

**CANADIAN INSTITUTE OF PLANNERS (CIP)
REQUEST FOR PROPOSAL**

CIP Reconciliation Action Plan



CIP • ICU

Canadian Institute of Planners
Institut canadien des urbanistes

RFP ISSUED: May 15, 2024

EXPRESSIONS OF INTEREST FORM DEADLINE: July 2, 2024

PROPOSAL SUBMISSION DEADLINE: July 12, 2024

KEY INFORMATION

<p>RFP TITLE</p>	<p>The title of this Request for Proposal (RFP) is:</p> <p>RFP – CIP Reconciliation Action Plan</p> <p>Please reference this title in all correspondence.</p>
<p>CONTACT PERSON</p>	<p>The contact person for this RFP is:</p> <p>Kristen Harrison, National Director, Policy and Public Affairs Canadian Institute of Planners</p> <p>Please direct all questions to policy@cip-icu.ca by July 2, 2024 at 11:59 p.m. PT.</p>
<p>EXPRESSION OF INTEREST FORM DEADLINE</p>	<p>The Expressions of Interest (EOI) Form and/or questions about the RFP submission are due by July 2, 2024 at 11:59 p.m. PT.</p> <p>All qualified Respondents who submit an EOI Form will receive a copy of the unredacted Archipel Research & Consulting Inc. report prepared for CIP, a copy of all questions submitted, and any additional clarifying information from CIP.</p> <p>The public version of the Archipel report is available here.</p> <p>Any further information relating to this RFP will be directed only to those who have submitted the EOI Form.</p>
<p>PROPOSAL SUBMISSION DEADLINE</p>	<p>The closing date and time for the completed proposal is:</p> <p>July 12, 2024 at 11:59 p.m. PT.</p>
<p>SUBMISSION INSTRUCTIONS</p>	<p>Submit your completed proposal to Kristen Harrison (policy@cip-icu.ca) via email or Dropbox by or before the submission deadline.</p>

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Introduction

1.1. Purpose of RFP

The purpose of this RFP is to describe the scope of work for the development of the Canadian Institute of Planners' (CIP) Reconciliation Action Plan (RAP) and to identify an organization or Respondent who can lead the creation of this plan.

The goal of this project is to produce a Reconciliation Action Plan that reflects the role of CIP and the Canadian planning profession in building and sustaining strong, respectful relationships between Indigenous and non-Indigenous people and communities, with recognition of the connections between land use planning and the historical and ongoing processes of colonization. It is also to offer direction and structure to support our reconciliation journey and desire to be in alignment with the aspirations of our Strategic Plan and the National Policy on Planning Practice and Reconciliation.

1.2. Eligibility

CIP is specifically seeking to identify a service provider who will be responsible for producing the complete scope of work as stated in the RFP. Eligible Respondents may be individuals, corporations, joint ventures, partnerships, or any other legal entities suitably able to fulfill the requirements of this work.

1.3. Tendering Policy

CIP has the following objectives:

- a. To use fair and competitive practices that are transparent and accountable
- b. To identify and include a diversity of suppliers (most specifically those who identify as Indigenous for the RAP project)
- c. To consider Environmental, Social and Governance (ESG) considerations in the awarding of CIP's external contracts, to ensure ethical and responsible procurement practices

CIP will strive to identify and include a diversity of suppliers for its tendering and procurement processes, which will include organizations that are led and/or owned by Indigenous, Black, women, disabled, and all other under-represented groups and individuals.

All Request for Proposal Respondents will be required to:

- Specify their ESG commitments
- Include specific information on the diversity of their organizational composition
- Provide applicable information that relates to products and services that have carbon emission implications

Definition¹

ESG means using Environmental, Social, and Governance factors to evaluate companies and countries on how far advanced they are with sustainability. Once enough data has been acquired on these three metrics, they can be integrated into investment and procurement processes when deciding what to buy.

ESG factors: Environmental

Environmental factors include the contribution a company or government makes to climate change through greenhouse gas emissions, along with waste management and energy efficiency. Given renewed efforts to combat global warming, cutting emissions and decarbonizing has become more important.

