmonton prioritizes services according to greatest need, and focuses on addressing chronic homelessness (i.e., those who have been homeless for a year or more).

There are a number of agencies currently working to end homelessness in Edmonton using a Housing First approach. Under the Ten-year Plan to End Homelessness Homeward Trust funds different types of programs and services that operate according to Housing First, including supportive housing as well as both clinical and non-clinical teams whose role is to identify, house and support those experiencing homelessness. This RFP is seeking an indigenous agency to provide a team that delivers outreach, housing, case management, and access to ceremony and cultural connections.

### **1.5. Indigenous Housing First Programs**

Indigenous peoples are vastly overrepresented among the homeless population in Edmonton. In 2016, Edmonton's Homeless Count found that 48% of those experiencing homelessness identified as indigenous, and this proportion has changed little since the Ten-year Plan to End Homelessness in Edmonton was implemented. Housing teams in Edmonton are required to include indigenous peoples as a large proportion of those served; as well there are many opportunities available for staff training and for program participants to access ceremony and cultural activities. However, more investment and renewed efforts are required in order to improve service for indigenous peoples and address overrepresentation among those experiencing homelessness.

Edmonton presently has one indigenous Housing First team, operated by an indigenous agency and focusing almost exclusively on indigenous populations. This RFP is about expanding programming that is fundamentally rooted in culture, recognizing that connections to community, culture and traditional practices can be an important part of the healing journey for indigenous peoples.

Increasing the availability of Housing First programs delivered by indigenous agencies is part of recognizing and addressing the many impacts of colonialism, trauma, and discrimination on indigenous peoples. Displacement from traditional homelands, systemic racism, residential schools, the Sixties Scoop, and the ongoing overrepresentation in child welfare and correctional systems are responsibilities we all share. Homeward Trust is aligning our approach to acknowledge and implement what has been learned through the work of the Truth and Reconciliation Commission. At the core of service provision, the cultural perspective allows indigenous Housing First teams to offer opportunities to program participants to connect or reconnect with their culture, while at the same time working to end their homelessness permanently through a Housing First approach.

### **1.6. New Providers: Building Capacity**

Agencies interested in delivering the services described in this RFP need not have previous experience with Housing First, or with Homeward Trust as a funder. Homeward Trust recognizes the need to involve indigenous agencies in the work of ending homelessness and is prepared to support the development of new programs in a number of ways:

- An information session will be held in February to address questions about this RFP, about Housing First, and about the services envisioned.

- Homeward Trust supports funded programs by providing training for staff, including capacity building in the areas of:
  - Housing First “101”
  - Housing outreach
  - Landlord relations
  - Case management
  - Techniques for practice, such as motivational interviewing
  - Harm reduction
  - Trauma-informed services
- A new provider would have access to resources within Homeward Trust as well as funded agencies to describe and demonstrate how Housing First practice can be rooted in culture.
- Homeward Trust provides training on the use of standardized screening and assessment tools.
- Homeward Trust supports all new programs with setting up and using the *Efforts To Outcomes* database system that all teams use for managing case information.

## 2.0. RFP Submission

### 2.1. Document Checklist

Those interested in providing a submission for consideration are asked to provide a proposal in **electronic format** to Homeward Trust Edmonton at [proposals@homewardtrust.ca](mailto:proposals@homewardtrust.ca) by **April 7, 2017, April 28, 2017**.

The submission must include the following documents (see Section 5 for requirements):

- A complete RFP Application Form.
- A proposal summarizing the proponent’s qualifications and service expertise to deliver the model as defined in Schedule A, Project Requirements
- An electronically signed or scanned Declaration page.
- Corporate Certificate of Insurance
- Certificate of Incorporation, if applicable.
- Proof of non-profit status, if applicable (registration as a Not For Profit Society in the Province of Alberta and/or Canada Revenue Agency as a Charitable Organization).
- Audited financial statements for the two most recent fiscal years, including any management letters and responses to the same if applicable.

### 2.2. RFP Schedule

Homeward Trust Edmonton reserves the right to change the RFP schedule as needed.

