

# **Thorold Public Library Board**

Project No. LIB 2022-01

Request for Proposals

Fundraising Strategy

*Information for Proponents and Specifications*

**Due no later than 2:00 p.m., Friday, October 14, 2022**

All inquiries should be directed to:

**Joanne DeQuadros**

Chief Librarian

905-227-2581

[jdequadros@thoroldpubliclibrary.ca](mailto:jdequadros@thoroldpubliclibrary.ca)

## DEFINITIONS

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<b>Board</b>	The Thorold Public Library Board is responsible for the contract, evaluation of Proposals and plan, coordination and implementation activities in support of the Library's fundraising and expansion.
<b>Company</b>	The person, contractor, firm or corporation to whom the Thorold Public Library Board has awarded the contract, its successors and assigns.
<b>Contract</b>	The written agreement resulting from this Request for Proposal executed by the Board and the Company.
<b>Library</b>	The Thorold Public Library.
<b>Municipality</b>	The Corporation of the City of Thorold.
<b>Proponent</b>	The Company submitting a Proposal to the Thorold Public Library Board.
<b>Proposal</b>	An offer by a proponent in response to the Request for Proposal (RFP) issued by the Thorold Public Library Board.
<b>Subcontractor</b>	A person, contractor, firm or corporation having a contract with the Company for, or any part of, the Work.
<b>Work</b>	All labour, materials, products, articles, services, supplies, and acts required to be done, furnished or performed by the Company, which are subject to the Contract.

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# Thorold Public Library Board

Project No. LIB 2022-01

Request for Proposals

Fundraising Strategy

## A. INFORMATION TO PROPONENTS

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### 1. General Description

The Thorold Public Library Board seeks to obtain the services of a qualified and experienced fundraiser to plan and implement a fundraising strategy for the Library's renovation and expansion.

This request for Proposals will be referred to as the "**REQUEST FOR PROPOSALS – FUNDRAISING STRATEGY.**"

All firms or persons submitting Proposals shall have demonstrated experience in fundraising for the public sector, preferably for public libraries.

All inquiries are to be directed to:

Joanne DeQuadros  
Chief Librarian  
14 Ormond Street North  
Thorold, ON L2V 1Y8  
905-227-2581  
Email: [jdequadros@thoroldpubliclibrary.ca](mailto:jdequadros@thoroldpubliclibrary.ca)

### 2. Delivery of Proposal

Proposals must be received no later than up to **2:00 p.m., local time Friday, October 14.** Under no circumstances will Proposals be considered after this time. Proposals must be plainly marked to reveal the contents and the Proponent's name and address and must be addressed as follows:

ATTENTION: The Corporation of the City of Thorold  
c/o Joanne Goulet, Deputy City Clerk  
3540 Schmon Parkway  
Thorold, ON L2V 4A7

**Re: REQUEST FOR PROPOSALS – FUNDRAISING STRATEGY FOR  
THOROLD PUBLIC LIBRARY BOARD**

**LATE OR MISDIRECTED PROPOSALS WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED TO THE RESPONDENT. SUBMISSIONS BY FACSIMILE WILL NOT BE ACCEPTED.**

Following the expiry of the deadline date for submissions, all Proposals will be evaluated and the successful respondents, if any, will be notified. The Board's acceptance is tentatively scheduled for **Wednesday, November 2, 2022.**

### **3. Omissions and Discrepancies**

No oral interpretations shall be made to a Proponent as to the meaning of any of the Contract Documents or be effective to modify any of the provisions of the Contract Documents. Every request for interpretation must be made in writing to:

Joanne DeQuadros  
Chief Librarian  
14 Ormond Street North  
Thorold, ON L2V 1Y8  
jdequadros@thoroldpubliclibrary.ca

Subject Line: "Fundraising Strategy"

**Questions must be received no later than Thursday, September 29, 2022.** The Library Board may, at its discretion, consider or respond to questions posted after this date, but is under no obligation to do so.

Should a Proponent find discrepancies in or an omission from the contract documents, or should they be in doubt as to their meaning, they should notify the Chief Librarian, who may issue a written addendum.

