

Attention: Potential Proponents

RFS Reference No. EES01-1023– Enhanced Emergency Shelter Services

For the purpose of this RFS, **APPENDIX C: MANDATORY REQUIREMENTS & SUBMISSION FORM** will also be attached as a separate document. Proponents are requested to complete and submit this form as their response; as well follow the Submission Guidelines (page 21). APPENDIX A – RFS Particulars (page 18) contains details of the required services.

SHC encourages potential suppliers to consider this opportunity.

Issue Date of RFS	October 6, 2023
Deadline for Issuing Addenda	October 16, 2023
Deadline for Questions	October 24, 2023
Submission Deadline	11:59 PM CST on October 24, 2023
Anticipated Execution of Agreement	November 10, 2023
Target Date of Operation	January 1, 2024 or sooner

Any questions, comments or concerns regarding this competition can be directed to:

Email Address: eoι.shc@gov.sk.ca

Phone Number: 1 (866) 245-5758

Attention: Tressa Antoine/Jonathon Zacharias

Request for Services (RFS)

Request for Services No.: EES01-1023

Issued Date: October 6, 2023

Submission Deadline Date: 11:59 PM CST on October 24, 2023

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PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Services (RFS) is an invitation by the Government of Saskatchewan - Ministry of Social Services through the Saskatchewan Housing Corporation (SHC), to prospective Proponents to provide Submissions to operate one or more of the following Enhanced Emergency Shelter(s):

- Regina – one Enhanced Emergency Shelter (physical address to be determined), with approximately 15 to 25 spaces.
- Saskatoon – two Enhanced Emergency Shelters (physical addresses to be determined), with approximately 30 spaces each.

Proponents may wish to submit their proposals for the operation of one or more Enhanced Emergency Shelters in Regina or Saskatoon. Proponents will indicate which option their submission applies to in Appendix C – Mandatory Requirements and Submission Form.

The SHC will consider proposals from both non-profit Community Based Organization (CBOs) and for-profit agencies that: (a) are already in the business of providing services to clients experiencing chronic or episodic homelessness; (b) are incorporated or are eligible to be incorporated in the Province of Saskatchewan; and (c) are in good financial standing with SHC.

1.2 RFS Contact

Direct any questions regarding this competition to:

- E-mail Address: eoi.shc@gov.sk.ca; or
- Telephone: 1-866-245-5758
- Attention: Tressa Antoine/Jonathon Zacharias

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of SHC, other than the RFS contact, concerning matters regarding this RFS. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent's Submission.

1.3 Type of Agreement for Deliverables

The Proponent will be requested to enter direct negotiations to finalize an Agreement with SHC for the provision of the Deliverables. SHC expects the terms and conditions set out in Appendix B - Form of Agreement to be included in the final negotiated Agreement with the Successful Supplier. Proponent(s) choosing to participate in this RFS process should be prepared to accept those terms and conditions, subject to changes that may be mutually agreed upon in the negotiation process.

The term of the Agreement is to be for a period of four months (December 2023 – March 2024) with an option to renew on an annual basis, subject to continued appropriations from the Government of Saskatchewan.

Though the property in which Services will be delivered is presently not identified, the Successful Supplier will be expected to enter into a lease agreement with the property owner (once identified) for the purposes of delivering the Services.

1.4 RFS Timetable

Issue Date of RFS	October 6, 2023
Deadline for Issuing Addenda	October 16, 2023
Deadline for Questions	October 24, 2023
Submission Deadline	11:59 PM CST on October 24, 2023
Anticipated Execution of Agreement	November 10, 2023
Target Date of Operation	January 1, 2024 or sooner

1.5 Submissions

1.5.1 Submissions

Proponents must submit by email.

SHC does not assume any responsibility for delayed or rejected Submissions. Proponents acknowledge that all risks associated with Submissions are their sole responsibility, and that late Submissions, regardless of the reason, may be rejected.

If there are multiple Submissions received from a Proponent, the last copy submitted will prevail.

Submission by email:

One (1) electronic copy in .pdf, .doc or .docx, excel format, which includes the RFS reference number and closing date, are to be forwarded to:

- eoi.shc@gov.sk.ca

The subject line of the email should contain the RFS reference number and competition title.