¹ <https://www.investopedia.com/terms/e/environmental-social-and-governance-esg-criteria.asp>

ESG factors: Social

Social include human rights, labour standards in the supply chain, any exposure to illegal child labour, and more routine issues such as adherence to workplace health and safety. A social score also rises if a company is well integrated with its local community and therefore has a 'social license' to operate with consent.

ESG factors: Governance

Governance refers to a set of rules or principles defining rights, responsibilities, and expectations between different interest-holders in the governance of corporations. A well-defined corporate governance system can be used to balance or align priorities between interest-holders and can work as a tool to support a company's long-term strategy.

1.4. About CIP

The Canadian Institute of Planners (CIP) works on behalf of over 9,000 diverse planning professionals and students and has supported Canada's planning community since 1919. CIP advocates for planners and the priorities of the planning profession and offers a wide range of member services and career development opportunities.

Planning addresses the use of land, resources, facilities, and services in ways that secure the physical, economic, and social efficiency, health, and well-being of urban and rural communities. Our members work in both the public service and the private sector, across fields such as land use planning, environmental resource management, land development, heritage conservation, social planning, transportation planning, and economic development.

CIP is a member-based, not-for-profit organization, with our management complemented by volunteers who support and contribute to our activities on various levels. CIP also works closely with other organizations related to planning, including the [Provincial and Territorial Institutes and Associations \(PTIAs\)](#), which are the regulators of the planning profession – they govern the rights and responsibilities of their members and set and uphold the criteria for professional planners and accredited university programs within their jurisdictions.

CIP's Strategic Plan

CIP is guided by our Strategic Plan—[1,835 Days of Impact](#), which was released on July 7, 2022. This plan was developed over years of reflection and discussion between CIP's staff, Board of Directors, and committees/juries, and adjusted in response to the COVID-19 pandemic.

Our Strategic Plan incorporates a defined Mission, Vision, and Values to help guide our path forward:

Our Mission: To support our members, add value to the larger Canadian planning ecosystem, and advocate on priority issues for greater collective impact.

Our Vision: Inclusive and vibrant communities, respectfully connected to the natural world, for the well-being of current and future generations.

Our Values:

Creatively Courageous: We have the courage and creativity to tackle wicked problems. We bring a positive attitude, embrace the unknown, and foster a brave space for challenging conversations. We try bold things, develop a stronger bias towards action, and get outside of our comfort zone.

Agile Wayfinders: We constantly monitor our progress and path forward. We use intelligent wayfinding to stop, assess, and measure results so we can learn and improve. It's not about perfection, it's about progress.

Focused Impact: We can't do everything, and need to be selectively strategic and deliberate about where to focus our efforts. With a commitment to evidence-based decision-making, we acknowledge we have tough choices to make and prioritize accordingly.

Inclusive Mobilization: We welcome, listen to, and amplify diverse voices and efforts across Canada. By bringing people and partners together and leveraging strategic insights, we help ignite and fuel the fire for all.

Respectful Stewardship: With humility, we understand there is a lot to learn when it comes to understanding our impact on people, land, and the natural world. We don't have all the answers and welcome opportunities to uncover our biases and seek more integrated solutions together.

The Strategic Plan also identifies three Strategic Priorities that inform the basis of CIP's activity:

Integrated Action on Complex Issues: Strengthening our advocacy efforts in CLIMATE CHANGE, HEALTHY COMMUNITIES, and HOUSING.

More Equitable Planning, Together: Acknowledging that historical planning practices have been part of the problem, we are continuing our journey in RECONCILIATION and EQUITY, DIVERSITY, AND INCLUSION (EDI) in order to be part of the solution.

Career Support for Life: Ensuring there's resourcing available for planners throughout their professional lifecycle, and supporting the diverse needs of our members so they can have long, effective, satisfying careers.

As shown above, the three Strategic Priorities incorporate five Strategic Action Issues that form the themes we aim to address through our work. [Climate Change](#), [Healthy Communities](#), [Housing](#), [Reconciliation](#), and [Equity, Diversity, and Inclusion](#) all play a major role in the practices and definition of the planning profession, and it is our goal to make positive and meaningful contributions to each of these fields.