### **4. Nature of the Request for Proposal**

This RFP does not constitute an offer of any nature or kind whatsoever by the Board to the respondent.

### **5. Amendments to the RFP**

The Board may modify, amend, or revise any provision of this RFP or issue an addendum up to **2:00 p.m., local time Friday, October 7, 2022.**

This RFP may only be amended by addendum. Information, clarification, responses or instructions provided by any other means, regardless of setting or context, are not binding on the City and Board, and should not be relied upon unless an addendum is issued.

Any addendum issued under this RFP will become part of the RFP and Proponents will be required to acknowledge the addenda in their submissions.

In order to receive addendums, Proponents should visit the Biddingo website ([biddingo.com](http://biddingo.com)) and the Library's website ([thoroldpubliclibrary.ca](http://thoroldpubliclibrary.ca)).

Should the Chief Librarian issue an addendum during the Proposal period, the Proponent shall include same as part of this Contract.

No Board member or employee of the Thorold Public Library Board or the Corporation of the City of Thorold is authorized to orally alter any portion of the document.

## **6. Ability and Experience of Proponent**

This contract will not be awarded to any Proponent who does not furnish satisfactory evidence that the Proponent has ability and experience in this class of work and that they have sufficient capital and plant to enable the Proponent to execute and complete the same successfully.

## **7. Time Frames**

The Thorold Public Library approximate time frames are as follows:

RFP Close date:	<b>Friday, October 14, 2022</b>
Deadline to Submit Questions	<b>Thursday, September 29, 2022</b>
Commencement of RFP Evaluations:	<b>Monday, October 17, 2022</b>
Final Recommendation:	<b>Wednesday, November 2, 2022</b>
Project Commencement:	<b>Monday, November 7, 2022</b>
Substantial Completion:	<b>To be Determined</b>

## **8. Proposal Evaluation**

Each Proposal will be evaluated on the basis of criteria outlined in Section F.

The lowest priced Proponent will not necessarily be awarded the contract as the Proposals will be subject to the evaluation process.

## **9. Firm Identification and Contract**

Each Proponent should provide the full legal corporate name of each corporate entity involved in the Proposal, and the name, title, address, telephone number, URL website address, and email address of the individual to be contacted with respect to the submission.

### Subcontractors

If applicable, the Proponent shall provide to the Library Board a list of the names and addresses of the subcontractors whom the Proponent will use for Work as well as the percentage of value of the Work contracted (APPENDIX D). The Library Board reserves the right to accept or reject Subcontractors.

Proponent's Subcontractors will be required to provide a current Workplace Safety and Insurance Board clearance certificate and proof of liability insurance (\$5,000,000) to the Library Board prior to commencing Work.

The Proponent agrees to be fully responsible to the Board for acts and omissions of their Subcontractor and of persons directly or indirectly employed by them. Nothing in the contract documents shall create any contractual relationship between any Subcontractor and the Board.

## **10. References**

The Proponent will provide a Company background (Section E), including references (APPENDIX C) in their Proposal.

## **11. Incurring Cost**

The Thorold Public Library Board is not liable for any costs incurred in replying to this RFP and for subsequent negotiations with the Board, if any.

## **12. Proprietary Information**

Any restrictions on the use of data contained within a Proposal and all confidential information must be clearly identified within the response.

## **13. General Terms and Conditions**

This Request for Proposals is subject to the City of Thorold's Procurement Policies and Procedures as outlined in the City of Thorold Purchasing By-Law.

#### **14. Right to Accept or Reject Proposals**

The Thorold Public Library Board reserves the right to:

- i. Accept or reject any or all of the Proposals;
- ii. If only one Proposal is received, elect to reject it; or
- iii. Elect not to proceed with the project as it so determines in its sole and absolute discretion.

#### **15. Irregular Proposals**

Proposals that are incomplete, conditional or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected in accordance with the City of Thorold's Procurement Policy.