One (1) email, including attachments, should not be larger than 25MB or it may not be successfully transmitted. It is recommended to send one (1) email, however, if sending multiple emails, provide clear instructions on how the Submission is intended to be integrated.

Executable file formats such as .exe will not be accepted. The preferred file formats are .pdf, .doc, .docx, .xls and .xlsx.

The received time in the recipient's email inbox will be the recorded date and time of Submission. SHC will provide confirmation of email receipt to Proponents via an automatic email message.

Prior to closing, SHC will maintain confidentiality of e-mail Submissions subject to SHC officials opening an e-mail for the purpose of identification. In the event that one (1) or more files cannot be opened (e.g. are corrupted), the Proponent will not have an opportunity to resend such files after closing.

For more information, refer to: <https://www.saskatchewan.ca/business/housing-development-construction-and-property-management/developing-affordable-housing/enhanced-emergency-shelters>

1.5.2 Submissions to be Received on Time

Submissions must be received at the email address set out above, on or before, the Submission Deadline. Submissions received after the Submission Deadline may not be accepted.

Onus and responsibility rests solely with the Proponent to deliver its Submission to the exact email address indicated in this RFS on or before the Submission Deadline. SHC does not accept any responsibility for Submissions delivered to any other email address by the Proponent or its delivery agents. Proponents are advised to make Submissions well before the deadline. Proponents making Submissions near the deadline do so at their own risk.

1.5.3 Amendment of Submissions

Proponents may amend their Submissions prior to the Submission Deadline by submitting the amendment to the email address set out above. Any amendment should clearly indicate the RFS title and number, and which part of the Submission the amendment is intended to amend or replace.

1.5.4 Withdrawal of Submissions

At any time prior to the execution of a written Agreement for provision of the Deliverables, a Proponent may withdraw a Submission. To withdraw a Submission, a notice of withdrawal must be received by the RFS Contact and should be signed by an authorized representative of the Proponent. SHC is under no obligation to return withdrawn Submissions.

[End of Part 1]

PART 2 - EVALUATION AND NEGOTIATION

2.1 Stages of Evaluation and Negotiation

SHC will conduct the evaluation of Submissions and negotiations in the following stages:

2.2 Stage I – Mandatory Requirements

SHC will review to determine which Submissions comply with all of the mandatory requirements. If a Submission fails to satisfy any mandatory requirement, the SHC will not evaluate such Submissions further.

SHC may eliminate mandatory requirements unmet by all Proponents.

2.3 Stage II – Written Evaluation

SHC will evaluate each qualified Submission on the basis of the rated criteria as set out in Appendix A.

The term “requirement” (or similar term used in this RFS) is used for convenience only and is not intended to imply that any Submission that does not exactly match or meet such a “requirement” will necessarily be disqualified. Instead, as part of the evaluation process, Proponents, goods and services will be evaluated based on the extent to which, and how well, they are able to satisfy the intent, fit for purpose and substance of the “requirements” or “specifications” contained in this RFS.

2.4 Stage III – Validation Discussion and Reference Checks

Top-ranked Proponent(s) may be invited to participate in a validation discussion and reference check stage.

2.4.1 Validation Discussion

Top-ranked Proponent(s) may be required to engage in a validation discussion with the Evaluation Team to clarify any portion of the written Submission, if required. The Proponent may not alter the content of their Submission during the validation period.

Clarifications made by the Proponent during the validation discussion may be included in any contract negotiations.

2.4.2 Reference Checks

Reference checks may be completed for the Proponent and/or their proposed resources and sub-contractors.

During reference checks, SHC reserves the right to contact any of the Proponent's customers who SHC believes may be able to provide information about the Proponent that would be pertinent to this RFS.

The SHC reserves the right to conduct reference checks at any time during the RFS process.

2.5 Stage IV – Negotiations

2.5.1 Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFS Process (Part 3) and will not constitute a legally binding offer to enter into an Agreement on the part of SHC or the Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of a written Agreement. The terms and conditions in Appendix B - Form of Agreement are intended to be included in the final negotiated Agreement with the Successful Supplier(s). Negotiations may include requests by SHC for supplementary information from the Proponent to verify, clarify or supplement the information provided in its Submission or to confirm the conclusions reached in the evaluation, and may include requests by SHC for improved performance terms from the Proponent.

