

## **1.0 BACKGROUND**

The County of Oxford is a municipal corporation, governed by a ten-member council of elected officials (Mayor of Woodstock, and the Mayors of the Towns of Ingersoll and Tillsonburg, and the Mayors of Blandford-Blenheim Township, Norwich Township, South-West Oxford Township, Zorra Township and East Zorra/Tavistock Township, plus two Councillors from Woodstock).

Municipal government in the County is a two-tier structure, with little overlap in the function of services for the County and its 8 local municipalities. For further information on the County, with links to our eight municipalities, please visit our website at [www.oxfordcounty.ca](http://www.oxfordcounty.ca).

The administrative functions of the County of Oxford include CAO/Clerk, Corporate Services, Provincial Offences, Information Systems, Archives, Tourism, Planning, Public Works, Social Services and Housing, Long Term Care Facilities, Public Health, Emergency Services and Library Services.

In the fall of 2008, the County established a Rural Connections Broadband Program Steering Committee in response to a provincial funding announcement and call for proposals under the Rural Connections Broadband Program. The program will provide up to one-third funding for projects that improve broadband Internet connectivity in un-served and under-served areas of southern Ontario. The Steering Committee is comprised of staff representing the County and the area municipalities.

The Steering Committee prepared an application to the Rural Connections Broadband program that was submitted on February 12, 2009. On June 19, 2009, the province announced that Oxford County's application for funding was successful and will receive up to \$988,333 toward the proposed broadband project.

## **2.0 PURPOSE**

The purpose of this Request for Proposal (RFP) is to seek assistance from a qualified consultant to act as project manager for the purpose of administering the project in accordance with the terms and conditions of the funding agreement. The Project Manager will assist the Steering Committee in developing processes that will ensure all aspects of the project meet Provincial and County requirements including all required reports. In addition, the Project Manager will assist County staff with overall management of the project to ensure vendors and other service providers involved in the project meet the deliverables. It is anticipated that the project will be concluded, including submission of final reports to the Ministry, by the end of September 2011.

### **3.0 DELIVERABLES**

The Project Manager will be responsible for the following:

1. Assist County staff and the Steering Committee with all project management details including monthly Steering Committee meetings.
2. Prepare a project request for proposals (RFP) that will be used to select a primary technical vendor(s) for the project.
3. Assist the Steering Committee with reviewing the RFP submissions and recommend a primary technical vendor(s) for the project.
4. Assist the Steering Committee and County staff to prepare and negotiate a service contract with the selected vendor(s) for provision of the project work which meets all provincial and project requirements.
5. Assist the Steering Committee to prepare a final technical plan for the project based on information provided by the primary vendor(s) and which meets all provincial and project requirements.
6. Monitor project progress and work completed by all vendor(s) to ensure the project goals, objectives and timelines are met.
7. Assist County staff and partners with outreach/awareness, public sector access and small business access planning and activities.
8. Assist County staff to prepare quarterly project reports and funding claim forms as required by the province.
9. Prepare and assist with preparation of the final project reports and cost summaries as required by the province.

### **4.0 PROJECT WORKPLAN**

Proposals for Project Manager are to be prepared and priced on the basis of completing the following major tasks and objectives related to the proposed process:

1. Develop a detailed project work plan to ensure timely completion of the key tasks and deliverables identified in the funding agreement. Key tasks will be broken down into detailed activities for each project phase including timelines, resources and key milestones.
2. It is anticipated that the Project Manager will meet at least once per month for regular reporting to the Rural Connections Broadband Steering Committee outlining the progress of the project and seeking approvals at various milestones prior to project implementation and completion of quarterly provincial reports and funding claims.
3. The Project Manager will provide periodic communications to the public and project partners to keep them apprised of the progress of the project in a form which will be subject to the Steering Committee's approval.

## 5.0 PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. The background of the consultants/consortium indicating similar work undertaken, and curriculum vitae of the personnel assigned to the project.
2. If a consortium of consultants is to be used, information is to be provided on the number and nature of past contracts involving the same consortium.
3. Identification of the Project Manager who will act as the designated liaison.
4. A detailed description of the consultant's approach to meeting the scope of the work, including a time chart for carrying out the components of the contract.
5. A detailed cost estimate for each deliverable of the contract, including any assumptions made in preparing the estimates. The proposal will include a table showing the hourly rates for all consultants and their anticipated hours for each of the deliverables.
6. The consultant is requested to provide at least three references for which the consultant has conducted similar services, including contact and phone number.
7. Six hardcopies, in addition to an electronic copy in WORD format, of the proposal.
8. The proposal shall not exceed 15 pages in length.

**Note:** To obtain a draft copy of the Rural Connections Broadband Program Funding Agreement and the County's project technical plan, the proponent must register a request with:

John Moore, Manager of Information Systems  
P.O. Box 1614, 21 Reeve Street  
Woodstock, ON N4S 7Y3  
Email: [jmoore@oxfordcounty.ca](mailto:jmoore@oxfordcounty.ca)

## 6.0 TIMING OF THE CONTRACT

It is anticipated that the contract will be awarded as soon as possible. The anticipated date for completion of the contract is September 30, 2011.