#### **16. Withdrawal or Qualification of Proposals**

A Proponent who has already submitted a Proposal may submit another Proposal at any time up to official closing time. The last Proposal received shall supersede and invalidate all Proposals previously submitted.

#### **17. Contract**

Any contract between the successful Proponent and the Thorold Public Library Board is sufficient to the execution by both parties of a written agreement incorporating the terms and conditions of the contract, including those set out as "**TERMS AND CONDITIONS.**"

#### **18. Finalizing Terms**

This RFP will not constitute a binding agreement, but will only form the basis for the finalization of the terms upon which the Board and the successful respondent will enter into the contract documentation, and does not mean that the successful respondent's Proposal is necessarily totally acceptable in the form submitted. After the selection of the successful respondent's Proposal, the Board reserves the right to negotiate with the successful respondent and, as part of that process, to negotiate changes, amendments or modifications to the successful respondent's Proposal without offering the other respondents, the right to amend their Proposals.

## **19. Failure to Execute Contract**

Failure to confirm execution of the contract in written form, within the thirty (30) days of Notice of Award shall be just cause for the cancellation of the Contract Award.

The Board shall then have the right to award the contract to any other Proponent or to abandon the results and conduct a new Request for Proposals.

## **B. TERMS AND CONDITIONS**

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### **1. Submission of Proposal**

Proposal invitation shall be in accordance with the Corporation of the City of Thorold's Procurement/Purchasing By-law and will apply for the calling, receiving, and opening of Proposals. The Board will be responsible for evaluating Proposals, awarding and administering the contract in accordance with the Procurement/Purchasing By-law. A current copy of the Corporation of the City of Thorold Procurement/Purchasing policy will be provided upon request.

The Proposal must be submitted on the form(s) (See Appendices A-D) and in a sealed envelope, unless otherwise provided herein. The envelope must not be covered by any outside wrappings, i.e. courier envelopes or other coverings. The envelope shall be marked with the project number and the name of the Proponent.

The Proposal must be signed and sealed by a designated signing officer of the Proponent. If a joint Proposal is submitted, it must be signed on behalf of each of the Proponents.

The Proposal must not be restricted by a covering letter, a statement added, or by alterations to the document unless otherwise provided herein.

Each Proponent is asked to submit three copies of their Proposal – Two (2) bound original copy identified as "Master" and one (1) pdf copy for printing, sealed and clearly marked as to contents.

### **2. Contract**

The contract consists of the documents aforementioned as defined in the Definitions Section on page 2 - Contract.

The intent of the Contract is that the Company shall supply work, which is fit and suitable for the Board's intended use and complete for a particular purpose.

None of the conditions contained in the Proponent's standard or general conditions of sale shall be of any effect unless explicitly agreed to by the Board and specifically referred to in the Contract.

Should a dispute arise from the terms and conditions of any part of the contract, regarding meaning, intent or ambiguity, the decision of the Board shall be final.

### **3. Proof of Ability**

The Proponent shall be required to show, in terms of experience, evidence of its ability, as well as that of any proposed Subcontractor, to perform the Work and complete it by the specified delivery date.

### **4. Pricing**

Prices shall be firm in Canadian Funds, quoted separately for each item stipulated.

Prices shall be firm for the duration of the contract.

Prices proposed must include all incidental costs and the Proponent shall be deemed to be satisfied as to the full requirements of the Proposal. No claims for extra Work will be entertained and any additional Work must be authorized in writing prior to commencement. Should the Proponent require more information or clarification on any point, it must be obtained prior to the submission of the Proposal.

Payment shall be full compensation for all costs related to the Work, including operating and overhead costs to provide Work to the satisfaction of the Board.

### **5. Terms of Payment**

The Board will make progress payments, if required, based on a mutually agreed upon schedule.

No payment will be made until the award is approved and the notification by the Board is received. Under no conditions will the Board be liable for the payment of any interest charges associated with the cost of this contract.

Payments made hereunder, including final payment shall not relieve the Company from its obligations or liabilities under the contract.

The Contract may contain a provision whereby the Board will hold back a portion of the total Contract price until the requirements of the Contract have been met.