2.5.2 Time Period for Negotiations

SHC intends to conclude negotiations and finalize the Agreement with the top-ranked Proponent(s). A Proponent invited to enter into direct negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

2.5.3 Failure to Enter into Agreement

SHC may at any time at its sole discretion, discontinue negotiations with the top-ranked Proponent(s) and may invite the next-best-ranked Proponent to enter into negotiations. This process will continue until an Agreement is finalized, until there are no more Proponents remaining that are eligible for negotiations or until SHC elects to cancel the RFS process.

[End of Part 2]

PART 3 - TERMS AND CONDITIONS OF THE RFS PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their Submissions in accordance with the instructions in this RFS. Where information is requested in this RFS, any response made in a Submission should reference the applicable section numbers of this RFS.

3.1.2 Submissions in English

All Submissions are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the Proponent's Submission should be submitted in a fixed form, and the content of websites or other external documents referred to in the Proponent's Submission but not attached may not be considered to form part of its Submission. If Proponents wish to reference websites or external documents, they should obtain the approval of the RFS Contact prior to the Submission Date. Proponents are responsible for ensuring that all external content that is referenced is accurate, and are to provide notice to SHC of any changes that may arise after Submission. SHC may, at any time, require a Proponent to provide a hard copy of some or all of the external content referenced.

3.1.4 References and Past Performance

In the evaluation process, SHC may consider information provided by the Proponent's references and may also consider information independently obtained by SHC about the Proponent or its Submission in the course of SHC's own due diligence, including any previous dealings or experience, if any, with a Proponent. SHC may contact any of the Proponent's customers who SHC believes may be able to provide information about the Proponent that would be pertinent to this RFS.

3.1.5 Information in RFS Only an Estimate

SHC and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFS or issued by way of addenda. Any quantities shown or data contained in this RFS or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables. It is the Proponent's responsibility to obtain all the information necessary to prepare a Submission in response to this RFS.

3.1.6 Proponents to Bear Their Own Costs

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its Submission, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Submission to be Retained by SHC

SHC will not return the Submission or any accompanying documentation submitted by a Proponent.

3.1.8 Trade Agreements

Proponents should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement (CFTA) and/or the New West Partnership Trade Agreement (NWPTA) and/or the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA) and/or the Agreement on Government Procurement are subject to those trade agreements, but that the rights and obligations of the parties will be governed by the specific terms of this RFS.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Agreement

SHC makes no guarantee of the value or volume of work to be assigned to the Successful Supplier(s). The Agreement to be negotiated with the Successful Supplier will not be an exclusive contract for the provision of the described Deliverables. SHC may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.1.10 Evaluation Committee

Evaluation of Submissions will be by a committee formed by the SHC, which may include employees, consultants and contractors of SHC.

3.2 Communication after Issuance of RFS

3.2.1 Proponents to Review RFS

Proponents should promptly examine all of the documents comprising this RFS, and may direct questions in writing or seek additional information to the RFS Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFS Contact. SHC is under no obligation to provide additional information, and SHC is not responsible for any information provided by or obtained from any source other than the RFS Contact. It is the responsibility of the Proponent to seek clarification from the RFS Contact on any matter it considers to be unclear. SHC is not responsible for any misunderstanding on the part of the Proponent concerning this RFS or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFS may be amended only by addendum in accordance with this section. If SHC, for any reason, determines that it is necessary to provide additional information relating to this RFS, such information will be communicated to all Proponents by addendum. Any information obtained in a method other than an addendum should not be relied upon. Each addendum forms an integral part of this RFS and may contain important information, including significant changes to this RFS. Proponents are responsible for obtaining all addenda issued by SHC.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If SHC determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, SHC may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating Submissions, SHC may at its sole discretion request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in a Submission. The response received by SHC shall, if accepted by SHC, form an integral part of the Proponent's Submission.

SHC may consider information independently obtained by SHC about the Proponent or its Submission in the course of SHC's own due diligence, including any previous dealings or experience by it or others, if any, with a Proponent.

