



First Nations Health Authority
Health through wellness

Request for Proposals (RFP) Vehicle Purchase & Requirements	
RFP #	2013RFP-09
RFP issued by	First Nations Health Authority (FNHA)
Issue date	February 27, 2014
Closing date/time	Proposals must be received before 16:00 hours (4:00 pm) Pacific Time on: March 10, 2014
FNHA contact person	<p>All enquiries related to this RFP including any requests for information and clarification, are to be directed to the following email address: FNHA.contracts@fnha.ca.</p> <p>FNHA will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the FNHA's option.</p>
Delivery of proposals	<p>Four (4) hard copies and one (1) electronic copy (saved on a CD in a Microsoft compatible format) of your proposal must be delivered by hand or courier to the closing location at:</p> <p style="text-align: center;">First Nations Health Authority, Attention: Contracts 501-100 Park Royal South, West Vancouver, BC, V7T 1A2</p> <p>Proposal envelopes should be clearly marked with the name and the address of the proponent, the RFP number and the RFP project name. Proposals may not be sent by mail, facsimile or email.</p>
Proponent's Meeting	<p>Dependent upon time constraints of the assessment panel, a proponents' meeting will be held by teleconference on:</p> <p>Date: March 5, 2014 Time: 10:00 hours (10:00 am) Pacific Time To Participate in Meeting: Complete and return the <i>Receipt Confirmation Form (Appendix B)</i> by fax to 604-913-2081, no later than 16.00 hours (4:00 pm) Pacific Time on March 3, 2014</p> <p>Questions for Meeting: Questions must be sent ahead of time by email no later than 16.00 hours (4:00 pm) Pacific Time on March 3, 2014 to FNHA.contracts@fnha.ca.</p> <p>Call In Information: Proponents who have indicated their intention to participate will be provided with the dial-in information and agenda.</p> <p>Please note that attendance at this meeting is optional. Time permitting and at the discretion of the FNHA, additional questions may be accepted during the meeting.</p>
Proponent's submissions	A person authorized to sign on behalf of the proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.

Proponent Section	
The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal we agree to all of the terms and conditions of this RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP including the <i>Administrative Section</i> and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.	
Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	
Authorized Representative email address (if available):	Authorized Representative phone, fax (if available):

Request for Proposals – Vehicle Purchase & Requirements

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Request for Proposals – Vehicle Purchase & Requirements

1. Summary of the Requirement

The First Nations Health Authority has an immediate need for six (6) vehicles across British Columbia's regions being, Vancouver Coastal, Vancouver Island, Fraser, Interior, and Northern. These vehicles will be distributed as follows:

- a) 1 vehicle - Vancouver Coastal;
- b) 1 vehicle - Vancouver Island;
- c) 1 vehicle - Fraser;
- d) 1 vehicle - Interior; and
- e) 2 vehicles - Northern;

The terms and conditions applicable to this RFP are identified in *Appendix A – Definitions and Administrative Requirements*. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions that are included in Appendix A, and any addenda subsequently issued by the FNHA. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

2. Overview of the FNHA

2.1 Background

The First Nations Health Authority (FNHA) works with BC First Nations, government partners and others to improve health outcomes for BC First Nations people. Mandated by two health agreements (the Transformative Change Accord: First Nations Health Plan [2006], and the Tripartite First Nations Health Plan [2007] – collectively “the Health Plans”), and resolutions at the annual Gathering Wisdom events and the Framework Agreement.

The Health Plans envision a First Nations Health Authority that would take over administration of Health for federal health programs for First Nations in BC. The FNHA mission “Supporting BC First Nations to implement the Tripartite First Nations Health Plan” has received unprecedented support from First Nations leaders in BC and is well on the way to the transfer of FNIH.

The mandate of the FNHA is to:

- Plan, design, manage, deliver and fund the delivery of First Nations Health Programs in British Columbia;
- Receive federal, provincial and other health funding for or to support the planning, design, management and delivery of First Nations Health Programs and to carry out other health and wellness related functions;
- Collaborate with the BC Ministry of Health and BC Health Authorities to coordinate and integrate their respective health programs and services to achieve better health outcomes for First Nations in British Columbia;
- Incorporate and promote First Nations knowledge, beliefs, values, practices, medicines and models of health and healing into the First Nations Health Programs, recognizing that these may be reflected differently in different regions of BC;
- Be constituted with good governance, accountability, transparency and openness standards;
- Establish standards for First Nations Health Programs that meet or exceed generally accepted standards;
- Collect and maintain clinical information and patient records and develop protocols with the BC Ministry of Health and the BC Health Authorities for sharing of patient records and patient information, consistent with law;

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- Over time, modify and redesign health programs and services that replace Federal Health Programs through a collaborative and transparent process with BC First Nations to better meet health and wellness needs;
- Design and implement mechanisms to engage BC First Nations with regard to community interests and health care needs;
- Enhance collaboration among First Nations Health Providers and other health providers to address economies of scale service delivery issues to improve efficiencies and access to health care;
- Carry out research and policy development in the area of First Nations health and wellness;
- The FNHA may undertake other functions, roles and responsibilities connected to health and wellness of First Nations and other aboriginal people in BC.