## **6. Proposal Acceptance**

Proposals shall be irrevocable for 90 days after the official closing time.

The placing in the mail or delivery to the Proponent's shown address given in the Proposal of a notice of award to a proponent by the Board shall constitute notice of acceptance of the Contract by the Board to the extent described in the notice of the award.

## **7. Default by Proponent**

If the Proponent commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Proponent makes a general assignment for the benefit of its creditors; then, in any such case the Board may, without notice, terminate the Contract.

Any termination of the Contract by the Board as aforesaid shall be without prejudice to any other rights or remedies the Board may have.

## **8. Contract Cancellation**

The Board shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the Work or part thereof. In the event of such cancellation, the Board and the Company may negotiate a settlement. The Board shall not be liable to the Company for loss of anticipated profit on the cancelled portion or portions of the Work.

## **9. Character and Employment of Workers**

The Company shall employ only competent and skillful staff to ensure that the Work is carried out in a respectful manner.

In the event that any person employed by the Company in connection with the Work arising out of this Proposal gives, in the opinion of the Board, just cause for complaint, the Company upon notification by the Board in writing shall not permit such person to continue with any future Work arising out of this Work.

## **10. Workplace Safety and Insurance Board (WSIB)**

The Company will be required to supply the Board with a valid Clearance Certificate issued by WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every ninety (90) days.

## **11. Insurance Requirements**

### **i. Comprehensive General Liability and Automobile Insurance**

The Consultant shall provide the Thorold Public Library Board with a certified copy of Third Party Liability in a form satisfactory to the Thorold Public Library Board as follows:

- Policy to be written on the comprehensive form including Contractual Liability and Complete Operations with an inclusive limit of not less than two million dollars (\$2,000,000.00) Bodily Injury and Property Damage with a deductible not greater than one thousand dollars (\$1,000.00). The Liability Insurance Policy shall not contain any exclusions of liability for damage, etc., to property, building or land arising from the removal or weakening of support of any property, building or land whether such support be natural or otherwise.
- Standard Automobile Policy on both owned and non-owned vehicles with inclusive limits of not less than two million dollars (\$2,000,000.00) Bodily Injury and Property Damage with a deductible not greater than one thousand dollars (\$1,000.00).
- A "Cross Liability" clause or endorsement.
- An endorsement certifying that the City of Thorold is included as an additional named insured.
- An endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty-(30) days prior written notice to the City.

### **ii. Professional Liability Insurance**

The Insurance Coverage shall be in the minimum amount of two million dollars (\$2,000,000.00). The Consultant shall provide to the City of Thorold proof of Professional Liability Insurance carried by the Consultant.

The Policies will not be cancelled or permitted to lapse unless the Company notifies the Board in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Company will ensure that any and all Subcontractors also have valid insurance coverage.

## **12. Company Indemnity**

The Company shall indemnify and hold harmless the Corporation of the City of Thorold, the Thorold Public Library Board, Thorold Public Library and their agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of, or attributable to the Company's performance of the contract providing that any such claims, damage, loss or expense are caused by a willful or negligent act or omission of the Proponent or anyone for whose act they may be liable.

### **13. Compliance with Legislation**

The Company and any of its subcontractors shall obey all Federal, Provincial and Municipal Laws, Acts, Ordinances, Regulations, Orders-in-Council and By-laws, which could in any way pertain to the Work outlined in the Contract or to the Employees of the Company. This includes compliance with, but is not limited to, the statutory requirements imposed by the Occupational Health and Safety Act and the Accessibility for Ontarians with Disabilities Act.

### **14. Municipal Freedom of Information and Protection of Privacy Act**

All correspondence, documentation, and information provided to staff and members of the Board by every offer, including the submission of Proposals shall become the property of the Board, and as such, is subject to the Municipal Freedom of Information and Protection of Privacy Act, and may be subject to release pursuant of the Act.