## **7.0 REPORTING STRUCTURE AND SUGGESTED MEETING SCHEDULE**

The Project Manager will report directly to the County Director of Corporate Services or a designate.

The Project Manager should include provisions for a minimum of one monthly meeting with the Rural Connections Broadband Steering Committee. The first of these regular meetings will be held at the outset of the contract to finalize the work plan. A schedule for regular meetings will be set at the first meeting with the intent to fit the schedules of Steering Committee members and the Project Manager.

The Project Manager should also budget for the time required to facilitate focus group input and communications with project partners, the public and small business users.

## **8.0 CONTRACT BUDGET**

The overall fixed contract costs will be a compilation of estimated professional hours charged at the Project Manager's hourly rate plus expenses apportioned to each of the deliverables.

## **9.0 TIME OF THE PROPOSAL CALL PROCESS**

Six hardcopies of the proposal and one electronic copy, clearly marked, are to be delivered to the following address no later than **2:00 p.m. on July 31, 2009:**

County of Oxford  
P.O. Box 1614, 21 Reeve Street  
Woodstock, ON N4S 7Y3  
Attention: John Moore, Manager of Information Systems.

**Proposals received after this time will not be considered.**

A short list of consultants will be interviewed on **Monday, August 10, 2009.**

Any questions regarding the Request for Proposal may be directed to:  
John Moore, County Manager of Information Systems at (519)539-9800 x3160 or  
Lynn Buchner, Director of Corporate Services at (519)539-9800 x3007.

## **10.0 CONSULTANT SELECTION PROCESS**

Final arrangements for interviews will be made by telephone on Wednesday, August 5, 2009.

Consultants must be prepared to make a presentation (20-minute maximum) to the Rural Connections Broadband Steering Committee, followed by a question period. The entire interview will take approximately 45 minutes.

Evaluation criteria for the proposals include the following:

- Qualifications of the Project Manager
- Stability and reputation of the lead agent/firm and sub-contractors
- Availability of key staff with the required specialty capabilities

- Approach and/or techniques
- Communications plan and proven skills
- Stated deliverables
- Timing
- Price

## **11.0 GENERAL TERMS AND CONDITIONS**

Submission of a proposal indicates acceptance by the consultant of the terms and conditions specified in the RFP. The consultant is deemed to have familiarized themselves with the requirements of the County as well as the specific requirements of the contract. The consultant shall not claim any misunderstanding of the contract requirements and shall include all assumptions made in preparing estimates.

The County of Oxford reserves the right to reject any or all proposals, and to determine in its own judgment the organization best qualified to undertake the contract. The County is not liable for any costs incurred by the respondents in the preparation of their proposal or attendance at selection interviews.

The County reserves the right to retain all proposals submitted and to use any ideas contained in a proposal regardless of whether that proposal is selected. The County reserves the right to select any or all components of the proposal to the best overall advantage of the County.

The County reserves the right to request a change in the membership of the consultant's team. The County must approve any changes by the consultant to their team in writing.

The successful consultant will be required to enter into a formal Agreement with the County of Oxford for the contract and will be required to provide proof of insurance coverage to the satisfaction of the County. The County reserves the right to negotiate the terms and conditions of the Agreement.

Proponents are required to state their legally registered company name and indicate if they are a sole proprietorship, partnership or corporation. Failure to comply may result in the disqualification of the bid submission.

The company name stated on the submission shall be the proponent's registered business name, including the registration number issued by the Ontario Ministry of Consumer and Business Services, or by Industry Canada, whichever is applicable. In any case, the proponent's name stated on the submission form shall be in accordance with the Ontario Business Name Act and the Ontario Business Corporations Act.

## **12.0 CONFIDENTIALITY**

All responses to this RFP will be treated confidentially in compliance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

The information contained in this RFP will be utilized by the proponent solely for the purpose of preparing a submission response. Any use of the information for any other purpose is not authorized by the County of Oxford.

**PROPONENT'S DECLARATION**

**To: COUNTY OF OXFORD**

I/We \_\_\_\_\_  
(name)

\_\_\_\_\_  
(title/position)

of \_\_\_\_\_  
(name of firm)

1. DECLARE that no person, firm or corporation other than those signature or signature of whose proper officers is attached below, has any interest in this proposal or in the Contract proposed to be undertaken.
2. FURTHER DECLARE that this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
3. FURTHER DECLARE that no County of Oxford, or area municipality within Oxford County, employee or member of Council is, or will become interested directly or indirectly as a contracting party or otherwise, in the performance of the Contract or be entitled to any portion of the profits to be derived therefrom.
4. FURTHER DECLARE that the several matters stated in the said proposal are in all respects true.
5. FURTHER DECLARE that I/We have examined and reviewed the RFP and the Deliverables relating thereto, and hereby propose and offer to enter into a contract to provide all of the services required under the provisions therein set forth, and to accept in full payment therefore, the sums stated in the form of proposal.
6. AGREE that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful proponent.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Name of Witness (please print)

\_\_\_\_\_  
Name of Authorized Officer (please print)

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.