



CEMA – BOARD OF DIRECTORS
REQUEST FOR PROPOSAL
FUND RAISER

December 18, 2015

Re. Fund Raiser

The Cumulative Environmental Management Association (CEMA) has a mandate to identify the environmental cumulative effects within in the Regional Municipality of Wood Buffalo (RMWB).

You are invited to submit a statement of qualification, experience, approach, methods and fee schedule (in Canadian dollars) for a project to CEMA's Board of Directors. The Board will evaluate the Proposals received for the work described in this Request for Proposal before selecting an organisation/individual to complete the work.

All Proposal responses must be received electronically or by mail, by **12:00PM (Noon) MST, January 15, 2016**. Any Proposal delivered to the Designated Contact after the required time and date specified for delivery shall be considered late and non-responsive. Any late Proposals will not be considered. All Proposals shall be delivered to the following contact:

CONTACT

Any questions concerning this Request for Proposal ("RFP") and all written submissions required under this RFP must be directed to:

Aboriginal Liaison:

Bryan Fayant
Suite 214, Morrison Building
9914 Morrison Street
Fort McMurray, AB T9H 4A4
Tel: 780-646-3374
Fax: 780-714-3081
Email: bryan.fayant@cemaonline.ca
(the "Primary Contact").

Operations Manager:

Christine Kenning
Suite 214, Morrison Building
9914 Morrison Street
Fort McMurray, AB T9H 4A4
Tel: 780-799-3971
Fax: 780-714-3081
Email: christine.kenning@cemaonline.ca
(the "Secondary Contact").

Sincerely,

Dan Stuckless – President
Ann Dort-MacLean – Vice President

Enclosure



CEMA – BOARD OF DIRECTORS
REQUEST FOR PROPOSAL
FUND RAISER

INTRODUCTION

CEMA is a multi-stakeholder society that is a key advisor to the provincial and federal governments committed to respectful, inclusive dialogue to make recommendations to manage the cumulative environmental effects of regional development on air, land, water and biodiversity. CEMA is governed by approximately 50 members, representing all levels of government, industry, regulatory bodies, environmental groups and Aboriginal groups.

BACKGROUND

The Board of Directors are looking for sources of funding for CEMA Operations and work plans and research conducted by the various Working Groups' (Air Working Group, Reclamation Working Group, Water Working Group, Land Working Group and Indigenous Traditional Knowledge Working Group)

OBJECTIVES

- 1 To research and acquire applicable grants and funding sources to cover CEMA work plans, cost associated with the overall CEMA budget
- 2 To research and acquire short-term (2016) and long-term funding sources (5-10 years)

SCOPE

The successful candidate will be responsible for developing 1) a terms of reference and process guidelines under which this work will operate; 2) a staged plan for project workplan for 2016 as well as check-in points on a regular basis to ensure project progress 3) require timelines (**February to June 2016**) and reporting, 4) provide evidence of committed funds of acquiring funds/grants. Please indicate in the proposal the successful project/s conducted in the past.

DELIVERABLES

Draft deliverables will be submitted to the CEMA Board according to the timeline outlined in Table 1. The Board will review the material and provide comments back to the consultant to consider and incorporate into the final deliverables.

PROPOSED TIMELINE

These timelines are meant as general guidelines and will need to be confirmed through discussions between the Board and the successful proponent. In their RFP, contractors are encouraged to recommend timelines that they believe are realistic, according to their approach.

Table 1: Timeline

Task	Description	Delivery Date
1	Attendance at initiation meeting	
2	Review proposals and deliverables	
3	xxx...	
4	Xxx...	
5	xxx...	
6	xxx...	



CEMA – BOARD OF DIRECTORS

REQUEST FOR PROPOSAL

FUND RAISER

MEETINGS

The consultant will be requested to either attend in person or participate via conference call half day meetings in CEMA Board meetings to provide updates. The primary meetings will be in Fort McMurray and maybe in other locations as deemed necessary, and the contractor's attendance maybe required on an as needed basis.

REFERENCES

Provide Board with list of information, profile, working history that will help the Board to consider your project proposal

Provide a minimum three references, contact names, emails, and phone numbers.

PROJECT BUDGET

A proposed budget is not being provided at this time to allow for creative proposal development.

Please include appropriate fee schedule including:

1. A brief outline of the approach and fee schedule for conducting the work described herein.
2. An outline of estimated total contract costs and any assumptions/caveats based on the work outlined in the "Project Tasks", broken down by numbered task. This should include the following:
 - a) Who is on the project team and their roles with their rates for the project
 - b) Who from the project team will be working on each task with an estimated number of hours per task at their given rate?
 - c) CEMA will not pay for secretarial/admin AND a mark up on professional fees. Should a markup be selected, it cannot exceed 5%.
 - d) Disbursements/expenses assumed for each task with an estimate for these disbursements/expenses. Please note that expenses/disbursements will be reimbursed at cost. No mark up/surcharge will be paid on these items.
 - e) Totals net of GST for each task.
 - f) A final total net of GST.
 - g) A list of any assumptions/caveats on the budget/fee schedule.
 - h) Identification of any value adds beyond the proposed scope of work
 - i) All proposals are to be submitted in Canadian dollars.