<b>RFP Release</b>	<b>March 10, 2017</b>
<b>Information Session – Homeward Trust Community Room</b>	<b>March 22, 2017 1:00pm &gt; 3:00pm</b>
<b>Information Session – Homeward Trust Community Room</b>	<b>April 28, 2017 9:30am &gt; 11:00am</b>
<del><b>Deadline for Questions</b></del>	<del><b>March 23, 2017</b></del>
<b>Extension: Deadline for Questions</b>	<b>April 19, 2017</b>
<del><b>HTE Responses to Questions (posted on website)</b></del>	<del><b>March 25, 2017</b></del>
<b>Extension: HTE Responses to Questions (posted on website)</b>	<b>April 21, 2017</b>
<del><b>Deadline for Proposal Submissions</b></del>	<del><b>April 7, 2017</b></del>
<b>Extension: Deadline for Proposal Submissions</b>	<b>April 28, 2017</b>
<b>Notification of Awards</b>	<b>May, 2017</b>
<b>Project Start Date</b>	<b>June 15, 2017</b>

Proposals should be submitted in electronic format to HTE, to the attention of:

Homeward Trust Edmonton  
6th Floor, 10242 105 Street  
Edmonton AB T5J 3L5  
Email: [proposals@homewardtrust.ca](mailto:proposals@homewardtrust.ca)

All proposals received by HTE shall be opened by a representative of HTE. Please note that late proposals will not be accepted. Homeward Trust may request an interview or presentation from shortlisted candidates as a part of the review process.

All questions shall be submitted in writing by email to Jarrod Bayne at Homeward Trust Edmonton by ~~March 23, 2017~~ **April 19, 2017**. Both questions and answers will be posted on the Homeward Trust Website and be viewable by all proponents by **April 20, 2017**.

**Jarrod Bayne**  
Chief Programs Officer  
E-mail: [jbayne@homewardtrust.ca](mailto:jbayne@homewardtrust.ca)

### **2.3. Review Process**

Homeward Trust is a community-based organization committed to transparency. All submissions are subject to a community review process and Board approval as follows:

- Homeward Trust administration will review submissions to the RFP to ensure completion and determine whether the submission meets RFP requirements.
- Next, an internal committee will assess and rank each proposal by assigning a score to each of the criteria for review outlined below. In addition, administration will review any past funding, contract and performance information available for the vendors who apply, as well as the financial statements provided. Any significant information or issues will be included in the assessment.
- Proposals, ranking, and scoring are submitted for review by HTE's Project Review Committee (PRC) and Indigenous Advisory Council (IAC). Scoring of proposals is used to inform the PRC, IAC, and Board of Directors, but does not bind these groups in providing advice or identifying a preferred proposal.
- The PRC and IAC provide advice on the selection of successful proposals in **May, 2017**.

### **3.0. Eligibility**

The fact that a project meets the eligibility criteria does not guarantee that it will be funded. All eligible proposals are subject to a comprehensive assessment process.

Community-based, non-profit indigenous agencies are encouraged to submit a proposal individually or in collaboration with partners, provided they have:

- Organizational, policy and program alignment with the Housing First approach and the values described in this RFP;
- Sufficient relationships, resources and connections to provide opportunities for program participants to connect with culture, ceremony and traditional practice as part of a healing journey;
- Capacity to provide the services described, including outreach, housing, case management, and access to ceremony and cultural connections;
- Organizational expertise and experience working with indigenous peoples experiencing homelessness;
- Strong connections with service providers in the community, and willingness to work with partners to facilitate sustainable housing options for the population served; and
- Sound financial and human resources management.

## 4.0. Proposal Requirements

Proposals submitted must be no more than seven (7) pages in length, exclusive of the Application Form, Declaration Form, and any supplementary documentation.

### 4.1. Review Criteria

Proposals must include specific sections that address each of the key components identified in the list below. Proposals will be assessed against the following components:

- **Service Model:** How the proponent(s) will provide housing, outreach, and case management services to Edmonton’s chronically homeless adults supporting the Housing First Philosophy.

*Key considerations include:*

- *Experience and approach in helping clients to access housing, including working with private landlords.*
- *Approach to outreach and supporting those who are experiencing homelessness and may be staying in shelter, in parkland, or other temporary accommodations.*
- *Experience and approach providing support services, connections to community resources, and case management.*

- **Organizational Credentials and Capacity:** The proponent should describe how their organization is well-positioned with the resources and capabilities required to facilitate successful outcomes for program participants.