3.2.5 Time Disputes

In the event of a dispute regarding time, SHC's time clock will govern.

3.3 Debriefing and Notification

3.3.1 Notification to Other Proponents

Once the ranking of Proponents is complete all Proponents will be notified of the outcome of their submission.

3.3.2 Debriefing

Proponents who provide a Submission may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be made in writing to the RFS Contact within thirty (30) calendar days of such notification. The intent of the debriefing information session is to aid the Proponent in presenting a better Submission in subsequent procurement opportunities.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

SHC may disqualify a Proponent, or take any other action it deems appropriate in its sole discretion, for any conduct, situation or circumstances determined by SHC, in its sole and absolute discretion, to constitute a Conflict of Interest.

For the purposes of this RFS, "Conflict of Interest" includes any situation or circumstance where, in relation to a SHC procurement competition, a participating Proponent has an unfair advantage, a

perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:

- (a) having, or having access to, information in the preparation of its Submission that is not available to other Proponents, but such does not include information a Proponent may have obtained in the past performance of a contract with a public entity, including SHC, that is not related to the creation, implementation or evaluation of this or a related procurement competition;
- (b) communicating with any person with a view to influencing preferred treatment in this procurement competition (including but not limited to the lobbying of decision makers involved in this procurement competition); or
- (c) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non-competitive, less competitive, or unfair.

All Proponents should advise SHC in writing whether it has any actual, potential or perceived Conflict of Interest, and if so, the nature of each Conflict of Interest. A Proponent may, in the sole discretion of SHC, be disqualified from this RFS process if a Proponent is found to have a Conflict of Interest.

3.4.2 Disqualification for Prohibited Conduct

SHC may disqualify a Proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into, or take such other action it may deem appropriate if SHC, in its sole and absolute discretion, determines that the Proponent has engaged in any conduct prohibited by this RFS.

3.4.3 Prohibited Proponent Communications

Proponents should not engage in any communications that could constitute a Conflict of Interest.

3.4.4 Proponent Not to Communicate with Media

Proponents should not at any time directly or indirectly communicate with the media in relation to this RFS or any Agreement entered into pursuant to this RFS without first obtaining the written permission of the RFS Contact.

3.4.5 No Lobbying

Proponents should not, in relation to this RFS or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the Successful Supplier(s).

3.4.6 Employee Submissions

SHC employees (as a Proponent or a proposed resource) may be ineligible to enter into an Agreement.

3.4.7 Illegal or Unethical Conduct

Proponents are not to engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents are not to engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of SHC; deceitfulness; providing Submissions that contain misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFS.

3.4.8 Past Performance or Past Conduct

SHC may prohibit a Proponent from participating in this or future procurement processes based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the Proponent to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by SHC, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest;
- (d) or otherwise outlined in the CFTA.

3.5 Confidential Information

3.5.1 Confidential Information of SHC

All information provided by or obtained from SHC in any form in connection with this RFS either before or after the issuance of this RFS:

- (a) is the sole property of SHC and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFS and the performance of any subsequent Agreement for the Deliverables;
- (c) must not be disclosed without prior written authorization from SHC; and
- (d) must be returned by the Proponent to SHC immediately upon the request of SHC.

3.5.2 Confidential Information of Proponent

Submissions will be accepted in confidence, as they contain financial, commercial, scientific, technical and/or labour relations information, except as may be otherwise provided herein. The confidentiality of such information will be maintained by SHC, except as otherwise required by law or by order of a court or tribunal, or by regulatory order of the Government of Saskatchewan, including but not limited to, the Crown Investment Corporation of Saskatchewan and other agencies or ministries of government including its boards, commissions or panels. Proponents are particularly advised that SHC is subject to legal requirements that may require disclosure of Submission information including, without limitation, under *The Freedom of Information and Protection of Privacy Act* (Saskatchewan). Notwithstanding the foregoing, SHC reporting requirements may result in the public disclosure of the Agreement to the Successful Supplier(s).

Proponents are advised that their Submissions will, as necessary, be disclosed, on a confidential basis, to advisers retained by SHC, and/or to Crown corporations (as defined in The Crown Corporations Act, 1993) and Government of Saskatchewan agencies or ministries, including its boards, commissions or panels, to advise or assist with the RFS process, including the evaluation of Submissions.