INVOICING

The successful consultant will be expected to provide monthly invoices and progress reports to the Working Group Program Administrator for review. Invoicing will commence one month after initiation of the contract, and will be submitted by mail monthly, at the end of each month, for work conducted during the previous month, except where no work has been conducted in that previous month. All invoices with fees and expenses incurred on this project will be billed directly by mail to the Working Group Program Administrator only for review and sign off. Electronic versions of invoices may be submitted in advance of the hardcopy by mail, if desired, for quicker processing (this will not be considered a substitution for mailed hardcopies of the invoices with receipts). These invoices may be submitted with the contractor's monthly update and progress report to the Working Group.

All invoices shall include the following:

1. Specify the date on which the invoice was submitted to CEMA.
2. Specify the month in which the work being billed for was conducted.
3. Specify the CEMA contract number as provided to you by the Working Group Program Administrator.
4. Specify the consultants invoice number.



CEMA – BOARD OF DIRECTORS

REQUEST FOR PROPOSAL

FUND RAISER

5. Provide a brief description of all tasks conducted.
 - a) Provide a clear outline and breakdown of fees in net of GST including:
 - b) Technical, professional and administrative hours allocated to the project
 - c) Which task(s) these hours were billed against
 - d) Rate at which these hours are charged.
 - e) Who on the consulting team worked on each task?
 - f) A clear outline and breakdown of expenses in net of GST including: Travel costs (Flights, taxis, hotels, meals, mileage, parking) with copies of detailed receipts for all amounts charged.
 - g) Contract costs (for any and all work subcontracted out to other organizations) with copies of all invoices of contracts billed for all amounts charged.
 - h) Other miscellaneous expenses (Hall bookings, catering, equipment rentals, printing charges, etc.) with copies of detailed receipts for all amounts charged.
6. A subtotal of all fees and expenses net of GST.
7. Specify the amount, as a separate item, that relates to any federal Goods and Services Tax that may apply to the Services provided (GST will be charged at cost of the amount incurred for disbursements and 5% on labour).
8. Specify the Goods and Services Tax registration number of the Contractor.
9. Specify a final invoice total.
10. Specify the date when payment is due, no less than 30 days from date of invoice.



CEMA – BOARD OF DIRECTORS

REQUEST FOR PROPOSAL

FUND RAISER

SCOPE CHANGES

Any additional funds required once the Contract is issued shall be discussed with the Program Administrator. A formal Scope Change with a new fee schedule must be completed before additional fees can be expensed against the Contract.

PUBLISHING

CEMA produced reports will be made publicly available. Traditional knowledge or other content sensitive material will be removed from the reports before posting to our public website.

REPORTING REQUIREMENTS

During contract term:

- A brief status report, in letter format, is to be provided to the Program Administrator on a monthly basis following the contract start date.
- An electronic copy of the draft report to be emailed to the Program Administrator.

Upon contract completion:

- Two hard copies of the report (one bound, one unbound).
- Two CDs, each containing a PDF and MS Word format copy of the document. Both CDs should include all maps and data files
- All spatial data products to be in ArcInfo Export or compatible format (see Appendix I).

Please note: The PDF files must be unprotected and unsecured.

PROPOSAL CONTENTS/CONDITIONS

Since the services requested may require differing capabilities as well as experience, your bid package may involve a cooperative effort by more than one company. If the bid involves more than one company, bidders must submit an integrated proposal that clearly defines roles, responsibilities, and accountabilities of each company.

The proposal must contain the following:

1. A brief outline of the methods and processes for conducting the work described herein including any assumptions or caveats to the proposed work.
2. The credentials of the proposed project team and their academic and professional qualifications, relevant experience and their specific roles and time commitment to the study. Please include all contact information for the proposed project team and project lead.
3. A brief description of any similar projects undertaken, in particular those undertaken in north-eastern Alberta. Please include the date the project was undertaken and the key individuals involved in its completion.
4. An outline of estimated total contract costs and fee schedule by task with consultants expected to work on each task, hours and rates to be applied and any assumptions/caveats based on the work outlined in the scope. Include considerations for in-person meetings, travel expenses, and revisions to the draft report should be outlined in the proposal. Note that review costs will be covered by CEMA directly.
5. If your organisation cannot meet the proposed timeline a revised schedule should be provided.
6. **Please indicate funding requirements on calendar year basis.** For example, if work is to extend over the end of a calendar year then the fee must indicate how much (dollar figure) of the total contract will be needed/spent in each year. E.g. A \$100,000 contract starting in February 2011 and extending to February of 2012. In this example the contract must indicate the projected dollar expenditure for the 2011 and the 2012 calendar years separately, the sum of those amounts totaling, but not exceeding, \$100,000.