With reconciliation, CIP envisions a future in which it is meaningfully embedded in planning practice in Canada and planners build relationships with Indigenous Peoples based on mutual respect, trust, and dialogue.² Recognizing the impact of the planning profession on Indigenous communities and livelihoods, it is our goal to support reconciliation both within and beyond the planning profession through advocacy, policy leadership, awareness and capacity building, and financial support. Further details about our

² <https://www.cip-icu.ca/blog/reconciliation-why-planners-are-essential-on-this-journey/>

commitments to reconciliation can be found in our [Policy on Planning Practice and Reconciliation](#). The policy also includes the following roles for CIP in furthering reconciliation within the profession:

CIP strongly believes that it is essential to integrate reconciliation into its own work and the work of practicing planners, supporting Indigenous planning, and participating in the broader and long-term processes of reconciliation. To support the implementation of the policy, CIP will undertake the following actions:

- *Promote reconciliation in its communications, policy and advocacy, educational standards, professional development activities, and its work with other professions*
- *Ensure that practicing planners have access to the resources, information, training, and other support they need to embed the principles of reconciliation in their practice.*
- *Build awareness of Indigenous history, rights, issues, and culture among practicing planners through the Institute's Continuous Professional Learning program.*
- *Support the integration of Indigenous history, rights, issues, and culture in the curricula of planning schools and as a core competency for the accreditation of professional planners.*
- *Support and encourage Indigenous people to consider a career in planning and explore other ways in which they can bring their knowledge to the profession.*
- *Advocate for international and federal policies and actions that contribute to reconciliation.*
- *Consider additional implementation priorities, based on an annual environmental scan and membership survey.*

The Opportunity

2.1 Background

With its practices operating at the nexus of land, livelihoods, policy, and governance, CIP believes that the planning profession has a wide-reaching impact on virtually all aspects of people's lives. It is essential that planning recognizes and includes the diversity of needs, rights, values, and knowledge systems of all peoples living on the land.

CIP acknowledges that the planning profession has historically contributed to processes of colonization, dispossession, and oppression against Indigenous Peoples and that the effects of this are felt to this day. Furthermore, while Indigenous communities have practiced community planning and land management since time immemorial, Canadian society has largely disregarded or failed to understand Indigenous planning systems and methodologies³.

As noted above, CIP unveiled a new five-year Strategic Plan in July 2022, and in doing so, reaffirmed our commitment to achieving *More Equitable Planning, Together* – acknowledging that historical planning

³ <https://www.cip-icu.ca/wp-content/uploads/2023/12/policy-indigenous-eng2023-new-branding-edit-1.pdf>

practices have been part of the problem and that CIP must continue to advance our work in Reconciliation and Equity, Diversity, and Inclusion to be part of the solution.

Prior to the new Strategic Plan, CIP had undertaken many actions to promote reconciliation and Indigenous cultural awareness among members and the greater planning ecosystem, such as endorsing the [United Nations Declaration on the Rights of Indigenous Peoples](#) and publishing a national [Policy on Planning Practice and Reconciliation](#). But, with approximately only 1% of CIP's membership identifying as Indigenous⁴, and with Indigenous planners reporting significant gaps in feeling supported or heard within the profession⁵, we recognize that our work within the new Strategic Plan must be supported by a greater structure of accountability.

As the first step in drafting a Reconciliation Action Plan (RAP), CIP put forth a Request for Quotations (RFQ) in July 2023 for a preparatory audit and review of our actions in support of reconciliation. The RFQ contract was awarded to Archipel Research & Consulting Inc., which began the preparatory audit in September 2023 and submitted their [final report](#) in February 2024. In this report, Archipel provided an overview of CIP and the planning profession's historical relationships with Indigenous Peoples and communities, conducted an evaluation of the work that has taken place to date, and provided recommendations for the RFP and the greater RAP. This report provides the foundation for the development and implementation of a culturally-aware, structured, and effective RAP.

To request the report in full, please complete and submit the Expression of Interest form by **July 2, 2024**.

