

# Request for Qualifications (RFQ) – Contract Management

## Overview:

Canada Green Building Council (CAGBC) is seeking an independent contractor (“applicant”) to facilitate contract management based on an hourly rate. The applicant will provide an important support function, ensuring adherence to internal bid management and approval procedures. The applicant will provide internal delivery teams with support to ensure procurement policies and procedures are applied and develop needed resources (templates, support materials, and training).

## About CAGBC:

CAGBC supports and champions green buildings in Canada. As an industry-driven not-for-profit, CAGBC provides policies, services, products, training, and programs that support green buildings' design, construction, and operation. Learn more at [cagbc.org](http://cagbc.org).

## Purpose and Scope:

The successful applicant will support CAGBC with the administration of its procurement policies and procedures, and contracting implementation. Working directly with the Finance & Corporate Services and contract leads, the applicant will:

- Assist delivery teams in commercial management and contract administration, implement bid processes, including requests for quotes (RFQs), requests for proposals (RFPs), requests for information (RFI), purchase orders (POs) and other vendor documentation.
- Develop necessary templates, support materials, and procedures and administer training to facilitate bid management and approval processes.
- Support contract leads with negotiating contract terms and conditions with clients, suppliers, and third parties on acceptable terms and conditions during bid/award and agreeing on any changes or amendments that may arise in the management of contracts made with clients, suppliers, and third parties.
- Identify risks and areas of concern regarding terms and conditions supplied by other parties and provide contractual advice, guidance, and support to the contract lead.
- Engage in all future capture efforts, including assistance and guidance with proposal management and development, and ensuring that the proposal's commercial and contractual aspects are reviewed, redrafted, and submitted accordingly.
- Complete additional requests as determined by Finance & Corporate Services.

## Selection and Evaluation Criteria

The evaluation will be based upon the following criteria (listed in no order). Although some factors are weighed more than others, all are considered necessary, and the RFQ must be technically acceptable in each area to be eligible for a contract, including:

1. Relevant experience and service approach;
2. Client management approach; accessibility/flexibility; and,
3. Cost/Pricing Factors.

Regarding the fee proposal, CAGBC reserves the right in its sole discretion to reject any proposal where the price is outside of the competitive range or for any reason whatsoever in its absolute discretion.

Applicants are to include in no more than six (6) pages, plus any specific appendices, as a PDF to include the following:

1. Understanding of the services required (single (1) page maximum), including:
  - a. Identify any potential conflicts of interest.
2. An overview of the applicant and client management approach (four (4) page maximum) including:
  - a. Outline the approach to the services requested and any additional resources required.
  - b. Include a brief overview of the team (including personnel qualifications and operational history of the organization), who will provide support, and the management/client approach to be taken.
  - c. Provide an overview of how you will meet the services requested and detail your experience with similar work.
  - d. List any third-party contractors or subcontractors you might use to deliver the services and their scope of work.
3. Fixed hourly fee proposal for services (single (1) page maximum)
  - a. Note that the final scope of work and hourly rate for services will be finalized with the selected applicant.
4. In an appendix, provide three (3) professional references with email and phone numbers, from past clients receiving similar services, and two (2) examples of past work related to the requested services.

## Requirements of Applicant

The expected level of skills, knowledge, and/or abilities of the applicant include:

- Independent contractor/firm headquartered in Canada;
- Demonstrated experience providing Commercial Management and Contracts Administration;
- Demonstrated experience in drafting and negotiating agreements in a project environment, including project funding and partnerships, and service delivery;
- Demonstrated experience with Canadian government agreements (e.g., funding agreements, purchase orders etc.);
- Demonstrated experience of Canadian Business law, including commercial and contract principles;
- Experience in the green building, construction industry, NPO or related business is desirable; and,
- Ability to deliver all services in both French and English, including drafting and reviewing contracts is desirable.

## Terms and Conditions

- The successful applicant will be retained using CAGBC's master consulting agreement.
- All information, recommendations, instruments, templates, and reports generated by the applicant for CAGBC will become the exclusive property of CAGBC.
- All applicants acknowledge that there shall be no obligation on CAGBC to treat or retain such submissions as being confidential.
- By submitting a response to the RFQ, all applicants acknowledge that this is a competitive process at the discretion of CAGBC and that CAGBC is not bound to choose any of the submitted applicants.
- Key success factors include on-time delivery, relevant experience, responsiveness, and approval of the quality of work from CAGBC senior management.
- CAGBC has offices in Ottawa, Toronto, and Vancouver, but this is a remote contract.

## Key Dates

The selection process timeline will be as follows:

- Requests for qualifications issued – February 24, 2023
- Deadline for questions – March 3, 2023
- Deadline for submission – March 10, 2023
- Evaluation of responses and finalization of applicant – March 16, 2023
- Planned contract award date & communication to all applicants – March 17, 2023

## RFQ Submission & Questions

Proposals may be submitted by email: [corporateservices@cagbc.org](mailto:corporateservices@cagbc.org) in PDF format.

Proposals must be submitted to [corporateservices@cagbc.org](mailto:corporateservices@cagbc.org) by **March 10, 2023**, at 5:00 pm Eastern Time as a consolidated PDF. Late or incomplete submittals will not be accepted for review by CAGBC.

Interested respondents may submit questions of clarification related to this RFQ by email to [corporateservices@cagbc.org](mailto:corporateservices@cagbc.org) up to and including 5:00 pm EST March 3, 2023. CAGBC may choose to consolidate responses or not address submitted questions for any reason whatsoever in its absolute discretion.