*Key considerations include:*

- *Experience working with homeless and vulnerable populations, who may experience a range of complex barriers to housing.*
- *The proponent is to describe their existing services and partnerships that will enable the agency to better support program participants.*

- **Alignment with Program Philosophy and Practice:** Proposals should describe how the agency is aligned with the philosophy and practice under a Housing First Service model. It is essential that the project is aligned with the values of community efforts to end chronic homelessness. These values include the following, which are described in greater detail within Schedule A:

- *Housing First*
- *Harm Reduction*
- *Trauma-informed Care*

- **Inclusive Services:** Proposals should describe experience, capacity, connections, and/or history related to delivery of inclusive and culturally-appropriate services.

*Key considerations include:*

- *Approach to provide access and connections to ceremony, traditional practices, and cultural activities.*
  - *Ability to ensure services provided to indigenous peoples are relevant, respectful and effective in helping to secure and sustain housing.*
  - *Demonstrating the ability to work with marginalized populations (e.g., chronically homeless, LGBTQ, street-involved, etc.) is also important.*
- **Budget:** Homeward Trust funds all similar programs in a consistent way for salaries, staff operating costs, client costs, and administration. Schedule B describes the categories of costs that will be funded under this RFP. Overall budget will be determined by the number of staff approved and number of program participants that the agency will house and support.
    - *Ability of the proponent to leverage existing services, space, resources or partnerships in support of the program will be considered.*

## 4.2. Scoring

For the purposes of comparing proposals, the criteria identified above will be assigned scores out of a total of 100 as follows:

Review Criteria	Scoring
Service Model	/25
Organizational Credentials and Capacity	/25
Alignment with Program Philosophy and Practice	/20
Inclusive Services	/25
Budget	/5
<b>TOTAL</b>	<b>/100</b>

## 5.0. Schedule A: Project Requirements

### 5.1. Addressing Chronic Homelessness for Edmonton's Indigenous Population

This RFP is intended to identify a proponent to provide housing and case management for indigenous individuals and families experiencing homelessness. The particular focus of this team will be on chronically homeless indigenous individuals, meaning those who have been homeless for over a year and experience complex barriers to housing.

The successful vendor will join a community effort to end homelessness through a Housing First approach, working with Homeward Trust and other funded programs as part of the homeless-serving sector. Homeward Trust and funded programs work together to identify those experiencing homelessness through outreach, access housing, and provide time-limited case management support to avoid a return to homelessness. Homeward Trust supports funded programs to prioritize services together, so that anyone who is screened for service is assessed the same way, and served according to need.

The desired program is not simply delivered by an indigenous agency, but rooted in culture and with a strong emphasis on connecting individuals with ceremony, traditional practice, community, and cultural activities in support of their healing journey.

### 5.2. Values

Programs funded by Homeward Trust under the Ten-year Plan to End Homelessness must be committed to the following values, in principle and in practice:

- **Housing First** - *Housing First works from the principles that everyone has the right to safe, secure and stable housing without any preconditions of readiness and is supported through case planning and continuous assessments of needs.*
  - *Client choice is an important aspect of the Housing First approach, as it has been shown to improve results and experience of Housing First programs.*
  - *Housing First takes a recovery oriented approach, meaning that it assumes people can move along the path to healing, independence and empowerment with the right supports in place.*
- **Harm Reduction** - *Harm reduction incorporates a spectrum of strategies from safer use, to managed use, to abstinence, and meeting those engaged in high-risk behaviours "where they're at." A harm reduction philosophy means the program works to reduce the negative consequences of drinking and drug, use as well as other potentially high-risk behaviours, but does not withhold or deny services because of them.*

- ***Trauma Informed Care** - Trauma informed care services ensure participants do not experience further traumatization or re-traumatization. Services are provided in ways that recognize the need for physical and emotional safety, as well as offer choice and control in decisions affecting one's treatment. Safety and empowerment for the participants are central to the organization and these values are embedded in policies, practices, and staff relational approaches.*

### **5.3. Scope of Service**

Homeward Trust will allocate resources to proponent(s) to operate a Housing First program which will provide housing and case management services to chronically homeless self identified indigenous adult men, women, and families for a twelve-month period upon notification of award.

#### **PROGRAM ACTIVITIES**

1. The Sub-contractor will be responsible for outreach to engage potential program participants, client intake and assessment, assisting client with finding housing, setting up the client in housing, and facilitating transition to case management support.
2. The Sub-contractor will screen potential program participants using a standardized tool, the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT). Those who are screened as appropriate for program participation will be prioritized for service through Homeward Trust's Coordinated Access resources.
3. The Sub-contractor will assess strengths and barriers to housing for Housing First participants utilizing the Service Prioritization Decision Assistance Tool (SPDAT).
4. The Sub-contractor will provide case management and support to clients in order to help them maintain their housing and address barriers to long-term sustainability. Case management activities include: completing assessments, goal-setting and action planning, service referrals, connections to income sources, community integration, tenancy management, case management review, re-housing (if required), discharge planning and data collection.