2.2 Purpose

The purpose of this opportunity will be to guide CIP in its actions toward reconciliation, offering more clarity and structure to support our reconciliation journey. By helping CIP to establish its next actions toward reconciliation, it is our goal that the RAP provided by the Respondent will ultimately bring CIP in stronger alignment with the aspirations of our Strategic Plan and the National Policy on Planning Practice and Reconciliation.

2.3 Project Objectives

The objective of this project is to produce a Reconciliation Action Plan (RAP) that articulates the role of CIP and of the Canadian planning profession in promoting and sustaining meaningful relationships with Indigenous Peoples based on mutual respect, trust, and dialogue, and identifies the specific actions, targets, and timelines that CIP can undertake to advance the process of reconciliation.

2.4 Scope of Work

The proposed Scope of Work for the development of the RAP, as recommended by Archipel, can be found in section "Forward Thinking" [of their report](#). However, Respondents are not required to follow this suggested approach and may put forward their own proposed Scope of Work, whether in full or in part, for the RFP submission.

The successful Respondent will have the opportunity to finalize their proposed Scope of Work following consultation with CIP staff. CIP reserves the right to amend the final Scope of Work.

⁴https://www.cip-icu.ca/wp-content/uploads/2023/12/Canadian-Professional-Planners-National-Employment-Survey-Report-2023_Final_EN.pdf

⁵https://www.cip-icu.ca/wp-content/uploads/2023/12/202310newBranding_Equity-Diversity-Inclusion-Insight-Survey.pdf

2.5 Deliverable

Respondents must provide a detailed work plan that identifies their approach and methodology to develop CIP's RAP, as well as a timeline of key milestones for the development and implementation of the plan. These recommendations should include actions that, in the short-, medium-, and long-term, CIP can undertake to further its work toward reconciliation and promote better outcomes for Indigenous Peoples and communities. The project should also include reflection and recognition of the state of the planning profession as it pertains to Indigenous representation, and seek to identify similar actions that CIP and its partners can undertake to promote Indigenous career development and representation within planning.

The successful Respondent should produce a RAP that incorporates the following content:

- History of CIP and the Canadian planning profession, including an understanding of these histories as they pertain to the oppression of Indigenous Peoples – an overview of the relationship between land use planning and the processes of colonization can be found in the “Landscape Scan” section of the [Archipel report](#)
- Actions that, in the short-, medium-, and long-term, CIP can undertake to work towards the goal of reconciliation and promote better outcomes for Indigenous Peoples and communities
- Timeline of key milestones for the implementation of the RAP
- Accountability measures and methods for the implementation of the RAP

2.6 Project Budget

This is a CIP-funded initiative. The maximum budget for the first year of this project is \$150,000, exclusive of HST. The Respondent must complete the project without exceeding this amount, however, further funding may be available in subsequent years (subject to Board approval). This budget covers all expenses, including the Respondent's time and overhead. This budget also covers any honouraria that may be paid to Indigenous community members in the development of this plan. If the Respondent is proposing a multi-year project, additional funding amounts should be clearly indicated.

CIP will cover direct costs related to translation and other communications requirements (including ensuring that all publicly-facing aspects of the RAP are bilingual, including graphics), making use of CIP's current service providers to reduce costs. All direct costs being incurred by the Respondent must be pre-approved by CIP staff. If travel is required, a request must be submitted to the CIP contact for approval and CIP's travel policy must be followed. All travel expenses must be accounted for within the allowed project budget.

Payment schedule: The payment schedule is to be agreed upon between CIP and the successful Respondent, in alignment with the anticipated work plan timeline, CIP's annual budget cycle, and the projected project completion date.

Intellectual Property Note: All documents, materials, information, data, and research findings produced, compiled, or collected through the conduct of this project are, and shall remain, the property of the Canadian Institute of Planners and as such, may not be otherwise retained, copied, shared, published, or distributed without the express written permission of CIP.

