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## **REQUEST FOR QUOTATION - RFQ Age Friendly Community Planning Mapping and Inventory of Needs Assessment Data and Programming**

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### **INTRODUCTION**

The Muskoka MAP (Master Aging Plan) will engage seniors and community stakeholders across the region to assess needs, identify priority action areas and create a detailed, regional Master Aging Plan. The resulting MAP will help guide the local communities in making critical preparations to meet the growing needs associated with Muskoka's aging population. It will also serve as a road map with change and development within the local social services sector in order to meet the anticipated growth in the demands for services.

The MAP will identify next steps and create action plans related to all eight age-friendly community dimensions identified by the World Health Organization. These areas include: Outdoor Spaces and Public Buildings, Transportation, Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information, Community Support and Health Services.

The MAP will be a catalyst for change and stimulate creative solutions developed in partnership with community organizations. It will also create new frameworks for education, communication, health promotion, and other activities that catalogue/inventory, register and react to social needs for seniors across the District. The process to create the MAP will provide a forum for engaging District Council and staff, funders, agency leaders, health care providers, seniors, caregivers, and their families will allow each stakeholder group to voice their concerns and propose potential solutions.

The project will be overseen by a Steering Committee of allied agencies and community members.

### **QUOTATION REQUEST**

The Committee seeks a consolidation of and a report on:

- An inventory of all existing seniors needs assessment data from previous age friendly and aging research in Muskoka
- An inventory of other Age Friendly grant recipients in Muskoka current and past and how each project can work together.
- Identify the gaps and suggestions on the engagement activities to address the same as it relates to the eight dimensions above
- Provide mapping summary of the existing seniors programs in Muskoka
- Literature review of similar projects

An initial list of known reports will be provided to the successful applicant.

**All product(s) to be received by *Friday January 22, 2016.***

## **INSTRUCTIONS**

You are asked to provide a detailed budget breakdown. This project is restricted to a budget and there will be no opportunity to re-quote if the bid exceeds the budgeted amount. The Committee is not in a position to disclose the budget for this project.

Please itemize the breakdown of cost as follows:

- A. Estimate of day(s) needed to review the provided reports
- B. Daily rate for consulting
- C. Estimate of other expenses (transcription, etc.)
- D. Estimate of days needed to synthesize, write, revise and finalize the report  
(\_\_ days x daily rate)
- E. Total required to complete the project

Forward one copy of the quotation to:

**Heather Elliott – Manager of Community Engagement and Social Enterprise**

District of Muskoka

70 Pine Street, Bracebridge ON, P1L 1N3

By email: [helliott@muskoka.on.ca](mailto:helliott@muskoka.on.ca) or by Fax: (705) 645-4272

Questions regarding this quotation should be directed to the same.

The deadline for submission is **noon local time on Wednesday December 9, 2016**

The Committee will not compensate or reimburse for the preparation and submission of quotations in response to a request for quotation.

The Successful Respondent shall ensure all services and products provided in respect to this quote are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation.

The lowest or any quotation not necessarily accepted. The acceptance of a quote will be contingent upon an acceptable record of ability and will be determined by, however, not limited to, the following considerations:

- best value for the Committee
- record of performance, ability and experience including references
- compliance with RFQ submission requirements and work schedule

**QUOTATION FORM (to be completed, signed and submitted)**

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**FOR: RFQ Age Friendly Community Planning Mapping and Inventory of Needs Assessment Data and Programming**

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**PROPOSED BY:**

Firm Name \_\_\_\_\_

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**1. PRICE**

The undersigned, having carefully examined the Request for Quotation, agree to furnish all labour, materials, products and equipment required to perform all duties and services called for in the above-noted Request for Quotation, including all applicable allowances, fees, and applicable taxes in force at this time for the Stipulated Price of:

\_\_\_\_\_ (attach form with quantities and pricing) \_\_\_\_\_ Dollars (\$) \_\_\_\_\_  
plus applicable taxes (\$) \_\_\_\_\_

for the product described herein: \_\_\_\_\_

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**2. RESPONDENT'S DECLARATIONS**

- 2.1 No person, firm or corporation, other than the Respondent, has any other interest in this quotation.
- 2.2 This quotation does not contravene the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50.
- 2.3 The submitted price in this quotation is valid for a period of thirty (30) days from the opening of this quotation by the Committee.
- 2.4 This quotation has been executed by an authorized signing officer.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**PH#** \_\_\_\_\_ **FAX #** \_\_\_\_\_

## THE Committee RESERVES THE RIGHT TO REJECT ANY QUOTATION

### **RFP PROPOSAL EVALUATION**

Neither the lowest nor any Proposal shall necessarily be accepted. The acceptance of a Proposal will be contingent upon an acceptable record of ability and will be determined by, however, not limited to, the following considerations:

- best value for the Committee
- record of performance, ability and experience including references
- compliance with the RFQ submission requirements

A party involved in litigation with Committee or its affiliated agencies will not be considered for the proposal.

### **Executive Summary**

Every Respondent shall submit an executive summary of its Proposal describing the main features, benefits, and any limitations or conditions of its Proposal, in nontechnical terms.

### **Corporate Overview**

Every Respondent shall provide a detailed overview of the corporation.

- Indicate whether incorporated, partnership, sole proprietorship or other
- Private company/public company (exchange listed on)
- Brief overview of the company background
- Identify any current quality certifications
- Number of years in business
- Number of years in Canada
- Number of years in Simcoe/Muskoka

### **Scope of Work**

Every Respondent shall provide a detailed response to requirements outlined in the project specifications section including labour, supplies, products and equipment  
Pricing – a detailed pricing breakdown as requested.

**THE COMMITTEE RESERVES THE RIGHT TO REJECT ANY PROPOSAL.**

**PROPOSAL SCORING TOOL**

The following criteria and scoring will be used to evaluate each proposal submitted.

Submitted by:		Reviewer:	
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General Category	Criteria	Weight	Score
<b>Proposal</b>	Submitted by deadline, in accordance with RFQ requirements? (Executive summary, corporate overview, scope of work)	Yes / No	Do not proceed with evaluation if the answer to either of these questions is No.
	Proposal form completed and duly signed?	Yes / No	
<b>Firm</b>	Relevant work history and past experience.	10	
	References relevant and satisfactory	10	
	Demonstrates adequate capacity to complete the work as described	10	
<b>Personnel</b>	Experience, training and skill in relevant subject matter	15	
<b>Understanding of the work to be performed</b>	Clarity and comprehensive of proposal	15	
	Products outlined meet specifications as outlined	10	
<b>Price</b>	Itemized breakdown provided	10	
	Reasonable within industry standards	5	
	Compatible with work as planned	15	
<b>Total Score</b>			<b>/100</b>
<b>Reviewers Notes:</b>			

