

**THE CORPORATION OF THE DISTRICT OF SAANICH
OFFICE OF PURCHASING SERVICES**

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**REQUEST FOR QUOTE NO 17/21
PROCUREMENT CONSULTING SERVICES**

Opportunity

This Request for Quote (the “RFQ”) is an invitation by The Corporation of the District of Saanich (the “District”) to prospective respondents to qualify for inclusion on a prequalified suppliers list to provide Procurement Consulting Services (the “Services”) on an as and when requested basis for short term projects for the District. The value for each engagement should not exceed \$10,000 per project.

Submissions

Submissions prepared on company letterhead and clearly marked “Request for Quote 17/21 - Procurement Consulting Services” will be received by the District up until **Monday, May 10th, 2021**, by email to purchase@saanich.ca. E-mail submissions are not considered confidential.

1.1 Overview

It is anticipated that this RFQ will produce a list of one or more qualified suppliers that will be used to provide the Services during a two (2) year term, with the option for a one (1) year extension. The District may add eligible qualified suppliers to the list on an ongoing basis. The selection of any prequalified suppliers will be based on availability, experience and unique skills that are required for a specific project. In cases where continuity is required, the District may re-engage a supplier that was used in the past. This RFQ will not result in any commitment by the District to engage any services, and the District makes no guarantee of the value or volume of work.

1.2 Scope of Work

The District is looking for Procurement Consulting Services specialists that can manage the full cycle of various procurement projects, in collaboration with the department-client. Tasks that may be required on some or all these projects include but are not limited to:

- a) Review project need assessment
- b) Assist with scope definition
- c) Conduct market research
- d) Assist with or develop procurement requirements and specifications
- e) Assist with risk assessment
- f) Advise on type and amount of financial security required
- g) Create procurement plan to integrate key requirements, pricing structure and evaluation criteria and ensure the format is adapted to the specific circumstance
- h) Develop procurement schedule
- i) Ensure compliance with all applicable legislation and regulations
- j) Prepare Request for Proposals and Tenders (MMCD and CCDC 2008 Stipulated Price) using the Districts process and templates with suggested modifications as required
- k) Manage the solicitation process including drafts of external communications
- l) Attend mandatory site visits as required
- m) Manage addendum and questions that arise during the solicitation process
- n) Chair consensus meeting and work with reviewers on selection of successful proponent
- o) Assist the department-client and Manager of Purchasing Services with final General or Professional Services Agreement(s)
- p) Provide debrief to unsuccessful Proponents
- q) Provide regular and timely update to the Procurement Manager and department-client
- r) Organize and return all records and documentation to the District at the end of each solicitation

1.3 District Responsibilities

The District is responsible to:

- a) Provide the appropriate District' policies, and procurement protocol and templates;
- b) Format final documents;
- c) Post the documents on the District website, BCBid and Bonfire application as appropriate;
- d) Receive the questions, documenting and sending them to the supplier and the department-client;
- e) Post Addenda;
- f) Receive solicitation Responses;
- g) Coordinate and send out external communications;
- h) Close the competition and open submissions;
- i) Prepare Reports to Council for Award as required;
- j) Arrange for signature of Agreements as required; and
- k) Issue Purchase Orders.

1.4 Submission

Please include the following in your submission

1.4.1 Qualifications and Credentials

Provide qualifications and resume(s) for the resource(s) proposed. Include details as to procurement education, certification(s) and accreditation(s).

1.4.2 Experience

For each proposed resource(s), outline experience as it relates to the following areas:

- a) Public procurement experience – include project examples demonstrating capabilities and areas of expertise.
- b) Procurement formats – identify respective level of knowledge and expertise. Include sample documents or reference publicly available documents (if available), including:
 - i. Request for Supplier Qualifications - Prequalification;
 - ii. No-Negotiation RFP;
 - iii. Concurrent or Consecutive Negotiation RFP;
 - iv. MMCD "2009" Platinum Edition Unit Price Tender; and
 - v. CCDC 2 2008 Stipulated Price Tender.
- c) Describe familiarity and level of competency with Bonfire E-Bidding software.
- d) Describe level of proficiency using the Procurement Office Protocols and Templates (Paul Emanuelli - General Counsel and Managing Director).

1.4.3 References

Provide project references and client contact information.

1.4.4 Hourly rates

Provide a rate schedule outlining hourly rates of key personnel.

1.5 Terms

Conditions of Submission: This RFQ is not a tender. Neither the issuance of this RFQ, nor any submission in response, shall create or result in binding legal obligations of any kind. The District is under no obligation to enter into negotiations or contract with any respondent. The District at its sole discretion may negotiate with any party whether they have submitted a submission or not.

Respondents must bear all costs associated with a submission and all documents submitted to the District become the property of the District. Submissions will be received and held in confidence by the District subject to the provisions of the Freedom of Information and Protection of Privacy Act.

If the District chooses to enter into a contract, the attached Professional Services Agreement will be used.