2.7 Respondent Qualifications

The Respondent selected to develop CIP's RAP will:

- Demonstrate an understanding of CIP's Mission, Vision, and Values, and Strategic Plan and overall role within the Canadian planning profession
- Demonstrate relevant experience and expertise in conducting the proposed Scope of Work, particularly as it pertains to Indigenous organizations, communities, and community members
- Demonstrate experience working with not-for-profits and associations (*preference*)

2.8 CIP Staff Responsibilities & Obligations

Kristen Harrison, CIP’s National Director of Policy and Public Affairs, will be the Staff Liaison (point of contact) supporting the project on behalf of CIP. CIP CEO, Beth McMahon, and CIP’s Officer, Public Affairs, Rebecca Judd, will also be highly involved in the work. Additional CIP staff resources are available, as required, including communications.

Responsibilities of Staff Liaison:

- Acts as point of contact between CIP and the Respondent for all aspects of project planning and execution: RFP, agreements, work plans, budgets, schedules, etc.
- Provides the Respondent with relevant resources and information
- Approves and processes invoices according to payment schedule
- Coordinates use of CIP communications tools (social media, newsletters, survey software etc.)

CIP’s Officer, Public Affairs, may act as a substitute for the Staff Liaison where requested by the Staff Liaison, as appropriate.

2.9 Anticipated Work Plan Summary & Timelines

The following is the estimated timeline for the competitive selection process and the project:

Activity	Timeline
RFP Launch	May 15, 2024
Question & EOI Deadline	July 2, 2024
RFP Closing & Submission Deadline	July 12, 2024
Proposals Review	July 15 - August 2024
Awarding of Contract	End of August 2024
Project Start	September 2024
Status Report	December 12, 2024
Project Completion	TBD between CIP and the Successful Respondent

All dates in the above timeline are estimates and subject to change by CIP in consultation with the successful Respondent.

Selection Process

3.1 Submission Requirements

CIP requests the proposal be organized as outlined below in order to facilitate the evaluation and review process. If the Respondent wishes to include additional or supporting information, this should be placed in an appendix and referenced in the main body of the proposal.

1.0 – Cover Letter

- Include a cover letter signed by an individual with the power to bind the Respondent.

2.0 – Relevant Experience

Relevant Experience and Qualifications

- The proponent shall demonstrate relevant experience and qualifications, as identified within this RFP (i.e. links or documents to relevant work with Indigenous Peoples and communities)
- Name, title, credentials, background experience, and role of all project team members, as well as an indication of team members who identify as Indigenous

References

- Name, title, organization, email, and phone number for three references that have been contracted for similar services and project scope, as identified within this RFP

3.0 – Corporate Responsibility

Environmental, Social and Governance (ESG) Factors

- Specify your ESG commitments

Equity, Diversity, and Inclusion

- Include specific information on the diversity of your organizational composition

Carbon Emissions

- If applicable, provide information that relates to products and services that have carbon emission implications – if your business has a carbon emissions reduction plan, please indicate

4.0 – Approach and Methodology

Service

- Confirm your recommended scope of work for the development of the RAP
- Identify project management and delivery approach
- Address functional requirements from CIP, including any requirements for the volunteers
- Provide an estimated timeline of work and anticipated project completion

Value Added

- Include any additional services, approach, background, or information that demonstrates any value added to your proposal

Risk Mitigation

- Identify risks and risk mitigation strategy

5.0 – Proposed Fees

Proposed Costs & Fee(s) for Services

- Total cost of RAP development
- Include all additional fees that may be incurred in completing the contract (e.g. travel, honouraria).
- Please be as specific as possible about the nature and scope of work to be performed, time required, and costs

6.0 – Work Plan and Schedule

Outline the proposed project cycle

- Identify proposed targets for both the development and implementation of the RAP and date of expected completion

3.2 Evaluation

Submissions will be assessed by the CIP Evaluation Team. Respondents may be requested to submit additional information to clarify their proposal if required. Respondents may also be required to meet with the Evaluation Team via conference call and/or provide additional information, as well as references.

