



Purchasing Division

**RFP #3899**  
**CONSULTING SERVICES – STRATEGIC PLANNING**  
**Addendum #1**

**June 21st, 2017**  
**10:25 A.M.**

To: Bidders

From: Jennifer King, Buyer

Pages: 1 in total

phone: 464-2000 (ext. 2223)

**The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:**

**Reference 2.0 Intent/Scope of Work – Item 2.1.6:**

1. **Clarification:** There is no requirement for translation costs. All Surveys and data gathering will be in English.

**Reference 25.0 Method of Award – Item 25.1.4:**

1. **Add the following sentence:** All costs should be indicated for time and materials at an hourly rate.

End of Addendum #1

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PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name



# RFP #3899

## Consulting Services: Strategic Planning

*Halifax Regional School Board  
33 Spectacle Lake Drive  
Dartmouth, Nova Scotia B3B 1X7  
Tel: (902) 464-2000 #2223  
Fax: (902) 464-0161  
[jlking@hrsb.ca](mailto:jlking@hrsb.ca)*

**ALL RESPONSES MUST BE RECEIVED BY CLOSING:  
TUESDAY, JUNE 27<sup>TH</sup>, 2017, 2:00:00 p.m. Atlantic Time**

Faxed & Emailed proposals WILL NOT be accepted

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## ***INTRODUCTION***

### **1.0 Background:**

The Halifax Regional School Board (HRSB) is the largest public school district in Atlantic Canada serving approximately 48,000 students from early childhood education through to Grade 12. The organization employs over 6,000 full time and temporary staff with programs operating from over 136 schools and buildings. The annual operating budget for HRSB is approximately \$445,000,000.

### **2.0 Intent/Scope of Work:**

**2.1.** The purpose of this RFP is to retain a qualified Consulting Firm to develop a four-year strategic plan that directly supports the work of the Board. HRSB is seeking an experienced, professional facilitator to perform the following tasks;

**2.1.1.** Facilitate one or more sessions with staff and Board members to identify the Board's core values.

**2.1.2.** Facilitate a session with the Board (and potentially members of the staff management team) to identify the Board's purpose. (This may involve the development of a new mission statement.)

**2.1.3.** Facilitate the planning process. Work with the Board and staff to gather data through research and community input to identify how the board's values and purpose can be aligned with the needs of the community to inform the board's strategic focus for the next four years.

**2.1.4.** Community input is a key component of this planning process, and may include:

- Focus groups / public input sessions / individual interviews
- Paper/online survey
- Phone follow up interviews

**2.1.5** Other methods as identified by the consultant

**2.1.6** Surveys and other types of gathering data may need to be conducted in additional languages. The specific languages will be determined based on initial research conducted. Please include costs for survey translation and other multi-language components. Also feel free to include in your proposal suggestions for handling research in diverse communities within Halifax.

**2.1.7** Oversee the development of the strategic plan that will be communicated to the board's stakeholders. The final deliverable should include specification of the board's purpose, values, and priorities as well as clearly defined areas of strategic focus.

**2.2** Project site will be the Halifax Regional School Board office, located in Dartmouth, Nova Scotia.

**2.3** **The successful consulting firm will be selected at an HRSB Board meeting mid-July, 2017.** The Strategic planning process will begin early September 2017.

**2.4** A draft/report plan and executive summary are to be submitted to Dave Wright, Board Chair three weeks in advance of the final deliverable due date.

## **GENERAL**

### **3.0 Tender Response Preparation:**

**3.1.** Proponents are cautioned to carefully read and follow the procedures required by this Request for Proposal, as any deviation from these requirements may be cause for rejection. The Request for Proposal submission must be signed by the person(s) authorized to sign on behalf of the proponent and to bind the proponent to statements made in response to this Request for Proposal, subject to other processes noted in this RFP.

### **4.0 Bid Confirmation:**

**4.1.** Proponents who receive the Request for Proposal and **DO NOT** wish to bid are asked to reply with an e-mail stating that you do not wish to submit a proposal to [jlking@hrsb.ca](mailto:jlking@hrsb.ca)

### **5.0 Enquiries:**

**5.1.** All enquiries related to this Request for Proposal shall be directed to *Jennifer King, Buyer by email to: [jlking@hrsb.ca](mailto:jlking@hrsb.ca)*. Please refer to the cover page for contact information. Information obtained from any other source is not official and may be inaccurate. Enquiries and responses may be recorded and may be distributed by email addendum to all proponents at the Board's option.

### **6.0 HRSB RFP Changes and Amendments:**

**6.1.** All proponents will be notified in writing by the Board regarding any changes made to the Request for Proposal ***no later than three (3) business days of the closing date*** for this Request for Proposal. If applicable, the closing date may be extended to allow for a suitable number of proposal preparation days between the closing date and the issuance of an addendum.

### **7.0 Closing Date:**

**7.1.** Proposals ***must*** be received by ***TUESDAY JUNE 27<sup>TH</sup>, 2:00:00 p.m. Atlantic Time*** at the physical address noted on the cover page.

