



**Request for Quote
Business Recovery and Continuity Toolkit**

**Date Issued: October 6, 2020
Submission Deadline: 5 p.m., October 16, 2020**

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1.0 SUMMARY OF RFQ

This request for quote (RFQ) is being issued by the Halifax Partnership (“the Partnership”) for the purpose of securing the services of a consultant to develop a Business Recovery and Continuity Toolkit for small and medium size enterprises in Halifax.

2.0 INTRODUCTION

[Halifax Partnership](#) (“The Partnership”) is Halifax’s economic development organization. The Partnership drives and accelerates economic growth by selling and marketing Halifax to the world, helping businesses reach their full potential and tracking Halifax’s economic progress. The Partnership’s network of influential and globally connected Investors is committed to building a thriving, prosperous Halifax.

Halifax Partnership and Halifax Regional Municipality are leading [Halifax’s Economic Response and Recovery Plan](#) to restart and restore Halifax’s economy and help businesses respond to and manage the impacts of COVID-19.

Since the onset of COVID-19, the Partnership has been helping Halifax businesses access and navigate public and private sector programs, resources, and information they require to meet their immediate needs. The Partnership team has directly connected with 500+ companies and has been providing businesses with up-to-date information and resources through our website and digital channels (see the [COVID-19 Resource Hub](#) and [Reopening Your Business](#) webpages).

Halifax Partnership is seeking to develop a digital **Business Recovery and Continuity Toolkit** to further support businesses with adapting to operating in this new environment and developing a business continuity plan to mitigate future risks and challenges and recover from the impacts of COVID-19.

3.0 SUBMISSION

A complete copy of the quote must be received by 5 p.m. AST on October 16th by Krista Juurlink at kjuurlink@halifaxpartnership.com. The subject line of the email should include RFQ name.

This RFQ contains mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration.

Any and all costs associated with the preparation and submission of the quote, including any costs incurred by the proponent after the deadline, will be borne solely by the proponent.

4.0 SCOPE OF WORK

The requirements of this service include:

- Development a digital **Business Recovery and Continuity Toolkit** to help Halifax small and medium size enterprises prepare for, respond to, and recover from a variety of disasters that could threaten their operations. The toolkit will include guides, templates, and resources for essential business activities (e.g., Risk Assessment, Operations, Human Resources, Sales and Marketing, to name a few) to ensure continued operations.

- Development of a business continuity webinar and/or content education series featuring experts that can help businesses learn from the COVID-19 crisis and plan for the future. The series should, where appropriate, leverage Halifax Partnership's extensive network and feature public, private and post-secondary Investors and partners.

For a list of the Partnership's Investors visit: <https://halifaxpartnership.com/about-us/investor-directory/>

For an overview of the Partnership's business support programs and services visit: <https://halifaxpartnership.com/how-we-help/grow-your-business/export-development/>.

Note: If required, Halifax Partnership will work with its Agency of Record to develop website infrastructure to support delivery of the toolkit and webinar/content series to business.

5.0 PROJECT BUDGET

Total project budget is \$22,000 (excl. tax).

6.0 SUBMISSION CRITERIA AND FORMAT

The following format and sequence should be followed to ensure each proposal receives full consideration.

6.1 Company Overview and Organizational Competency

The proponent must provide relevant information regarding company history, core competencies, pertinent experience, and any other relevant information about the company.

6.2 Personnel Assigned

Identify the resources that would be dedicated directly and indirectly to the service and proposed allocation of time. Proposals are to specify the names and qualifications of personnel assigned to this contract, as well as relevant experience. Proposals are to clearly lay out the role each person will assume.

6.3 Conflict of Interest

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the Partnership. Failure to disclose, or provide false or insufficient disclosure of the nature and extent of any relationship the proponent may have with any employee of the Partnership, shall be grounds for immediate termination of any contract with the Partnership, in the Partnership's sole discretion, without further liability of notice. By submitting a proposal, the proponent warrants that neither it nor any of its employees with authority to bind the proponent has any financial or personal relationship or affiliation with any employee of the Partnership or their immediate families which might in any way be seen by the Partnership to create a conflict.

6.4 References

At a minimum, supply two client references that could be contacted about their working relationship with your company. The Partnership reserves the right to use prior knowledge and experience as a client reference in the evaluation of a proponent's proposal.

6.5 Fee Structure

Proponents are requested to detail all fees, expenses, and incidental charges for which they expect to be reimbursed. At a minimum, this section should include:

- Individual professional service and personnel costs by hourly rates. An estimate of monthly personnel costs must be included.
- If the company bills on a fee for service, retainer system, or any other billing system.
- Any remaining miscellaneous costs and disbursements which will be billed to the account (ex. taxis, couriers, long distance phone calls, etc.) and whether these costs are billed at net or gross.

7.0 TIMELINE

Issuing Date	Tuesday, October 6, 2020
Closing Date	Friday, October 16, 2020, 5 p.m. AST
Evaluation	Tuesday, October 20, 2020
Proponents Notified	Friday, October 23, 2020
Negotiation of Contract	Monday, October 26, 2020
Contract Start Date	Monday, November 2, 2020
Contract End Date	Friday, January 29, 2020

8.0 EVALUATION

Evaluation of proposals will be completed by Halifax Partnership. The evaluation team will review proposals against the mandatory submission criteria. References of the proponent(s) scoring highest will be checked. Proponents will be notified by email following completion of the evaluation process. Subject to successful negotiation and execution of a contract, the selected proponent will provide the required services.

All material created by the proponent for this project shall be considered the property of the client. The client is free to use these materials without restriction.

8.1. Scoring Criteria

CRITERIA	WEIGHTING
Organizational Competency and Company Experience	30%
Personnel Assigned	20%
Fee Structure	50%

9.0 AWARDING OF CONTRACT

No contract will be formed, with any proponent, until the contract terms have been successfully negotiated between both parties (the Partnership and the successful proponent). The Partnership is not obligated to any proponent in any manner until an agreement has been signed by an authorized person to sign on behalf of the Partnership. The successful proponent shall supply said contract to the Partnership.

10.0 DISCLAIMER

This RFQ document does not constitute an offer, nor promise to offer or enter into any business agreement or relationship, nor should any intent to enter into an agreement or relationship be construed.

Halifax Partnership reserves the right to reject any or all proposals or to not accept any proposal which it may consider to not be in its best interest. Halifax Partnership also reserves the right to waive formality, informality, or technicality in any proposal of a non-material nature.

Halifax Partnership reserves the right to cancel this RFQ at any time. This RFQ implies no obligation on the Halifax Partnership to accept any proposal submitted.

11.0 CONFIDENTIALITY

Information about Halifax Partnership obtained by proponents must not be disclosed unless prior written authorization is obtained from the Halifax Partnership. The successful proponent agrees that this obligation of confidentiality will survive the termination of the contract between the successful proponent and the Halifax Partnership.

12.0 ENQUIRIES

All enquiries related to this RFQ are to be directed to Krista Juurlink by email or phone. Information obtained from any other source is not official and may be inaccurate. Enquiries and responses may be recorded and may be distributed to all proponents at the option of the Partnership.

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