

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
F-10			Professional Services RFP/Tender
Approval	D/M/Y	Resolution #	
Adopted	13/03/17	17.095	

STATEMENT:

The Town of Vulcan requires a policy to formalize a procedure for preparing the documents required in order to obtain Professional Services through a Request for Proposal (RFP) or Tender Process.

1. Policy

- 1.1 As per Policy F-01 the Town may be required to tender Professional Services from time to time.
- 1.2 Upon approval by Town Council, the successful firm will be required to enter into a formal agreement with the Town of Vulcan
- 1.3 The Town of Vulcan reserves the right to accept or reject any or all proposals submitted, and to request additional information from proposers.

2. Procedure Required Information

- 2.1 Identify the firm Name and Address.
- 2.2 Details of Firm:
 - (a) Whether the firm is local, national, or international.
 - (b) Outline the firm's business activities and areas of proficiency.
 - (c) Identify if the firm is familiar with the Federal and Provincial Statutes and/or governing regulations.
 - (d) Identify if the firm is familiar with regulations governing grant availability.
- 2.3 Details of Staff and Rates:
 - (a) Names of partners.
 - (b) Contact person.
 - (c) Designation of Hourly Rate:
 - i. Partners
 - ii. Managers
 - iii. Supervisors
 - iv. Support Staff
 - (d) Identify the partner, manager, or supervisors who may work on the site.

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- (e) Resumes for each partner, manager, and supervisor who may be assigned to the Town should be included as an appendix.
- (f) Identify the support staff.

2.4 Identify the firm's anticipated approach to providing the service to the Town of Vulcan.

- (a) Timing, dates, and length of attendance (if applicable).
- (b) Outline the expertise in the service area, including the number and classifications of personnel skilled in these areas.

2.5 Request Background and Reference information on services recently undertaken by the firm for the following categories:

- (a) Local Municipal Government.
- (b) Similar sized entities.
- (c) Major projects or professional accomplishments.

2.6 The Term for engagement of services as per Policy F-01 is Three (3) years. Identify and estimate the total fees and disbursements anticipated on an annual basis for the term of the agreement.

2.7 Any other Supplementary Information that may be provided that will assist in identifying a suitable firm.

- END OF POLICY-

