



Request for Proposals

Five Year Financial Plan

Request for Proposals No: 2023-001

Issue date: February 27th, 2023

Deadline: March 17th, 2023

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PART ONE: INTRODUCTION

1.1 Invitation

This request for proposals (“RFP”) issued by Carty House is an invitation to submit non-binding offers for the provision of a recommended five-year financial plan, as further described in Appendix C.

Carty House is a non-religious Canadian non-profit charitable organization, and provides a first home and a helping hand to refugee women in need in the Ottawa area. Carty House accomplishes this by providing a safe space for refugee women to live, grow, build a community, and settle into their new lives in Canada, as well as providing support and assistance with various aspects of their settlement and integration journey.

1.2 RFP Timetable

Issue date of RFP	February 27, 2023
Deadline for questions	March 10, 2023
Deadline for issuing addenda	March 13, 2023
Submission deadline	March 17, 2023, 11:59 PM EST

The RFP timetable is tentative only, and may be changed by Carty House at any time prior to the submission deadline. Proposals submitted after the submission deadline will be rejected.

1.3 Submission Instructions

Proponents are requested to submit their proposal in the form prescribed herein by the submission deadline to the Carty House contact identified below in the manner set out below:

Carty House Contact: Louise Ebeltoft
Email: office@cartyhouse.org

Proposals **must** be delivered **BY EMAIL** to the Carty House contact identified above and should indicate the RFP number in the email subject line. Proposals are only deemed received when they enter the email inbox of Carty House’s contact.

The Proposal email is to be packaged as follows:

- One (1) electronic file containing Appendix A (Contract Requirements)
- One (1) electronic file containing Appendix B (Submission Form)
- One (1) electronic file containing the Proposal

1.4 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP and (a) shall report any errors, omissions or ambiguities and (b) may direct questions or seek additional information in writing by email to the Carty House contact identified in sub-section 1.3 on or before the Final Date for Questions set out in Section 1.2 (RFP Timetable). Carty House is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the Proponent to seek clarification from the Carty House contact on any matter it considers to be unclear. Carty House shall not be responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

1.5 All New Information to Proponents by Way of Addenda

This RFP may be amended only by an addendum in accordance with this section. If Carty House, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information, including changes to this RFP.

PART TWO: TERMS OF REFERENCE AND GOVERNING LAW

In responding to this RFP, and to be eligible for consideration, each Proponent must submit a completed and signed Submission Form that, among other things, acknowledges its acceptance of the RFP Terms of Reference and Governing Law as contained hereunder:

- a) This RFP process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal bidding process or any other legal obligations arising out of any tendering process contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- b) Neither party shall have the right to make any claims (in contract, tort or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a proposal;
- c) Carty House reserves the right, in its sole discretion:
 - i. To accept or reject all or any part of a proposal; and
 - ii. To select a proposal other than the lowest cost proposal.
- d) Carty House will not be under any obligation to discuss or explain any reasons for the rejection of a proposal. No proposal shall be deemed accepted unless and until a contract has been entered into between Carty House and the Proponent;
- e) The Proponent will bear its own costs associated with, or incurred in, the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations;

- f) No legal obligation regarding the procurement of any good or service shall be created between the Proponent and Carty House until the Carty House Proponent successfully negotiates a contract;
- g) When evaluating proposals, Carty House may request further information from the Proponents or third parties in order to verify, clarify or supplement the information provided in the Proponent's proposals, and the Carty House may revisit and reevaluate the Proponent's proposal or ranking on the basis of any such information;
- h) Carty House may consider the Proponent's past performance on previous contracts with other institutions or any other relevant information taken into account by Carty House when determining the acceptability of a Proponent;
- i) Carty House is under no obligation to award a contract pursuant to this RFP process and may reduce the scope of the Statement of Work at any time during the RFP process;
- j) Proponents may withdraw a proposal at any time during the RFP process and may do so by contacting the Carty House contact;
- k) A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP without first obtaining the written permission of Carty House;
- l) Carty House and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general size of the work. It is the Proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP; and
- m) Carty House may cancel this RFP process at any time.

APPENDIX A – CONTRACT REQUIREMENTS

Each Proponent should indicate its agreement (or not) to Carty House’s contracting requirements as set out below. If the Proponent is unwilling or unable to comply with any specific requirement, include proposed changes and supporting rationale. The responses are intended to facilitate development of the final agreement.

- a) Payments will be based on measurable milestones, which will include acceptance of the Solution and satisfaction of all deliverables with final payment subject to final acceptance by Carty House. Payments are also subject to meeting agreed delivery dates.
- b) The Service Provider shall assign Carty House all right, title and interest in the Solution.
- c) The Service Provider shall provide Carty House with a complete indemnification for any breach, negligence or wilful wrongdoing of the Service Provider or any infringement of any intellectual property arising out of or related to the Solution or Services.
- d) Carty House will consider a reasonable limitation of liability clause except for liability arising from intellectual property infringement, unauthorized disclosure of confidential information, personal injury or property damage. There shall be no limitation of liability for these items.
- e) In the event that a key individual leaves the Service Provider’s firm, ceases to be under contract to the Service Provider, or otherwise becomes unavailable, the Service Provider will be expected to provide a resource, acceptable to Carty House, with equivalent experience, certifications and skills and to provide knowledge transfer to the new resource at the Service Provider’s time and expense.
- f) The Service Provider will keep confidential all information which it receives from Carty House in the course or in connection with the provision of Services and Solution, and all information which the Service Provider develops as part of the Services, subject to limited exclusions.
- g) The Service Provider must obtain Carty House’s prior written consent to any sub-contracting arrangement.
- h) The Service Provider shall not use Carty House’s name in any public statement or marketing material or publicize the fact that the parties are doing business without the prior written consent of Carty House.
- i) The agreements between the Carty House and the Service Provider shall be governed by and construed in accordance with the laws of Ontario. The courts of the Province of Ontario will have exclusive jurisdiction over any claims arising from the agreements.