If a Proponent has any questions about the collection and use of personal information pursuant to this RFS, questions are to be submitted to the RFS Contact.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFS will not give rise to any Contract A – based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the Proponent nor SHC will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a Submission provided in response to this RFS.

3.6.2 No Contract until Execution of Written Agreement

This RFS process is intended to identify prospective Proponents for the purposes of negotiating potential Agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between a Proponent and SHC by this RFS process. A legal relationship will not arise until the successful negotiation and execution of a written Agreement.

3.6.3 Effect of this RFS

This RFS process does not in any way restrict or limit SHC's pre-existing rights to engage in commercial negotiations with any Proponent or to procure the Deliverables from any Successful Supplier through any other process. Without limiting the generality of the foregoing, SHC may:

- (a) choose whether to evaluate any Submission;
- (b) modify this RFS or RFS process, including any technical, commercial or contractual terms;
- (c) re-issue this RFS, either in the same form, or with modifications;
- (d) begin or end negotiations with any Proponent for some or all of the Deliverables;
- (e) reject any Submission;
- (f) abandon its plans to obtain any of the Deliverables;
- (g) invite anyone (including any Proponent) to give it an offer to provide some or all of the Deliverables under any terms;
- (h) at any time before executing the Agreement, SHC may do the following:
 - i. require the Proponent to submit further information not requested in this RFS to verify the Proponent's ability to perform the Deliverables, including financial data,

- references to support assertions of past relevant experience, information about the Deliverables, and proof of the Proponent's legal capacity to perform the Agreement;
- ii. inspect the Proponent's equipment and facilities that will be used to perform the Agreement to verify the Proponents' technical or commercial capacity to perform the Agreement; and
- (i) cancel the RFS process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFS Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and must not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – RFS PARTICULARS

A. BACKGROUND

The Saskatchewan Housing Corporation provides a range of programs and services to help Saskatchewan people in greatest housing need. SHC also manages the financial contributions from the provincial, federal, and municipal levels of government and plays a lead role in the development of housing policies on behalf of the Government of Saskatchewan.

The Saskatchewan Housing Corporation and the Government of Saskatchewan are providing funding to help address chronic homelessness that will create new permanent low-barrier enhanced emergency shelter spaces in Regina and Saskatoon.

B. THE DELIVERABLES

The Saskatchewan Housing Corporation is seeking the delivery of low-barrier Enhanced Emergency Shelter Services (the “Services”) to individuals experiencing chronic or periodic homelessness in Regina and/or Saskatoon.

The Successful Supplier will provide Enhanced Emergency Shelter Services described in Appendix B – Services and Reporting Requirements of the draft Services Agreement (located in Appendix B – Form of the Agreement of this RFS), from December 1, 2023 to March 31, 2024 and beyond subject to negotiations and continued appropriations of the Government of Saskatchewan, at one or more of the following Enhanced Emergency Shelter(s):

- Regina – one Enhanced Emergency Shelter (physical address to be determined), with approximately 15 to 25 spaces.
- Saskatoon – two Enhanced Emergency Shelters (physical addresses to be determined), with approximately 30 spaces each.

The Services will provide residents with no means or resources to meet their immediate accommodation and meal needs with access to Services as outlined in the Appendix B – Services and Reporting Requirements of the draft Services Agreement (located in Appendix B – Form of the Agreement of this RFS), and upon their request. Through the supply of coordinated service delivery, the Services will: assist individuals experiencing homelessness to meet their immediate shelter and meal needs; co-ordinate wrap-around support to clients through case planning; and will support client transition to become successfully housed along the housing continuum, with the goal of improving client’s overall health and wellness.

Client Description:

- Experience chronic or periodic homelessness.
- Do not have resources or supports for other shelter options (i.e. no financial means to pay for accommodations or no option to stay with family or friends).
- Would benefit from integrated and wrap-around human service assistance to secure transitional or long-term accommodation.
- Episodic or chronic issues related to mental health and addictions may be present.
- Require temporary accommodations to enhance sense of safety and security.