## **C. BACKGROUND AND CONTEXT**

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Thorold Public Library serves a vibrant and growing community of almost 19,000 residents. Thorold is known for the Welland Canal's Twin Flight Locks where ships climb the mountain. Each year thousands of tourists visit these locks. Located centrally in the Niagara Region, Thorold is comprised of: Thorold South, Allanburg, Port Robinson, Thorold, Confederation Heights, West Community and Rolling Meadows. Thorold is also home to the Niagara Regional Government Offices.

The library is housed in an approximately 9,000 square foot, one floor building in the heart of historical downtown Thorold. In 1982, the library was built adjacent to Chestnut Hall, a historically designated building built in 1862. The library's meeting room, storage, public washrooms and utilities are located in Chestnut Hall. A public parking lot is behind Chestnut Hall. The library's annual budget in 2022 is \$714,000.

The Library strives to provide resources, programs and services to Thorold Residents. In 2021, the library ran 780 programs, in person and online, with 24,987 participants, an increase of 169% in participants from the previous year. Further, the Library received the Ontario Trillium Fund's Resilience Grant in 2021 for accessibility improvements and lending Hotspots and Chromebooks. The total number of items physically housed in the building is 87,783 with new material arriving daily.

A Feasibility Study on the library's facility was completed in 2020. The study found that the facility is undersized. Further, the Canadian Census, released on February 9, 2022, reported that Thorold is the 8<sup>th</sup> fastest growing city in Canada and 4<sup>th</sup> fastest growing in Ontario. The Feasibility Study proposes a renovation and expansion of the current

Library facility to meet the library's and community's needs. The total square footage of the project (including the current facility) is 22,200 at a projected cost of \$11 million dollars (CAD).

## **D. PROJECT SCOPE**

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The Board is seeking the services of a fundraising consultant to complete a full campaign study including, but not limited to, assessing the board's readiness and anticipated preparedness for the library to initiate a capital campaign to raise monies needed for the above mentioned project.

The successful proponent would provide services beginning as soon as possible after the selection of the successful proponent and performing the required services throughout the duration of the project. Services include:

### **Library Readiness Assessment**

- Review and improve the Library's Case for Support for the project
- Conduct confidential interviews with top donor prospects.
- Assess and refine internal capacity and needs including staff and volunteer requirements for the campaign.
- Identify barriers to remove to ensure future fundraising success

### **Board**

- Work with the Board to develop budget and approval processes.
- Assist the Board in the development of a Terms of Reference for the Library Renovation and Expansion Campaign that addresses and outlines the roles and responsibilities of the various stakeholders surrounding community fundraising efforts.
- Develop the required letters of intent and associated agreements necessary to secure donors and/or sponsors, naming rights organizations and advertisers.
  - Reviewing and approving these agreements will be the responsibility of the Library Board with advice from the proponent.

## **Plans and Documentation**

- Develop campaign plan and calendar.
- Develop a communication plan, marketing plan and public relations plan with benchmarks.
- Develop sponsorship, advertising, naming rights plan for Thorold Public Library.
- Evaluate and price the assets associated with library renovation and expansion.
- Set goals (gift charts) and develop fundraising strategy and timing.
- Develop prospect lists for approval by the Thorold Public Library Board.
- Develop a case statement.
- Assist Thorold Public Library Board in developing a media and communications strategy for sponsorship, naming rights and advertising recognition.
- Identify donor recognition and naming opportunities.

## **Training**

- Identify Board and Staff education and training needs such as advocacy.

## **Grants**

- Grant writing and outreach to foundations and other funding sources in partnership with Chief Librarian.
- Assist with Proposals to foundations and corporations.
- Develop public financing options (federal, provincial, regional, local).

## **Campaign Material**

- Design and execute collateral materials for launch of the capital campaign, including press releases and other appropriate collateral materials.
- Prepare required sponsorship, naming rights and advertising sales packages.
- Identify donors and create individual donor packet.

## E. PROPOSAL CONTENT

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### 1. Proposal Format

In order for the Board to evaluate the Proposals fairly and completely, Proponents should provide all of the information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Proponent being disqualified or scoring poorly in the evaluation.