The FNHA is governed by a Board of Directors comprised of seven members who collectively combine years of experience in First Nations health, community development, financial management and political expertise at all levels of government. The Board provides leadership and oversight for all corporate activities of the FNHA

The FNHA was created in conjunction with the First Nations Health Council, providing support services while the political consensus was being built among BC First Nations. As a result, the FNHA website – <http://www.fnhc.ca> uses the FNHC name. For more information please visit the website or contact us at: info@fnhc.ca.

3. Specific Requirements

3.1 The Project

The First Nations Health Authority has an immediate need for six (6) vehicles across British Columbia's regions being, Vancouver Coastal, Vancouver Island, Fraser, Interior, and Northern. These vehicles will be distributed as follows:

- a) 1 vehicle - Vancouver Coastal;
- b) 1 vehicle - Vancouver Island;
- c) 1 vehicle - Fraser;
- d) 1 vehicle - Interior; and
- e) 2 vehicles – Northern.

3.2 Requirements

The successful proponent shall provide the following:

- a) Four (4) full size SUV's. The minimum requirements for these vehicles are as follows:
 - i. Color: Dark color is preferred;
 - ii. Full power option (windows, locks, steering, etc.....);
 - iii. 4 X 4 Capability;
 - iv. Heated mirrors;
 - v. Skid plate;
 - vi. Cargo area of 60 cubic feet;
 - vii. High ground clearance of 7";
 - viii. Air Conditioning; and
 - ix. Wheel base of 100";

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- b) Two (2) all-wheel drive vehicle. The minimum requirements for these vehicles are as follows:
 - i. Color: Dark color is preferred;
 - ii. Full power option (windows, locks, steering, etc.....);
 - iii. Air Conditioning;
 - iv. High ground clearance – 7”;
 - v. Hatchback model; and
 - vi. Seating for 5;
- c) As part of the proposal submission, the FNHA also requires additional and separate quotes for these same vehicles in hybrid/flex fuel technology – only if these vehicles are available in all-wheel drive and full size;
- d) For each of the 5 regions, please provide list of service/maintenance locations closest to the following cities/towns:
 - i. Vancouver Coastal – Burnaby/Vancouver area;
 - ii. Vancouver Island – Nanaimo and Victoria;
 - iii. Fraser - Chilliwack;
 - iv. Interior - Kamloops;
 - v. Northern - Prince George;
- e) If freight charges are applicable, please provide the cost (separately) for each vehicle;
- f) These vehicles are required by March 31, 2014. If required, due to the short timeframe request for these vehicles, FNHA will make arrangements to have these vehicles delivered to their ultimate destination; and
- g) If it is more cost-effective to have the vehicle sent to the ultimate destination, please provide the rationale for this.

4. Information about the FNHA

4.1 Responsibility and Work Performed by FNHA Staff

The successful proponent will:

- a) Have the full cooperation of First Nations Health Authority staff and access to information necessary to meet the accountabilities set out in this request for proposal and respond to reasonable inquiries.

The FNHA will:

- a) Provide a reasonable level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.

5. Evaluation

An evaluation committee will be formed by the FNHA and may include employees and contractors of the FNHA. All personnel will be bound by the same standards of confidentiality.

The mandatory and desirable criteria against which proposals will be evaluated are identified below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated.

The FNHA may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

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5.1 Mandatory Criteria

Proponent responses must clearly demonstrate that they meet the following mandatory criteria or they will be excluded from further consideration during the evaluation process:

- a) The Proponents proposal must be received at the closing location before the specified closing time;
- b) The Proponents proposal must be in English and MUST NOT be sent by mail, facsimile or email;
- c) Proponents must submit four (4) hard copies and one (1) electronic copy (saved on a CD in a Microsoft compatible format) of their proposal to the following address:
**First Nations Health Authority
Attention: Contracts
501-100 Park Royal South
West Vancouver, BC, V7T 1A2**
- d) Proponents must submit one (1) *Request for Proposals cover page*, with the *Proponent Section* in its original form, unaltered, fully completed and signed;
- e) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business;
- f) Statement of price for providing services (if applicable), how the price of each vehicle was determined, and total cost. Please note that the FNHA is taxable, and as such is taxed all pertinent vehicle taxes.