### **8.0 Faxed & Emailed Responses:**

**8.1.** Proposals received by fax or email ***WILL NOT*** be accepted.

### **9.0 Late RFP Responses:**

**9.1.** Late Proposal responses ***WILL NOT*** be accepted and will be returned, unopened, to the proponent.

### **10.0 Changes to Proponent's RFP Response:**

**10.1.** Proponents may withdraw, amend or replace a submission prior to the proposal closing date and time. This information or request ***MUST*** be submitted by **FAX TO (902) 464-0161** on company letterhead or equivalent and contain the signature of the individual submitting the original submission.

## ***TERMS AND CONDITIONS***

### **11.0 Conflict of Interest:**

**11.1.** The Board reserves the right to reject any proposals, if in the opinion of the Board, a perceived conflict of interest exists. The Board's decision shall be final.

### **12.0 Acceptance of Proposals:**

**12.1.** The Board is not bound to accept the lowest priced or any proposal response of those submitted.

### **13.0 Acceptance of Terms:**

**13.1.** All the terms and conditions of this proposal are assumed to be accepted by proponents responding to this RFP.

### **14.0 Ownership of RFP Responses and Freedom of Information:**

**14.1.** All documents, including proposal responses, submitted to the Board become the property of the Board and are subject to disclosure under the Nova Scotia Freedom of Information and Protection of Privacy Act. By submitting a proposal response, the proponent thereby agrees to public disclosure of its contents. Any information the proponent considers as personal information because of its proprietary nature, should be marked as "**CONFIDENTIAL**", and will be subject to appropriate consideration as defined within the Nova Scotia Freedom of Information and Protection of Privacy Act.

## ***PROPOSAL SUBMISSION REQUIREMENTS***

### **15.0 Proposal Submissions (General):**

**15.1.** The Board requires one (1) original, three (3) paper copies, and one (1) electronic copy of your sealed proposal, clearly marked RFP #3899 Consulting Services - Strategic Planning on the outside of the package.

#### **15.2. Proposal Content Requirements:**

**15.2.1.** Completion of "Appendix A" – Proponent Information/Signature form.

**15.2.2.** A cover letter providing a brief description of the firm or individual.

**15.2.3.** Executive summary of the highlights of the proposal, not to exceed one page in length, and conveying the consultant's understanding of the purpose and expected outcomes of the project.

**15.2.4.** A list of key personnel who would be involved in the process and their expertise/experience. If you plan to contract with a third-party vendor to conduct the community research component, please identify what firm you plan to use.

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- 15.2.5.** A summary of the consulting firm's qualifications and relevant experience. Preference will be given to firms and subcontractors that have demonstrated expertise in school board operations as well as strategic planning experience.
  - 15.2.6.** A work plan that includes a description of the methodology, tasks, timeline and estimated total amount of time that would be spent on the project. Responses that fail to include a timeline will not be considered.
  - 15.2.7.** Exclusions or exceptions. Note any parts of the proposal that is beyond the expertise of the consultant, or would be better handled by board staff.
  - 15.2.8.** A schedule of costs that includes consulting, supplies, number of onsite visits and cost per trip, and other costs associated with the planning process. Costs for data gathering and analysis (community research component) must be listed separately.
  - 15.2.9.** References and contact information for which the facilitator has provided strategic planning services.

**15.3.** Should respondent(s) find any discrepancy in or omission from this Request for Proposal, or if additional information or clarification on any of the instructions or information contained herein is required, contact Jennifer King, Buyer by e-mail at [jlking@hrsb.ca](mailto:jlking@hrsb.ca) Such notifications in no way obligate the Halifax Regional School Board to change the proposal. The Halifax Regional School Board will notify all respondents in writing by addendum should clarifications/changes be deemed necessary by the Board.

**15.4.** The Halifax Regional School Board will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the proposal will be issued by email addendum by the Halifax Regional School Board.

**15.5.** Request for Proposal responses must be open for acceptance for at least ninety (90) days after the closing date.

## **16.0 Eligibility:**

**16.1.** Prospective proponents are not eligible to submit a proposal if current or past corporate and/or other interests may, in the opinion of the Halifax Regional School Board, give rise to CONFLICT OF INTEREST in connection with this proposal. Proponents are to submit with their proposal, any issue that may constitute a conflict of interest for review by the Halifax Regional School Board. The Halifax Regional School Board's decision on this matter will be final.

**16.2.** Proposals may also be deemed to be INELIGIBLE if ANY of the following occur:

- omissions of significant information;
- the proposal is not signed as required;
- the proposal has conditions attached which are not authorized by the RFP documents;
- the proposal fails to meet one or more standards specified in the RFP documents;
- all addenda have not been acknowledged by listing on the provided form
- any other defect which, in the opinion of the Halifax Regional School Board, brings the meaning of the proposal into question.

**17.0 HRSB Reservations:**

**17.1.** The Halifax Regional School Board reserves the right to reject any or all proposals or parts of proposals, when in its reasoned judgment; the public interest will be served thereby.