Please complete the following:

I agree to Carty House’s contracting requirements. Yes / No

If you are unwilling or unable to comply with any specific requirement, please red-line the proposed changes and include supporting rationale.

Signature of Proponent Representative

Name and Title

Date:

APPENDIX B – SUBMISSION FORM

1. Proponent Information

Full Legal Name of Proponent:	<i>[enter your response here]</i>
Any Other Relevant Name under which the Proponent Carries on Business:	<i>[enter your response here]</i>
Proponent Address:	<i>[enter your response here]</i>
Phone Number:	<i>[enter your response here]</i>
RFP Proponent Contact Person, Title and Contact Information (Email and Phone):	<i>[enter your response here]</i>

2. Acknowledgement of Terms of Reference and Governing Law

The Proponent acknowledges that this RFP process will be governed by the specific Terms of Reference and Governing Law set out in this RFP, and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until Carty House and a selected Proponent successfully negotiate a contract.

3. Ability to Provide Statement of Work

The Proponent has carefully examined this RFP and has a clear and comprehensive knowledge of the Statement of Work required. The Proponent represents and warrants its ability to meet the requirements detailed in the Statement of Work in accordance with the terms of the RFP for the pricing provided in its proposal and acknowledges that the Statement of Work may be adjusted if the Proponent is selected to negotiate with Carty House. The Proponent has provided a list of any subcontractors to be used to complete the proposed contract.

4. Financial Proposal

The Proponent has submitted its rates in accordance with Appendix C. The Proponent confirms that the financial proposal provided is accurate. The Proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The Proponent is deemed to have read and accepted all addenda issued by the Bank of Canada prior to the Deadline for Issuing Addenda. The onus remains on Proponents to make any necessary amendments to their proposals based on the addenda. The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: _____. Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. Conflict of Interest

Prior to completing this portion of the Submission Form, Proponents should refer to the following definition of Conflict of Interest:

“Conflict of Interest” includes, but is not limited to, any situation or circumstance where in relation to the bidding process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, information in the preparation of its proposal that is confidential and not available to other Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process, or (iii) 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.

Proponents must clearly state in their proposal that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP **OR**, if there is a Conflict of Interest, then Proponents must provide full details on the nature of same. If a proposal is silent with respect to Conflict of Interest, then that Proponent will be deemed to declare that no Conflict of Interest exists with respect to the submission of a proposal or the performance of a potential contract.

Signature of Proponent Representative

Name and Title

Date:

I have authority to bind the Proponent.

APPENDIX C – RFP PARTICULARS

A. Statement of Work

1. BACKGROUND

Carty House was established in 2001 by Sister Maureen Killoran of the Congregation of Notre Dame (CND) to respond to the underserved needs of female refugee claimants arriving alone in Ottawa. Sister Mary Carty, CND, (1954-1999), was known for her sense of justice and her commitment to disadvantaged women.

In 2009, Carty House was established as a non-religious Canadian non-profit charitable organization. It is the only home dedicated to female refugees in Ottawa.

Carty House prioritizes the safety, care, and support of its women residents and will continue to provide a safe space for refugee women to begin the process of rebuilding their lives.

2. OBJECTIVE

Carty House revenue sources and amounts have varied significantly over the past several years, which presents new opportunities for investment but also a need for longer term financial planning for the organization. There is a focus on long-term sustainability of the organization, exploring the potential expansion to reach more women, all while balancing current and short-term obligations.

The organization is seeking financial expertise to provide a long term plan that will allow staff and the Board of Directors the information needed for sound decision-making. The financial plan will need to cover possible areas for investment – in programming, staffing, risk management, contingency funds, or other areas.

3. REQUIREMENTS

The Service Provider will be responsible for the following deliverables:

- Analysis of relevant information to create three (3) separate financial plans for the organization based on the following three scenarios:
 - Steady state: based on core services and current commitments.
 - Moderate growth: based on steady state plus growth in some current areas, and/or the addition of new areas of service.
 - Ambitious growth: based on steady state plus significant growth in current areas, the addition of new services, risk management plan for real estate and/or the addition of new residents and staff.
- Provide a recommended 5-year financial plan aligned with Carty House mission and values, including the rationale as to why the selected plan was chosen.

4. PROPOSAL

Describe the proposed approach and methodology to achieve the objectives outlined in the Statement of Work and the Requirements. Include the following:

- Work plan and deadlines, including points of consultation with Carty House staff/board
- Proposed financial expert(s) and their respective qualifications
- Hourly rate(s) for proposed financial expert(s) and proposed Level of Effort for each, as well as any additional expenses. All rates must be in Canadian dollars and exclusive of applicable taxes.

A. Contract Term

Carty House's intention is to enter into an agreement with one (1) Proponent. The term of the agreement is to be for two (2) months. It is anticipated that engagement begins in April 2023 with a goal of being completed by June 2023.

B. Evaluation

Carty House has established a team to evaluate the Proposals. All decisions as to the degree to which a Proposal meets the requirements of this RFP will be made by the evaluation team. Carty House will not be under any obligation to discuss or explain the reasons for the rejection of any proposal. No Proposal shall be deemed rejected until the Proponent has been notified in writing of the decision and no Proposal shall be deemed accepted unless and until a contract has been entered into between Carty House and the Proponent.