### **5.4. Target Population**

In October 2016, the most recent local homeless count was conducted; these efforts confirmed that in Edmonton, indigenous individuals are nine times more likely to experience homelessness compared to the overall population. Almost three quarters of those enumerated were male, and 48% identified as Indigenous.

The proponent's caseload will reflect the homeless community demographics in Edmonton. The team will have a minimum average caseload of 50% of individuals and families who self-identify as indigenous

– although an indigenous team would typically serve indigenous participants almost exclusively. Although the team may be expected to house and support families, the focus of the program will be on chronically homeless individuals.

## 5.5. Culture

One significant difference in the Housing First Team for indigenous peoples compared to other Housing First teams is the recognition that long-established cultural and spiritual Indigenous practices and traditions integrated into the day to day service intervention may enhance the healing journey for some individuals benefitting in enhanced sustainability in housing.

This is not to say that all indigenous participants in Housing First must engage with an Indigenous Housing First Team, as this is a choice made by the person, and supported by the Housing First community. It is the belief of Homeward Trust and the Edmonton Housing First community that it is essential for a space to be created and protected where choice is possible.

The Indigenous Housing Team must have relationships and access to the following resources and leaders through a purchased service or other offering which include traditional and non- traditional helpers:

- Elders and Spiritual Advisors
- Cultural Leaders/Helpers
- Access to opportunities to restore language, traditional song  
Methods to help participants access community events such as Pow Wow, Round Dance, Sweats, Sundance, Culture camp
- Pipe carriers
- Parenting mentors
- Traditional Healers
- Psychologists
- Trauma Counselors relative to truth and reconciliation

## 5.6. Evaluation and Reporting

Homeward Trust and its partners have established outcomes and performance measures for programs delivered using a Housing First approach. These measures are used for program improvement as well as to ensure quality of practice. Outcomes align with the expectations of Homeward Trust's funders as well.

The proponent(s) is required to use Efforts to Outcomes™ (ETO), a widely used online platform for case management and reporting as part of the evaluation protocol. Staff will be required to use ETO for recording case information, and the results of screening and assessment. Homeward Trust will cover the costs of training, support, and user access for ETO.

## **6.0. Schedule B: Budget**

Homeward Trust funds all similar programs in a consistent way for salaries, staff operating costs, client costs, and administration. Overall budget will be determined by the number of staff approved and number of program participants that the agency will house and support. Depending on the size of the team, budget will range between \$500,000 and \$900,000 for the contract period.

For clarification, the following descriptions are provided of the categories within the budget:

### **Personnel**

- These are staffing costs to deliver services. Funded positions may include:
  - Housing Outreach Worker(s)
  - Follow-up Support Workers
  - Team Lead
  - Trauma Support Workers
  - Cultural & Spiritual Educator
- Funding for staff benefits is calculated at 16% of salary costs. This is standard practice for HTE as a funder.

### **Staff Operating Costs**

- These costs include: phones, mileage and parking while working in community, each funded at standard rates.

### **Client Start-up Costs**

- These are costs of accessing housing, which can include:
  - Security deposit;
  - Rent and/or rent arrears in the first 90 days of housing;
  - Utilities and utilities hook ups, including deposit;
  - Tenant's home insurance;
  - Start-up groceries; and/or
  - Furniture and set-up of units, including basic supplies such as dishes and cleaning supplies.
- Note that housing teams have access to *Find* furniture bank, which supplies donated furnishings for program participants.

### **Direct Client Costs**

- These costs are calculated based on the number of clients expected to be served, using cost modifiers consistent across HTE Housing First programs.
- Meeting Activities and Meals are costs associated with meeting with clients in community.
- Client Assistance costs include transportation, basic necessities, and accessing services.
- Client Costs after 90 days can be used for housing costs after the first 90 days of housing, as well as accessing interim accommodation or transitional housing in emergencies.

- Client Program Costs may include expenses related to group programming such as community involvement, active living, wellness and recovery, mutual support and problem solving, among others.
- Proponents should identify the costs of accessing Indigenous cultural resources and supports, if any.