### 2. Response Table of Contents

For the Fundraising Strategy Proposal the Proponent should provide a Table of Contents adhering to the following format:

Section 1	Form of Proposal ( <b>APPENDIX B</b> )
Section 2	Introduction
Section 3	Company Background, Experience and Qualifications
Section 4	Project Methodology
Section 5	Value Added Elements, if any
Section 6	Breakdown of Costs and Fees
Section 7	Completed List of References ( <b>APPENDIX C</b> ), List of Proposed Subcontractors ( <b>APPENDIX D</b> ), if any

### 3. Submission Requirements

#### i) Company Background, Experience and Staffing Qualifications

The proponent should provide the following organizational details:

- a) Contact information and location including contact name, title, telephone number, mailing address, and email address of the primary contact person for any inquiries related to this RFP;
- b) A brief statement of your corporate purpose and Company philosophy;
- c) A brief overview of your Company history and background;
- d) Details of Company size, organizational structure, management processes;
- e) An organizational chart specific to the key personnel assigned to accomplish the Work as disclosed in this RFP. Provide a Work plan detailing the organization's project manager and the key project team including their experience and qualifications. Illustrate the lines of authority; designate the individuals responsible and accountable for the completion of each component and deliverable of the RFP, and indicate the percentage of time each member of the project will allocate to each project component/deliverable;

- f) That the Project Manager and Project team members have relevant experience in library facility/site studies demonstrated through background, qualifications and examples/portfolio; and
- g) Examples of completed projects of similar size and complexity.

## ii) Project Methodology

The proponent should provide:

- a) A thorough narrative account that indicates that any development for the project will be completed for the pricing quoted;
- b) A project Work plan and schedule;
- c) A timeline that identifies realistic milestones and deliverables;
- d) Description of how the project will be managed; and
- e) A project plan that includes and clearly identifies the roles of both the Board and the proponent

## iii) Value Added Elements

- a) Detailed discussion of additional value added functionality and/or proposed interesting alternatives that will provide benefits to the Thorold Public Library now and in the future

## iv) Client References

- a) Submissions are to include a listing of at least three (3) references the Board may contact. The Board reserves the right to contact the references provided, or any others deemed appropriate by the Board. References should be from clients for whom the proponent has provided products and services of a similar size and scope to the requirements disclosed in this RFP, performed in the last five years; and
- b) In each case, include the Company Name, Title of the Project, a brief description of the project size, scope, and value services provided, Contact Person(s), Contact Title, Phone Number and Email Address

## v) Subcontractors

The Proponent must provide the following information concerning each prospective Subcontractor with the Proposal submitted:

- a) Complete name of the Subcontractor;
- b) Complete address of the Subcontractor;
- c) Type of Work being subcontracted;
- d) Percentage and value of Work being subcontracted;
- e) Written statement signed by each proposed Subcontractor that clearly verifies that the subcontractor has relevant experience and is committed to render the services required by the contract.

Proponents' failure to provide this information may be cause for the Board to reject the Proposal.

## **F. EVALUATION AND SELECTION**

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### **1. Evaluation Criteria and Selection Process**

- i) The successful Proponent and staff should have the necessary skills, knowledge and experience to meet the requirement of this RFP;
- ii) As part of the selection process, the Board may contact one or more Proponents to clarify or obtain more information about their Proposal or to request the Proponent to exhibit or otherwise demonstrate the information contained therein; and
- iii) The Board may also conduct discussions with Proponents for the purpose of clarification. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the Board. The Board or the staff contact will only hold discussions with Proponents who have submitted a Proposal deemed to be reasonably acceptable for Award.