Submissions will be evaluated based upon the following criteria:

	Criteria	Weighting
1	Evaluation of relevant experience of the Respondent and/or firm: relevant credentials and experience of the project team members; demonstrated experience working with other professional organizations or groups on similar projects; demonstrated experience in successful engagement of interest-holders; feedback received from references provided	30%
2	Evaluation of proposed approach and methodology: explanation and justification of the proposed strategy; evidence of the Respondent's understanding of the project requirements; clear connection between the proposed approach and the highlighted scope of work and expected deliverables; evidence confirming that the project can be delivered effectively & successfully	30%
3	Work plan and schedule: detail, evidence, and explanation indicating that the project will be completed in an appropriate timeframe based on the proposed approach and methodology.	15%
4	Evaluation of proposed fees: a review of anticipated fees and ancillary costs; a value analysis	15%
5	Corporate responsibility: response to section 1.3.	10%
	Total	100%

CIP Evaluation Team:

- Beth McMahon, CIP Chief Executive Officer
- Kristen Harrison, CIP National Director, Policy and Public Affairs
- Rebecca Judd, Officer, Public Affairs
- Indigenous Advisor (TBD)

Submission Instructions

4.1 Submission

Responses to this RFP must be received by email by the closing time as stated on page 2 of this RFP:

- (a) Responses received by email after the closing time will not be considered.
- (b) Please use the subject line "RFP – CIP Reconciliation Action Plan".

4.2 Receipt of Complete RFP

Respondents are solely responsible for ensuring that they have received the complete RFP, as listed in the table of contents of this RFP, plus any addenda. Each and every proposal is deemed to have been made on the basis of the review of the complete RFP issued prior to the closing time. CIP accepts no responsibility for any Respondent that does not receive all RFP information.

4.3 Expression of Interest

Any further materials relating to this RFP will be directed only to parties who have completed and returned the Expression of Interest Form. This form must be completed, executed, and delivered to the contact person via e-mail before the deadline.

4.3 Inquiries

All inquiries regarding this RFP should be directed by email to Kristen Harrison at policy@cip-icu.ca.

The following provisions shall apply to any communications with the contact person, or the delivery of documents to the contact person by email where such email communications or delivery is permitted by the terms of this RFP:

CIP does not assume any risk, responsibility, or liability whatsoever to any Respondent:

- (a) For ensuring that any electronic email system being operated for CIP is in good working order, able to receive emails, or not engaged in receiving other emails such that a Respondent's email cannot be received; and/or
- (b) If a permitted email communication or delivery is not received by CIP, or is received in less than its entirety, within any time limit specified by this RFP.

All permitted email communications with, or delivery of documents to, the contact person will be deemed as having been received by the contact person on the dates and times indicated on the contact person's electronic equipment or by the clock used by the contact person for that purpose.

4.4 Unofficial Information

Information offered to Respondents in respect of this RFP from sources other than the contact person is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

4.5 Withdrawal Prior to the Closing Time

A consultant may withdraw their interest and/or proposal at any time prior to the closing time by delivering written notice to the contact person via email prior to the closing time.

General Conditions

5.1 Acceptance of Proposals

All proposals submitted shall be valid for a period of thirty (30) days from the closing date. It is understood and agreed that CIP may have thirty (30) days to select the winner for this RFP.

5.2 Oral Presentation

An oral presentation, by one or more Respondents, may be required after written proposals are received by CIP. This will be arranged at a mutually convenient time. Each Respondent should be prepared to discuss and substantiate any areas of their proposal as well as discuss their own qualifications as a Respondent that can provide services as described in this RFP.

5.3 No Contract

By submitting a proposal and participating in the process as outlined in this RFP, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFP and that no legal obligations arise. CIP reserves the right to terminate this RFP process at any time.

CIP reserves the right, at its sole discretion, to reject any and all proposals, for any reason. CIP is not under any obligation to provide, discuss, or explain the reasons for the rejection of any proposal.

5.4 Respondents' Costs and Expenses

Respondents are solely responsible for their own costs and expenses in preparing and submitting a proposal and participating in this RFP.

5.5 No Claims

CIP, its employees, agents, applicants, consultants, advisors, committee and Board members will not be liable to any Respondent, or any firm, corporation or individual member of a Respondent, for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent, or any firm, corporation or individual member of a Respondent, in preparing and submitting a proposal or any other activity related to or arising out of this RFP.