**Administration**

- Administrative costs are not to exceed 15% of total project budget (minus set up)
- Administration is paid at a rate of 15% on Personnel Costs, Staff Operating, and Direct Client Costs.
- Office space for program staff is eligible as an administrative cost.

In addition, Homeward Trust administers limited funding for exceptional circumstances such as minor damages to units, and costs related to moving and eviction.

**6.1. Project Set Up Costs**

Proponents should identify what funding would be requested to set-up the program.

- These are costs related to setting up office space and equipment for use by project staff.
- Costs may include expenditures on office furniture, equipment, software, supplies, or other related items.
- This is a one-time expense. Project Set Up Costs are not included in calculation of administration costs.

## 7.0. Schedule C: General Terms

### 7.1. Terms and Conditions

#### 7.1.1. Inquiries

All inquiries to this Request for Proposal are to be directed, in writing to the contact listed above, by ~~March 23, 2017~~ **April 19, 2017**. Information obtained from any other source is not official and may be inaccurate. Inquiries and responses will be recorded and will be posted on HTE website by **April 21, 2017**.

#### 7.1.2. Notification of Changes

Any changes to the RFP will be posted on the Homeward Trust Website ([www.homewardtrust.ca](http://www.homewardtrust.ca)) by **April 21, 2017**. It is the responsibility of the proponent to check the HTE website to check for any posted changes or responses.

#### 7.1.3. Changes to Proposal Wording

The proponent shall not change the wording of the proposal after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by Homeward Trust Edmonton for purposes of clarification.

#### 7.1.4. Ownership of Proposals

All documents submitted to Homeward Trust Edmonton become the property of Homeward Trust Edmonton.

#### 7.1.5. Proponents' Expenses

Prospective proponents are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with Homeward Trust Edmonton, if any.

#### 7.1.6. Acceptance of Proposals

This RFP should not be construed as a contract to purchase goods or services. Proposals will be assessed considering the evaluation criteria described herein. Neither acceptance of a proposal or execution of an agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal state, regulation or by-law.

#### 7.1.7. Clarification

Homeward Trust Edmonton reserves the right to seek proposal clarification with the proponents to assist in making evaluations.

#### 7.1.8. Definition of Contract

Notice in writing to a proponent of the acceptance of its proposal by Homeward Trust Edmonton and the subsequent full execution of a written agreement shall constitute a

contract for the services, and no proponent shall acquire any legal or equitable rights or privileges whatever relative to the services until the occurrence of both such events.

**7.1.9. Acceptance of Terms**

All the terms and conditions of this RFP are assumed to be accepted by the proponent and incorporated in its proposal.

**7.1.10. Compliance with Laws**

- a) The proponent shall comply with all the laws applicable to the work or the performance of the contract. The law applicable to the proposal shall be the law in effect in the Province of Alberta
- b) Service providers are aware of, understand, and comply with the requirements of the *Freedom of Information and Protection of Privacy Act* (FOIP) in relation to project/proposal deliverables

**7.1.11. Homeward Trust Edmonton reserves the right to:**

- a) Revise the RFP and / or to issue amendments to the RFP;
- b) Reject, cancel, or reissue the RFP in whole or in part, if it is deemed in Homeward Trust Edmonton's best interests, with no penalty, prior to the execution of an Agreement.

**7.2. Confidentiality and Security**

**7.2.1. Authority**

All proposals shall be signed by a legally authorized employee or Board member per the agency's Board policies and bylaws.

The Form of proposal provided in the proposal documents is to be executed as a specialty instrument and once the proposals have been officially opened, the proposal shall be irrevocable until it is considered and awarded by Homeward Trust Edmonton.

**7.2.2. Use of Documentation**

This document or any additional information may not be used for any purpose other than the submission of proposals.

**7.2.3. Confidentiality**

Information pertaining to Homeward Trust Edmonton obtained by the proponent because of participation in this project is confidential and must not be disclosed without written authorization from Homeward Trust Edmonton.

#### **7.2.4. Freedom of Information and Protection of Privacy Act**

All documents submitted to Homeward Trust Edmonton are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. While this Act allows persons a right of access to records in Homeward Trust Edmonton's custody or control, it also prohibits Homeward Trust Edmonton from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in sections 15 and 16 of the Act. Applicants are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

The purpose for collecting the personal information required to be provided in their bid request is to enable Homeward Trust Edmonton to ensure the accuracy and reliability of the proposal, and to enable Homeward Trust Edmonton to evaluate your response to this bid request and for other related program purposes of Homeward Trust Edmonton. You may contact Homeward Trust Edmonton at 6<sup>th</sup> Floor, 10242 105 Street, Edmonton, Alberta (780) 496-2630 if you have any questions about the collection of information pursuant to this bid request.