- Most likely to have previous connections with government systems, including the criminal justice system, income assistance and child and family programs.
- Require trauma-informed approaches to service delivery.

B.1 The Services

The Successful Supplier will provide Enhanced Emergency Shelter Services described in [Appendix B – Services and Reporting Requirements of the draft Services Agreement](#). The Proponent is encouraged to submit a proposal that builds upon their strengths, expertise, partnership, resources and knowledge of this population.

B.2 Technical Specifications

Enhanced Emergency Shelter Services will include an intake procedure, ensuring that individuals are quickly assessed to determine that they are in need of emergency shelter, and provided with essential services upon entry.

The Services will include collaboration and service integration between the Successful Supplier and other government agencies and local supports.

Service provision will include a strong Indigenous cultural component provided either directly or in partnership with Indigenous organizations.

The Services will include ongoing tracking and reporting in alignment with the agreement in the form of [Appendix B of this RFS](#).

B.3 Supplier-SHC Relations

The Successful Supplier and SHC will be required to enter into an agreement in the form of [Appendix B of this RFS](#), subject to negotiations.

Once a property is identified for the provision of Services, the Successful Supplier will submit to SHC a plan that addresses the following:

- Sleeping arrangements of clients;
- Security measures to address the safety and security of clients;
- Hygiene accessibility; and
- A basic floor plan.

Implementation meetings between the Successful Supplier, SHC and other Government of Saskatchewan representatives (as identified) will occur on a regular basis. Once implemented, the frequency of these regular meetings may be reduced.

The Successful Supplier will be required to submit activity and financial reports in alignment with the agreement in the form of [Appendix B of this RFS](#).

B.4 Material Disclosures

The operating budget for this initiative is \$110 per space, per night.

The location of the property in which Services will be delivered is presently not identified. The Successful Supplier may be required to amend its service provision to accommodate specifications of the site once identified.

The Successful Supplier will be required to enter into a lease agreement with the property owner, once identified, for the purposes of delivering the Services.

- The cost of the monthly lease will be subject to negotiation.
- The Successful Supplier will be responsible for paying utilities and general maintenance.

The Successful Supplier will be responsible for furnishings and other items as required for operation of the Services.

C. MANDATORY REQUIREMENTS

The mandatory requirements are listed in Appendix C – Mandatory Requirements and Submission Form.

D. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFS. Proponents who do not meet a minimum threshold score may not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weight (%)
D.1 Proponent Profile	5%
D.2 Proponent Experience	20%
D.3 Proposed Approach to Services	45%
D.4 Value Add-Ons and Innovation	3%
D.5 Proposed Team and Resources	5%
D.6 Implementation Plan	22%
Total Points	100%

Generally, Submissions that receive less than 70% of the points may be rejected after the evaluation of the written Submission. The Evaluation Team will determine how many Submissions, in any, will be short-listed.

Any Submission ranked at the lower-end of the scale in any of the criteria may be rejected.

Mandatory Requirements & Submission Response Form, Appendix C

D.1 through D.6 can be found in Appendix C, also available as a separate document.

E. SUBMISSION GUIDELINES

Submissions should also include all the information requested, and be presented, in the order described below:

E.1 Table of Contents

A listing of the Submission contents with reference to the appropriate page number. Page numbering and tabs are beneficial.

E.2 Letter of Introduction

One page of introduction which should be dated and signed by an official authorized to negotiate, make commitments and provide clarifications with respect to the Submission on behalf of the Proponent.

E.3 Executive Summary

Provide a summary of the key features of your Submission.

E.4 Forms

Mandatory Requirements & Submission Form

Each Submission should include a Mandatory Requirements & Submission Form (Appendix C), or a document containing the information requested by the Form, completed and signed by an authorized representative of the Proponent addressing each of the rated criteria.

[End of Appendix A]

APPENDIX B – FORM OF AGREEMENT

The Form of Agreement is available on the Saskatchewan Housing Corporation website as identified in the hyperlink below.