CEMA – BOARD OF DIRECTORS

REQUEST FOR PROPOSAL

FUND RAISER

Governing Conditions

1. The proposal must be no more than 10 pages in length excluding resume(s) and other attachments.
2. This request for proposal does not constitute an obligation on the part of CEMA to accept this proposal.
3. CEMA will not pay any compensation for the preparation of the proposal.
4. Please review the CEMA Contract Template, (located at www.cemaonline.ca under RFP's) prior to submitting your proposal. The terms of this contract are strictly adhered to.
5. CEMA will review the proposal(s) and reserves the right, at its sole and absolute discretion, to refuse any and all proposals.
6. Given the participation of the Government of Alberta (GoA) in the CEMA, all companies and consultants need to be aware of the *Freedom of Information and the Protection of Privacy Act* (FOIPPA) passed by the GoA.
 - a) All information and documents submitted to CEMA and in the custody of Alberta Environment and Sustainable Resource Development (AESRD), are subject to the provisions of the FOIPPA and may, therefore, be subject to disclosure to any person requesting such information pursuant to FOIPPA.
 - b) The FOIPPA grants a right of access to records in AESRD custody or control, and prohibits these departments from disclosing information where disclosure would be harmful to your business interests as defined in section 15 of FOIPPA, or would be an unreasonable invasion of your personal privacy as defined in section 16 of FOIPPA.
 - c) AESRD routinely discloses information and records in its custody and under its control pursuant to FOIPPA. Should your proposal contain any information such as trade secrets, processes or techniques, commercial or financial, the release of which would harm your business interest, please identify such information. This is so that you may be contacted should a request be made to access the information. Please note that AESRD and CEMA cannot guarantee that any information submitted will remain confidential.
 - d) Further information about FOIPPA, should be sought from the FOIP office at 780-427-4429.
7. Personal information requested above is included as part of the RFP package to enable CEMA to evaluate the proposal. All individuals whose personal information is contained in your proposal must be advised of the possibility of disclosure and the purpose of the request for this information.
8. Indemnities and Insurance:

The Contractor shall be responsible for and indemnify and save CEMA harmless from all claims, losses and damages, including all costs on a solicitor/client basis, which relate to or arise out of negligent acts, errors and omissions of the Contractor or its agents in providing the Services.

The Contractor represents and warrants that the Services provided and the Contract Property do not and will not infringe upon or violate a patent, copyright, license or other property or proprietary right held, or misappropriate a trade secret or other property right claimed by any third party. The Contractor shall indemnify and hold CEMA harmless from all claims, losses and damages, including costs on a solicitor/client basis, which relate to the Contract Property infringing on any patent, copyright, license or other property right or proprietary right of any third party.

The Contractor shall indemnify CEMA for any claims made against CEMA, or loss, damages or costs suffered by CEMA, its agents and employees, resulting from the use or disposition of the Contract Property by the Contractor.

- a) The Contractor shall provide, maintain, and pay for Commercial General Liability Insurance, identifying CEMA as an additional insured, and Professional Liability Insurance, with limits, per occurrence, of not less than the amount of \$2,000,000.00.
- b) Both the Commercial General Liability Insurance and the Professional Liability Insurance specified in clause a) shall be in force from the date of commencement of the Services until the date that the Services provided under the Contract are complete to the satisfaction of CEMA, unless otherwise provided for in the signed Contract, Schedule "B", Part "C".



CEMA – BOARD OF DIRECTORS

REQUEST FOR PROPOSAL

FUND RAISER

c) Notwithstanding any other provision of this Agreement, the aggregate liability of the Contractor, for the Services provided pursuant to this Agreement, shall not exceed the amount of \$2,000,000.00

d) Prior to the commencement of any provision of Services pursuant to the Contract, the Contractor shall promptly provide CEMA with confirmation of coverage. If required by CEMA, the Contractor shall provide CEMA with a certified copy of the certificate of insurance, executed by an authorized representative of the Contractor's insurer, together with copies of any and all amending endorsements, which certificate shall provide at least 14 days notice to be given to CEMA prior to the cancellation or modification of any insurance referred to therein.



CEMA – BOARD OF DIRECTORS
REQUEST FOR PROPOSAL
FUND RAISER

APPENDIX I

CONTRACT PROPERTY – DATA SETS

1. All mapping is to be performed on the Provincial Base Features GIS data layers. If data is provided to the Contractor by CEMA or one of its member associates, the Contractor will not use this data for any purpose other than this contract.
2. Data sets should be submitted in formats that will best ensure their future usability. Types of data sets that do not fall under the specifications below should be submitted in formats with this goal in mind, and should be reviewed by the Program Administrator.
3. The Contractor is required to submit the master copy of the contracted data to the CEMA Program Administrator after the project has been completed.
4. Spatial vector data layers are to be provided in Shape (.shp) or ESRI Geodatabase (.gdb) files.. Spatial raster data layers are to be provided in Geotiff format.
5. Spatial data are to be submitted using the NAD 83 datum and UTM Zone 12N projection. All information is to be tagged with metadata using the template provided by CEMA. Simple tabular data is to be submitted in Open Document Formats (ODF) wherever possible (i.e. Not .xls or .xlsx) .
6. Relational databases must include a data model diagram with the submission. SQL scripts to recreate the database structure and load the data must be included.

The metadata template and instructions can be found at <http://library.cemaonline.ca/dms-resources/dms-template> The completed template must be completed and reviewed by the Program Administrator in order for the contract to be considered closed.