5.2 Desired Criteria

Capability of the Individuals and/or Team, including:

- a) Location of the proponent (s);
- b) Years and types of experience. Please also provide a description of prior experience, including the following:
 - i. Names;
 - ii. Addresses;
 - iii. Contact persons;
 - iv. Telephone numbers;
- h) The type of assistance that will be required from the FNHA staff;
- i) The availability of the proponent's resources (IE staff) to ensure that deadlines are met in a timely manner;
- j) Price. A detailed description of Vehicle, GST, PST, any additional taxes, and Freight;

5.3 Short Listed Proponents

After evaluating the mandatory and desirable criteria, the FNHA, at its sole discretion, may conduct interviews with short-listed Proponents. The short-list will comprise the three highest-ranked Proponents based on the weightings for the desirable criteria. If the FNHA conducts interviews, the process will be as follows:

- a) Short-listed Proponents will be requested to meet with the evaluation committee. Short-listed Proponents selected for such meetings will be advised 14 days in advance unless a Proponent is agreeable to a lesser period; and
- b) The evaluation criteria for the interview ("interview criteria") will be forwarded to the short-listed Proponents selected for interview when the notice of the interview is provided.

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6. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:

- a) One (1) unaltered and completed *Request for Proposals cover page*, including Proponent Section completed in original form as per instructions;
- b) Table of contents including page numbers;
- c) A short (one or two page) summary of the key features of the proposal;
- d) The body of the proposal, including pricing, i.e. the "Proponent Response"; and
- e) A detailed description of Vehicle Costs associated with the requirements listed in this RFP;

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Appendix A - Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "Contract" means the written agreement resulting from this Request for Proposals executed by the FNHA and the Contractor;
- b) "Contractor" means the successful proponent to this Request for Proposals who enters into a written Contract with the FNHA;
- c) "the FNHA" means the First Nations Health Authority;
- d) "must" or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- f) "Request for Proposals" or "RFP" means the process described in this document; and
- g) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a proposal in response to this RFP indicates acceptance of all terms that follow and that are included in any addenda issued by the FNHA. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

3. Additional Information Regarding the RFP

Proponents are advised to fill out and return the attached *Receipt Confirmation Form*. All subsequent information regarding this RFP including changes made to this document will be posted on the following websites: BC Bid at www.bcbid.gov.bc.ca; MERX at www.merx.com; and FNHA at www.fnhc.ca. It is the sole responsibility of the Proponent to check for amendments on these websites.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Late proposals will not be accepted and will be returned to the Proponent. In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail.

5. Eligibility

Proposals may not be evaluated if the current or past activities or interests of the Proponent, or any sub-contractors proposed by the Proponent, may, in the FNHA's opinion, give rise to an unresolved conflict of interest in connection with the project described in this RFP. This includes but is not limited to, involvement by a Proponent or any proposed sub-contractors in the preparation of this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the FNHA Contact Person identified in this RFP.

Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of proposals will be by a committee formed by the FNHA and may include employees and contractors of the FNHA. All personnel will be bound by the same standards of confidentiality. The FNHA's intent is to enter into a Contract with the Proponent who has the highest overall ranking based upon such an evaluation.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the FNHA may at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the FNHA.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the FNHA for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the FNHA, if any. If the FNHA elects to reject all proposals, the FNHA will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, by submitting a proposal, the Proponent agrees that it will not claim damages for whatever reason relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal. Furthermore, by submitting a proposal the Proponent waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 120 days after the closing date.

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14. Firm Pricing

Prices will be firm for the entire Contract period unless this RFP specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be in Canadian dollars, inclusive of duties where applicable; FOB destination with delivery charges included where applicable, and exclusive of the Goods and Services Tax (GST).

16. Completeness of Proposal

By submitting a proposal, the Proponent warrants that if this RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

The use of a sub-contractor must be clearly defined in the proposal. This includes a joint submission by two Proponents having no formal corporate links. In such a case, one of the Proponents must be prepared to take overall responsibility for successful performance of the Contract and this must be clearly defined in the proposal.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional sub-contractors will be added nor other changes made, to this list in the Contract without the written consent of the FNHA.

18. Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. The FNHA is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal, or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The FNHA will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval by the FNHA of any activity contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the FNHA on the terms set out in Appendix C.

21. Contract Negotiation and Award

Following the evaluation and recommendation of the Evaluation Committee, the First Nations Health Authority may select one or more Proponents to enter into negotiations for a Contract or Contracts as follows:

- (b) The First Nations Health Authority may elect to divide the Services into more than one Contract, and enter into negotiations with a Proponent with respect to a portion of the Services, and award more than one Contract with respect to the Services;
- (c) If negotiations with any Proponent are not successful within such time period as the First Nations Health Authority may require, the First Nations Health Authority may at any time after the expiry of such time period discontinue further negotiation with that Proponent by written notice to the Proponent, and the First Nations Health Authority may at any time thereafter commence negotiations with another Proponent to finalize a Contract in accordance with the foregoing process with another Proponent. The foregoing process may be undertaken and/or repeated until either a Contract or Contracts are awarded by the First Nations Health Authority or until negotiations have been terminated by the First Nations Health Authority; and
- (d) FNHA reserves the right to negotiate additional services of a similar functional or technological nature from the successful Proponent without further competitive procurements.

22. Liability for Errors

While the FNHA has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FNHA, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

23. Modification of Terms

The FNHA reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

24. Ownership of Proposals

Proposals submitted to the FNHA become the property of the FNHA. They will be received and held in confidence by the FNHA.

25. Use of RFP

Any portion of this document or any information supplied by the FNHA in relation to this RFP may not be used or disclosed for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submitting a proposal, the Proponent agrees to hold in confidence all information supplied by the FNHA in relation to this RFP.



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26. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the FNHA, including the evaluation committee and any officials of the FNHA, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the FNHA.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any sub-contractors. If this RFP requires Proponents to provide the FNHA with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the FNHA.

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Appendix B - Receipt Confirmation Form

RFP – Vehicle Purchase & Requirements

Request for Proposals # 2013RFP-09

- RECEIPT CONFIRMATION DEADLINE:** **In order to participate in the Proposal Meeting**, the Receipt Confirmation Form must be received no later than **March 3, 2014**, 16.00 hours (4:00 pm) Pacific Time by fax to: (604) 913-2081
- QUESTIONS FOR MEETING DEADLINE:** No later than **March 3, 2014**, 16.00 hours (4:00 pm) Pacific Time to FNHA.contracts@fnha.ca
- CALL-IN INFORMATION FOR MEETING:** Proponents who have indicated their intention to participate in the Proposal Meeting on will be provided with the dial-in information, and agenda, via email, from FNHA.contracts@fnha.ca
- PROPONENT MEETING DATE:** Dependent upon time constraints of the assessment panel, a proponent's meeting will be held, via teleconference, on **March 5, 2014**
- FOR MORE INFORMATION EMAIL:** FNHA.contracts@fnha.ca
- CLOSING DATE/TIME OF RFP:** Proposals must be received before **March 10, 2014**, 16:00 hours (4:00 pm) Pacific Time.

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR FIRM AND FAX TO (604) 913-2081:

Company: _____

Street Address: _____

City: _____ Postal/ZIP Code: _____

Province/State: _____ Country: _____

Mailing Address, if different: _____

Phone Number: (____) _____ Fax Number: (____) _____

Contact Person: _____

Title: _____

Email Address: _____

Proponents' Meeting Response:

- We intend to attend the proponents' meeting and the names of the planned attendees are:

- We will not be attending the proponents' meeting.



First Nations Health Authority
Health through wellness

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ADDENDUM #1

Clarification for responses to the First Nations Health Authority Request for Proposals, 2013RFP-09 for Vehicle Purchase and Requirements, BC Region.

The First Nations Health Authority has posted a Request for Proposals (2013RFP-09) for the purchase of new vehicles for their corporate fleet. Following a teleconference held on Wednesday, March 5, 2014, it was determined that some clarification was to be made on the RFP requirements in order to facilitate the proposal process.

This addendum is to officially advise that there has been an amendment to:

3. 3.2. a) Requirement for four (4) full size SUV's. Minimum requirements no longer include:

v) Skid plate; (not a minimum requirement but can be an option)

As well, there has been an additional amendment (shown below in bold):

3. 3.2. b) Requirement for two (2) all-wheel drive vehicles. Minimum requirements:

iv) High ground clearance – **5"** (changed from 7")

For more information, please contact Mark Fitz-Morris, Director, Capital Assets, First Nations Health Authority via email: mark.fitzmorris@fnha.ca