The terms are to be included in any Agreement with the Successful Supplier. Although the final wording of the provisions may be subject to negotiation, Proponents should be prepared to enter into an Agreement for the provision of the Deliverables that includes terms and conditions as described in the [draft Services Agreement](https://www.saskatchewan.ca/business/housing-development-construction-and-property-management/developing-affordable-housing/enhanced-emergency-shelters) located at <https://www.saskatchewan.ca/business/housing-development-construction-and-property-management/developing-affordable-housing/enhanced-emergency-shelters>.

[End of Appendix B]

APPENDIX C – MANDATORY REQUIREMENTS AND SUBMISSION FORM

Please indicate which option(s) you are applying for:

Regina

1 shelter (approx. 15-25 spaces)

Saskatoon

1 shelter (approx. 30 spaces)

2 shelters (approx. 30 spaces each)

1. Sponsor Information

Organization Name

Organization Type

Municipality

Private corporation

Non-profit corporation

Co-operative

Band

Management body

Other

Is the organization
incorporated?

Yes

Please attach articles of incorporation.

Pending

No

Please comment:

Mailing Address

Address or P.O. Box Number

Municipality (City, Town, Village, or Rural Municipality)

Province

Postal Code

Civic Address

same as mailing address above

Address or P.O. Box Number

Municipality (City, Town, Village, or Rural Municipality)

Province

Postal Code

Primary Contact

Name

Title

Phone Number

Email Address

2. Mandatory Requirements

- The Proponent must already be in the business of providing services to clients experiencing chronic or episodic homelessness.
- The Proponent must be incorporated or is eligible to be incorporated in the Province of Saskatchewan.
- The Proponent must be in good financial standing with SHC.

3. Rated Criteria

D.1 Proponent Profile

- Provide a brief introduction and overview of your organization and community partnerships, particularly as they are related to this RFS. Please also include the following:
 - Details of all partnerships or subcontracting arrangements proposed by the Proponent specifically related to the provision of Services. Outline the nature of the proposed involvement and the nature of the relationship.
 - Professional designations, certifications or training of employees related to:
 - Culturally appropriate and trauma-informed practice;
 - Counselling and support services; and
 - Sensitivity to the needs of the client group.
 - Documentation associated with the financial performance of your organization for the past three years (e.g., copies of past-audited financial statements, letters from current financial service providers verifying financial solvency). *Please include these documents as a separate attachment.*
 - A current profile report (ISC) of your organization or confirmation your organization is eligible to be registered. *Please include this document as a separate attachment.*

(Additional space is available on the next page.)

D.2 Proponent Experience

- Describe your organization's experience with providing services similar in scope as described in this RFS to individuals experiencing chronic or episodic homelessness, including (if applicable):
 - An overview of your organization's experience connecting clients to suitable housing; and
 - Collaboration with government agencies for the purposes of connecting individuals with income assistance and health services.

D.3 Proposed Approach to Services

- Describe your proposed approach to delivering Enhanced Emergency Shelter Services as outlined in [Appendix B – Services and Reporting Requirements of the draft Services Agreement](#) provided in [Appendix B – Form of Agreement of this RFS](#). As part of this, please include:
 - Intake and discharge procedures, including accepting and making referrals to enter and exit the shelter in collaboration with other service agencies, including government agencies.
 - Case planning and management approach with clients, including collaborating with government ministries on the development and execution of case plans, and making referrals to local agencies to improve outcomes.
 - Approach to working with clients that may be experiencing mental health and addictions challenges.
 - Approach to managing complex cases in support of client transition to appropriate shelter along the housing continuum as quickly as possible.
 - Approach to managing the safety and security of clients and staff.
 - Approach to general operations of the shelter, including food service, cleaning, laundry and other services.

(Additional space is available on the next page)

- Describe how your approach will address the need for an Indigenous cultural component through direct service provision and/or partnerships with Indigenous organizations.

- Describe your proposed approach to dealing with community opposition to a shelter including mitigation of issues that may be caused by shelter users.

D.4 Value Add-Ons and Innovation

- Provide details of creative alternatives, opportunities, additional benefits or innovations which would enhance the Services provided. This includes any additional sources of funding the Proponent may contribute to the program in addition to SHC's funding, if applicable.