5.6 Insurance

The successful Respondent must obtain, at its own expense, before commencing work on the services under this RFP, a professional liability insurance policy covering errors and omissions with appropriate coverage.

5.7 Accuracy of Information

CIP gives no representation whatsoever as to the accuracy or completeness of any of the information set out in this RFP, or any other background or reference information or documents prepared by third parties and made available to the Respondents. Respondents will make an independent assessment of the accuracy and completeness of such information and will have no claim whatsoever against CIP, or its officials, employees, agents, applicants, consultants, advisors, and committee and Board members with respect to such information.

5.8 Conflicts of Interest

Respondents must disclose any potential Conflict of Interest on the part of their business or sub-contractors if known. CIP will determine, in its sole discretion, whether a Conflict of Interest exists that would disqualify the contractor.

Conflict of Interest includes, but is not limited to, any situation or circumstance where, in relation to the RFP process, the contractor (or sub-contractor) has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

- Having or having access to information related to the RFP and project that is confidential and not otherwise available to other contractors
- Communicating with any person with a view to obtaining preferential treatment in the RFP process, including the giving of a benefit of any kind, by or on behalf of the contractor, to any employee, or otherwise connected with CIP or the PTIAs
- Engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive RFP process and render that process non-competitive and unfair

5.9 Evaluation of Proposal

CIP will evaluate each Respondent's proposal to determine which proposal (if any) is in the best interests of CIP. CIP, in its sole discretion, reserves the right to accept or reject proposals submitted, to waive formalities and minor irregularities, and to request additional information required to fully evaluate a proposal.

5.10 Irregularities

CIP reserves the right, in its sole discretion, to waive any irregularities in any proposal. CIP also reserves the right to reject outright any or all proposals found to be containing false, inaccurate, or misleading information.

5.11 Reservation

CIP reserves the right to amend the Scope of Work and reserves the right to negotiate with the most suitable respondent or to cancel this RFP without award or compensation to Respondents, their officers, their directors, employees or agents. CIP reserves the right to conduct discussions with any Respondent that submitted a proposal to ensure a full understanding of the proposal.

5.12 Assignment

The successful Respondent will not assign, transfer, convey, or sublet this agreement without the prior consent of CIP.

5.13 Agreement

A contract will be executed between the successful Respondent and the Canadian Institute of Planners (CIP).

EXPRESSION OF INTEREST FORM

RFP – CIP Reconciliation Action Plan

Return to policy@cip-icu.ca by July 2, 2024 at 11:59 p.m. PT

RESPONDENT CONTACT INFORMATION

NAME OF RESPONDENT: _____

NAME OF COMPANY: _____

STREET ADDRESS: _____

CITY: _____ **POSTAL:** _____

PROVINCE: _____ **COUNTRY:** _____

EMAIL ADDRESS: _____

TELEPHONE(S): _____

ACKNOWLEDGMENT OF TERMS OF RFP AND CONFIDENTIALITY

The undersigned is a duly authorized representative of the Respondent and has the power to sign this form on behalf of such Respondent or other interested party. The Respondent, or other interested party, hereby acknowledges receipt and review of the RFP and all of the terms and conditions contained therein, including without limitation, all appendices attached thereto and agrees to comply with all of the terms and conditions set out in the RFP. The signing of this form is an acknowledgement of interest only and does not oblige the Respondent to submit a proposal.

NON-DISCLOSURE AGREEMENT

The Respondent shall not disclose the Confidential Information released under this RFP to any person or entity, or use the Confidential Information for any purpose, save and except in connection with the CIP Reconciliation Action Plan project. Confidential Information means any and all reports, consultant reports, and internal draft documents relating to the project. The Respondent acknowledges and agrees that all Confidential Information remains the sole and exclusive property of the Discloser and that the Respondent shall not acquire any right, title or interest in it except the right to possess the Confidential Information in connection with the project. The term of this agreement shall survive and remain binding upon the Respondent for a term of three years from the time of release of information.

I agree to the above terms:

Name of the Authorized Signatory Title

Signature Date