

Request for Qualifications (RFQ) – Contract Management

Overview:

Canada Green Building Council (CAGBC) is seeking an independent contractor (“proponent”) to facilitate contract management based on an hourly rate. The proponent will provide an important support function, ensuring adherence to internal bid management and approval procedures. The proponent will support and liaise between legal counsel, Finance and Corporate Services, and internal delivery teams to ensure procurement policies and procedures are applied and needed resources (templates, support materials, training) are in place.

Submission Details:

All submissions responding to this request for qualifications (RFQ) must be submitted by email as a PDF to corporateservices@cagbc.org by January 23, 2023, at 5:00 pm Eastern Time.

About CAGBC:

CAGBC supports and champions green buildings in Canada. As an industry-driven not-for-profit, CAGBC provides services, training, and products that support green buildings' design, construction, and operation. We also advocate for the policies and programs that will accelerate their adoption. Green buildings are better for people and the planet, providing an effective tool for decisive climate action, creating jobs, and delivering healthier and more resilient buildings and communities. By working collaboratively with our members, industry, and government stakeholders, we can build our way forward to a more sustainable and low-carbon future. Learn more at cagbc.org.

Purpose and Scope:

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

- Assist delivery teams in commercial management and contracts administration, implementing 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 providing assistance and guidance during 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 and Corporate Services.

Selection and Evaluation Criteria

The final proponent selection will be based on a balance of criteria, including expertise, experience, and hourly rate.

Proponents 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 proponent 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 proponent.
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 Proponent

The expected minimum level of skills, knowledge, and/or abilities of the proponent 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, partnerships, and sub-delivery agreements; sponsorship; 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;
- Demonstrated experience in the green building, construction industry, NPO or related business is a plus; and,
- Ability to deliver all services in both French and English, including drafting and reviewing contracts.

Terms and Conditions

- The successful proponent will be retained using CAGBC's master consulting agreement.
- All information, recommendations, instruments, templates, and reports generated by the proponent for CAGBC will become the exclusive property of CAGBC.
- All proponents 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 proponents acknowledge that this is a competitive process at the discretion of CAGBC and that CAGBC is not bound to choose any of the submitted proponents.
- Key success factors include on-time delivery, relevant experience, responsiveness, and approval of the quality of work from CAGBC senior management.

Key Dates

The selection process timeline will be as follows:

- Requests for qualifications issued – January 10, 2023
- Deadline for questions – January 18, 2023
- Deadline for submission – January 23, 2023
- Evaluation of responses and finalization of proponent – January 30, 2023
- Planned contract award date – February 10, 2023
- Communication to all proponents – February 14-16, 2023

Evaluation Criteria

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

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

RFQ Submission & Questions

Proposals may be submitted by email: corporateservices@cagbc.org in PDF format.

Proposals must be submitted to corporateservices@cagbc.org by January 23, 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 up to and including 5:00 pm January 18, 2023. CAGBC may choose to consolidate responses or not address submitted questions for any reason whatsoever in its absolute discretion.