### **7.3. Proponent Information and Requirements**

#### **7.3.1. Proponent Representation**

Each proponent, by submitting a proposal in response to this RFP, represents that the proponent has read and understands the proposal documents, and has familiarized itself with all federal, provincial, and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress, or the performance of the work.

The failure or omission of any proponent to receive or examine any form, instrument, addendum, or other documents, or to acquaint itself with conditions, existing at the site, shall in no way relieve any proponent from any obligations with respect to its proposal or to the resulting contract.

#### **7.3.2. Modification of Proposals**

A proposal may be modified or withdrawn by the proponent any time prior to the submission deadline. The proponent shall notify Homeward Trust Edmonton in writing of its intentions.

If a change in the proposal is requested, the modification must be so worded by the proponent as to not reveal the original cost of the proposal.

Modified and withdrawn proposals may be resubmitted Homeward Trust Edmonton prior to the submission deadline.

No proposal can be withdrawn after the submission deadline, and for ninety (90) days thereafter.

## **7.4. General**

The following terms will be enforced if the proponent is successful in securing an agreement under the RFP. Proponents submitting a proposal agree to the following terms as a condition of their submission:

### **7.4.1. Occupational Health & Safety**

The proponent shall comply with the provisions of the Occupational Health and Safety Act, Statutes of Alberta, 2000, Chapter O-2, and amendments there to and regulations there under, and shall, at all times, ensure that all equipment and manpower at the work site shall comply with the requirements of the said Act and regulations there under. This includes Work Place Violence and Working Alone Policies.

### **7.4.2. Workers' Compensation Board**

The proponent shall provide evidence to Homeward Trust Edmonton upon request that an account has been opened with the Workers' Compensation board and that all fees are paid in compliance with the Board; and that the coverage is maintained for the duration of an agreement for any persons working for or employed by the proponent on an agreement; or evidence of exception from WCB. No person under the age of eighteen (18) shall be employed under the terms of an agreement.

### **7.4.3. Insurance**

The Proponent shall provide the following insurance, to be placed with a company and in a form as may be acceptable to Homeward Trust Edmonton. The insurance shall remain in force until the date of the project completion, unless otherwise stipulated, and shall provide for thirty (30) days prior notice of cancellation, lapse or material change.

### **7.4.4. Comprehensive Insurance**

Comprehensive General Liability Insurance protecting the Province, Homeward Trust Edmonton, the Proponent and their respective servants, agents or employees against damages arising from personal injury (including death) and claims for property damage which may arise out of the operations of the proponent, its subcontractors, and their respective servants or employees under an agreement.

This insurance shall be for the amount of not less than Five Million dollars (\$5,000,000.00) inclusive per occurrence and shall include a standard form of cross liability clause. Complete operations coverage shall be maintained for at least Twenty-Four (24) months after the date of the project completion.

The proponent shall maintain automobile liability insurance on all vehicles owned, operated or licensed in its name in an amount not less than one million dollars (\$1,000,000.00). This applies to all personal vehicles driven by staff for employment.

**7.4.5. Licensing**

The proponent is responsible to ensure that all the licenses that are required by any and all regulatory bodies are applied for, approved and maintained in compliance with the appropriate legislation

**7.4.6. No Subcontract**

The selected proponent(s) will provide all services and will not subcontract or otherwise assign any of the work awarded through the Agreement without formal, written consent from Homeward Trust Edmonton.

**7.4.7. Funding Duration**

The twelve-month contract duration.

**7.4.8. Discrimination Practices in Hiring**

Discrimination in practice makes distinctions between individuals or groups as to disadvantage some people and advantage others on the basis of attributes which separate one group from another. In accordance with the Alberta Human Rights Act (2000) “No employer shall refuse to employ or refuse to continue to employ any person or, discriminate against any person with regard to employment or any term or condition of employment because of the race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status, or sexual orientation” (Alberta Human Rights Act: RSA 2000 cH-14 s7;2009 c 26 s6). Agencies contracted to deliver services will not engage in discrimination of clients and will not prevent individual from attaining employment with a Homeward Trust funded program.