D.5 Proposed Team and Resources

- Describe the proposed team structure and roles. This may include new positions that do not presently exist within your organization.
- Provide a detailed description of your succession plan for the replacement of a team resource(s) (if required). Describe your approach to the re-assignment of resources, including how the Proponent proposes to deal with vacation, illness, resignations, training, conflict of interest, and other absences, without impact to service delivery.

D.6 Implementation Plan

- Describe your implementation plan to commence operation of Services. Please include a timeline with identified milestones between the period of contract award and the target date of operation.

4. References

Please provide two references from community-based organizations or other groups that you have had previous engagements with for the provision of services similar in scope to this RFS.

5. Budget

Please provide a copy of your proposed budget from December 1, 2023 to March 31, 2024. Please include as many details as possible, including:

- salaries and mandatory employment related costs (MERCs);
- meals;
- supplies;
- insurance;
- transportation;
- security; and
- general maintenance, including cleaning, pest control, communicable diseases and extraordinary expenses.

*Due to the lack of property specifications provided to Proponents, it is acknowledged that Proponents will be limited in estimating certain line items as a result.

6. Declaration and Consent

I have read and understand the terms of the Request for Services application, including:

- Appendix A – RFS Particulars
- Appendix B – Form of Agreement
- Appendix C – Mandatory Requirements and Submission Form
- Appendix D – Conflict of Interest
- Appendix E – Definitions

All information, to the best of my ability, has been provided and is accurate. I am a representative of the company and authorized to respond to this Request for Services.

The Proponent agrees that all reports, other documentation and information that are required to be provided to SHC pursuant to this RFS may be made public, except information the Proponent has requested to be kept confidential. Any commitment SHC makes with respect to confidentiality would be subject to the operation of law.

Dated this _____ day of _____, 20____.

Day Month Year

Day

Month

Year

Organization:

Per: _____

Per: _____

[End of Appendix C]

APPENDIX D – CONFLICT OF INTEREST

SHC, in its sole discretion, may disqualify a proposal and its Proponent if SHC determines that a conflict of interest exists.

Conditions for a Conflict of Interest to exist may include:

- When there is any financial interest of the Proponent in the delivery of Services;
- When one or more of the agents, officers, directors, shareholders or partners of the Proponent is also an agent, officer, director, shareholder or partner of the organization;
- When any agent, officer, director, shareholder or partner of the Proponent has any financial interest whatsoever in the delivery of Services;
- When there exists or comes into being any side deals, agreements, contracts, or undertakings entered into, which create or will create a conflict of interest as set forth above.

If there is a potential for a conflict of interest to exist, please advise in writing for SHC review.

Comments:

[End of Appendix D]

APPENDIX E – DEFINITIONS

Throughout this RFS, the following definitions apply:

“Agreement” means the written contract between the top-ranked Proponent and His Majesty to provide the services contemplated by this RFS.

“Client” (referring to ministry) means His Majesty the King in the right of the Province of Saskatchewan, as represented by the Ministry of Social Services.

“CST” means Central Standard Time.

“Desirable” “Rated” “Should” means requirements that may have a degree of importance to be objectives of this RFS and may be rated.

“Deliverables” means the functions, duties, tasks and responsibilities to be provided by the Proponent as described in this RFS.

“Entity” refers to the Government of Saskatchewan, the province or ministries are used for administrative purposes and mean His Majesty the King in Right of the Province of Saskatchewan, as represented by the Minister of Social Services.

“Evaluation Team” means the individuals who will evaluate the Submissions on behalf of the Government of Saskatchewan.

“Mandatory” means requirements that are imperative and must be met in order for the proposal to receive consideration.

“RFS” means Request for Services.

“Proponent” means an individual or a company that provides, or intends to provide, a Submission in response to this RFS.

“Services” means provision of services as described in Appendix B –Services and Reporting Requirements of the draft Services Agreement provided in Appendix B – Form of Agreement of this RFS.

“Submission” means the bid, proposal, or document provided by a Proponent in response to the RFS.

“Successful Supplier” means the organization responding to this RFS who is determined to be successful in this competition and has signed an Agreement.

“Wrap Around Supports” means a set of services to meet the basic human needs of clients, including shelter, meals, connection to financial assistance, health and cultural/spiritual support.

[End of Appendix E]