### **2. Maximum Evaluation Points Summary**

- i) Understanding of Project/Requirements (10 points)
  - a. The extent to which the Proposal demonstrates a thorough understanding of the components of the project;
  - b. The extent to which the project plan clearly explains the steps the proponent will undertake in providing the required services; and
  - c. Additional value added alternatives that will provide benefits to the Thorold Public Library now and in the future.
- ii) Project Methodology (30 points)
  - a. The extent to which the project Work plan and schedule is comprehensive, achievable and logical;
  - b. A timeline that identifies realistic milestones and deliverables; and
  - c. A project plan that includes and clearly identifies the roles of both the Board and the Proponent.
- iii) Company Background and Staffing Qualifications (30 points)
  - a. Relevant qualifications/experience of Company, Project Manager and Project Team including any Subcontractors.
- iv) Costs and fees (30 points)
- v) Client References (Pass/Fail)

vi) Maximum Points Available (100 points)

### **3. Award**

- i) The Board will recommend award to the Proponent achieving the highest combined score based on the rated criteria.
- ii) The Board reserves the right to:
  - a. Issue an Award for this Work in whole or in part; or
  - b. Refrain from making an Award if it determines to be in its best interest.
- iii) The Board may make an Award on the basis of the Proposals received without discussion. Therefore, each initial offer should contain the Proponent's best terms/information, including all required documentation as listed in this RFP.
- iv) The successful Proponent will be notified of the Award in writing to the address given on the "Form of Proposal", and may be contacted verbally by the Board's staff contact identified in the document.
- v) No liability shall accrue to the Board for its decision in this regard.

**APPENDIX A- QUESTION SUBMISSION TEMPLATE**

QUESTIONS FOR CLARIFICATION

To: Thorold Public Library  
14 Ormond Street North  
Thorold, ON L2V 1Y8  
Chief Librarian  
Attention: Joanne DeQuadros

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

Time: \_\_\_\_\_

Email: jdequadros@thoroldpubliclibrary.ca

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

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Reference to Section \_\_\_\_\_ on Page Number \_\_\_\_\_ of this RFP.

Question:

Total Number of Pages (including cover)\_\_\_\_\_.

**APPENDIX B – FORM OF PROPOSAL**

Company Name (herein after called the Proponent): \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Alt number: \_\_\_\_\_

Website: \_\_\_\_\_ WSIB Account #: \_\_\_\_\_

HST Account #: \_\_\_\_\_ Years in Service: \_\_\_\_\_

Proponent's Representative: \_\_\_\_\_

Authorizing Signature, Authority and Title: \_\_\_\_\_

Dated at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

<p>Proposal prices shall be payable in Canadian Funds, F.O.B. Destination, unless otherwise indicated. Ontario Retail Sales tax and the Federal Goods and Services Tax, if applicable, shall be quoted as a separate item.</p>			
<p>It is understood, by signing and submitting this Proposal, the above signed is/are fully aware of the requirements outlined herein. Furthermore, it is certified that the above signed is/are authorized and empowered to sign and submit this Proposal.</p>			
<b><u>Library Fundraising Strategy</u></b>	\$	\$	\$
	Price	H.S.T	Total Price

## APPENDIX C – CLIENT REFERENCES

Proponents are to complete the Reference Form and attach it to their Proposal submission. Any Proposal received that does not include the Reference Form may be considered as “incomplete” and may be rejected by the Board.

Please state the name of the Company, address, phone number and contact person where similar Work, service or delivery of products or materials have been performed within the past five (5) years. The Board reserves the right to contact any or all of a Proponent’s references.

Reference #1	Proponent’s Reference Details
Company	
Address	
Contact Person/Title	
Contact Phone Number	
Contact Email	
Project Title	
Year Project Completed	
Description of Contract/Project	
Value of Contract/Project	

<b>Reference #2</b>	<b>Proponent's Reference Details</b>
Company	
Address	
Contact Person/Title	
Contact Phone Number	
Contact Email	
Project Title	
Year Project Completed	
Description of Contract/Project	
Value of Contract/Project	

<b>Reference #3</b>	<b>Proponent's Reference Details</b>
Company	
Address	
Contact Person/Title	
Contact Phone Number	
Contact Email	
Project Title	
Year Project Completed	
Description of Contract/Project	
Value of Contract/Project	

## APPENDIX D – SUBCONTRACTORS

Below is a list of all primary subcontractors and suppliers who will be retained for the execution of the Contract.

Full Name and Address	Work to be Subcontracted	Percentage and Value of Work Contracted