**17.2.** The Halifax Regional School Board may waive formalities or technicalities in proposals as the interest of the Halifax Regional School Board may require.

**17.3.** The Halifax Regional School Board may waive minor differences in the proposal provided these differences do not violate the proposal intent.

**18.0 Disputes:**

**18.1.** In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of the Halifax Regional School Board, or its authorized representatives, shall be final and binding on all parties.

**19.0 Proponents' Expenses:**

**19.1.** Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations, if any, with the Halifax Regional School Board.

**20.0 Exceptions:**

**20.1.** The submission of a proposal shall be considered an agreement to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proponent's proposal response.

**21.0 Currency and Taxes:**

**21.1.** Prices are to be quoted in Canadian dollars, exclusive of HST.

**22.0 Compliance with Laws:**

**22.1.** The Proponent will give all the notices and obtain all the licenses and permits required to perform the work. The Proponent will comply with all laws applicable to the work or performance of the contract.

**23.0 Pre-Proposal Conference:**

**23.1.** There will be no pre-proposal conference, but each proponent must completely satisfy themselves as to the exact nature and existing conditions of the requirements and for the extent and quality of work to be performed. Failure to do so will not relieve the successful proponent of their obligation to carry out the provisions of the contract.

**24.0 References:**

**24.1.** Proponents shall provide a list of three (3) references from clients who have contracted with your company for services considered identical or similar to the requirements of this Request for Proposal.



## ***METHOD OF AWARD***

### **25.0**

#### **Method of Award:**

**25.1.** The Halifax Regional School Board intends to make an award to the proponent that delivers the highest value, competent proposal for services based on the stated evaluation criteria. The successful proponent must demonstrate/describe how they meet the following criteria in their proposal:

**25.1.1.** Responsiveness of the written proposal to the purpose and scope of the project. **(15%)**

**25.1.2.** Demonstrated knowledge, skills and experience in conducting strategic planning projects. **(15%)**

**25.1.3.** Methodology and timeline for carrying out tasks in the scope of work. **(15%)**

**25.1.4.** Total cost involved to complete the process. **(20%)**

**25.1.5.** Ability to meet deadlines and operate within budget. **(15%)**

**25.1.6.** Positive experience and success in strategic and school planning; satisfactory performance record (references). **(20%)**

### **26.0 Award of Proposal:**

**26.1.** Subsequent to the submission of proposals, interviews may be conducted with the proponents, but there will be no obligation to receive further information, whether written or oral from any proponent.

**26.2.** The Halifax Regional School Board will not be obligated in any manner to any proponent whatsoever until written notification has been duly executed relating to an approved proposal.

**26.3.** The successful proponent will receive a letter of award from the Halifax Regional School Board. This RFP document, the proponent's response and the award letter will serve as a contract between the successful proponent and the Board.

### **27.0 Non-Assignment of Contract:**

**27.1.** The proponent shall not assign the contract, or any portion thereof, except upon the prior written approval of the Halifax Regional School Board.

### **28.0 Public Information/Proprietary Information:**

**28.1.** The Halifax Regional School Board operates under the Nova Scotia Freedom of Information and Protection of Privacy Act which permits access to most records and documents.

**29.0 Confidentiality:**

- 29.1.** The selected proponent agrees not to release or in any way cause to release any confidential information of the Halifax Regional School Board unless specifically approved to in writing.
- 29.2.** The proponent acknowledges that all information provided herein or within the specifications or attachments is confidential, and the proponent agrees to maintain all such information in confidence and to use such information only for the purpose of responding to this Request for Proposal. The proponent further agrees to indemnify and hold the Halifax Regional School Board harmless against any claim, loss or damages, howsoever caused, including legal costs, that may arise from any breach of such confidentiality by the proponent, its agents or employees.

**APPENDIX "A"**  
**PROPONENT CONTACT INFORMATION/SIGNATURE FORM**

I/We, the undersigned, having examined this Request for Proposal and having read, understood and accepted the RFP and/or conditions attached hereto, each and all of which form part of this proposal, hereby offer to supply evaluation services in accordance with this RFP.

**Company Name:** \_\_\_\_\_

**Full Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_

**Name & Title of Respondent:** \_\_\_\_\_

**Signature of Respondent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Proponent hereby acknowledges receipt of the following addenda:**

<u>Addendum No.</u>	<u>Dated</u>	<u>Number of Pages</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REFERENCES:**

The Bidder shall furnish particulars of at least three contracts successfully completed or currently being carried to completion. The projects quoted should preferably be approximate in nature to the Scope of Work proposed and be of comparable or greater value.

<b>Contact Name</b>	<b>Company Name</b>	<b>Project</b>	<b>Phone #</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**The Halifax Regional School Board reserves the right to accept or reject any or all proposal responses, not necessarily accept the lowest priced proposal response, or to accept any proposal response which it may consider to be in its best interests. The Halifax Regional School Board also reserves the right to waive formality, informality, or technicality in any proposal response.**