



Family and
Human Services

Services à la famille
et à la personne



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Prince Edward Island
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**REQUEST FOR
EXPRESSIONS OF INTEREST**

FOR

SHORT-TERM ACCOMMODATIONS INVENTORY

For Department of Family and Human Services

Request Number:	5129
Date Issued:	October 2, 2018
Submission Deadline:	October 23, 2018

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1.0 Introduction

1.1 Background

In July 2018, the Government of Prince Edward Island released the *Housing Action Plan for Prince Edward Island 2018-2023* (the “Plan”). The Plan outlines 56 different action items that support people and sustainable communities with affordable and available housing by working with all housing providers in a coordinated and collaborative manner.

One action item will address the housing needs of low-to-moderate income households through the creation of 1,000 new affordable housing units while preserving and retaining existing affordable housing.

While action items are being implemented, Government is looking to explore how it may partner with housing providers to develop short term solutions to support Islanders who have identified a need for social housing.

For more information on the Plan, please visit our website at

<https://www.princeedwardisland.ca/en/information/family-and-human-services/housing-action-plan>

1.2 Intent

The intent of this Request for Expressions of Interest (the “Request”) is to develop a list of qualified interested parties (“Proponents”) who indicate their desire to provide short-term housing solutions across the province in support of Islanders needing social housing.

Proponents can indicate their interest to be considered to provide various types of short term housing accommodations for applicants of Government’s Seniors Housing Program and Family Housing Program.

Government has identified the potential need for short term housing. The list developed from this EOI will be used by Government to procure short-term housing for clients in need, on an “as required basis”. Proponents’ spaces will be selected from the list based on the suitability (as compared to client need and client geographic location) and price of the accommodation offered. Government may negotiate for and procure space from this list without any further Request for Proposals or other process.

1.3 Eligible Proponents

- Not-for-profit organizations
- Private sector landlords / rental property owners
- Short term accommodations providers
- Tourism sector (hotels, motels, etc.)
- Private homeowners with a secondary suite, room and board facilities, etc.
- Any other interested parties

1.4 Timetable

- Issuance of the Request for Expressions of Interest – October 2, 2018
- Closing Date – October 23, 2018

2.0 Submission Instructions

2.1 Timing

All submissions in response to this Request must be received by 2:00 p.m. Atlantic Standard Time on the closing date of October 23, 2018.

2.2 Number of Copies

Three (3) copies of your sealed submission should be clearly marked and provided to:

“Short -Term Accommodations Expression of Interest – Family and Human Services”

Procurement Services Section

95 Rochford Street

P.O. Box 2000,

Charlottetown, PE

C1A 7N8

General Inquiries: (902) 368-4040

Please note: faxed or emailed submissions will NOT be accepted.

2.3 Process

All submissions will be stamped with the date and time received.

2.4 Communication

All questions or clarifications related to this Request must be directed through the contact listed below:

Ms. Wendi James-Poirier

Community Housing Liaison

Department of Family and Human Services

Phone: 902-368-5636

E-mail: wljamespoirier@ihis.org

No other employee of Government should be contacted with respect to this Request or the submission.

Any and all information, knowledge, or data made available by Proponents shall be treated as confidential information, subject to the *Freedom of Information and Protection of Privacy Act*, R.S.P.E.I. 1988, Cap. F-15.01.

Verbal answers to questions raised by Proponents will be limited to citing or clarifying the original Request text. Any question that cannot be answered with clarification will be reviewed by Government then responded to in written form to all Proponents responding to the Request.

No inquiry will be responded to after October 18, 2018.

In responding to the Request, Proponents must designate a responsible member of their organization to be the primary point of contact for communication of additional information, questions, and clarification, if any, during the review of submissions.

2.5 Right to Amend

Government reserves the right to amend or supplement this Request, giving equal information and cooperation to all Proponents, as a result of any amendments before the closing date. Proponents are responsible to revisit the website to obtain any amendments or supplements to this Request.

2.6 Disclaimers

For greater certainty:

- i. by issuing this Request, Government makes no representations that submissions to this Request by Proponents will result in any obligation for Government to provide funding to any Proponents or to enter into any contractual arrangements with any Proponent;
- ii. issuing this Request does not in any way whatsoever create any obligation on Government, contractual or otherwise, to take any further action with respect to submissions to this Request or to issue any further Expressions of Interest or Request for Proposals with respect to the subject matter of this Request.

Government reserves the right to obtain any information required to clarify Proponent submissions.

All costs incurred by Proponents to develop and prepare their submissions are at the sole cost of the Proponents.

Government makes no representation or warranties, expressed or implied, as to the accuracy and/or completeness of the information provided in this Request.

3.0 Specifications

3.1 Purpose

This Request will create a list of Proponents who may be willing to provide safe, secure units for short term rentals for low-to-moderate individuals (“Tenants”). Submissions to this Request may provide Government with an indication of desired rental rates, assist Government to identify when units are available, and assist Government to define what types of units are available.

Under Government’s Senior Housing Program and Family Housing Program:

- i. tenants accessing the units would be identified by Government through application and assessment processes for Government’s Seniors Housing Program and Family Housing Program;
- ii. Government would be responsible for the collection of rent from the Tenants and would be responsible for payment of rental rates to Proponents;

- iii. Government would work with Proponents and Tenants to ensure the best fit of unit to need and may inspect units to ensure they will meet Tenants' needs.

Proponents may provide units that provide modest, self-contained accommodation of suitable space and size to meet household needs including:

- Apartments
- Houses
- Hotel and motel rooms
- Housekeeping/bedsitting unit
- Winterized cottage
- Other as appropriate

Proponents may also provide supplementary information in the form set out in Attachment A to describe amenities available at their locations that would support social housing clients and also provide any other information they deem relevant to their submission.

4.0 Submission Format and Content

4.1 Submission Format

Proponent submissions must be made on the form set out in Attachment A, and must be dated and signed.

4.2 Submission Content

Proponent submissions must include the name and address of the organization or individual that is submitting the submission and the name, address and telephone number of the contact individual(s).

Attachment A

Short Term Accommodations Expression of Interest – Family and Human Services

Proposal Submission Form

Proponent Information					
Proponent Name:					
Contact Name:					
Address:					
Telephone:		Cell phone:		E-mail:	
Signature:					Date:
By signing this form and responding to this request, I understand that Government is under no obligation, contractual or otherwise, to take any further action with respect to my submission.					
Short Term Units					
#	Type of Unit*	Location / Address	Timeframe Available	Rental Rate	Rental Rate Period (Monthly/Weekly/Other)
1	Housekeeping/bedsitting				
2	Motel/Hotel				
3	Cottage				
4	One-bedroom apartment (not less than 650 square feet)				
5	Two-bedroom apartment (not less than 850 square feet)				
6	Three-bedroom apartment (not less than 1,000 square feet)				
7	One-bedroom house				
8	Two-bedroom house				
9	Three-bedroom house				
10	Accessible				
	Other types, please list:				
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
*must be winterized					

Please indicate what services are included for each type of unit listed above. For example: heated, electricity, parking, on site laundry (free of charge or fee), pets allowed, or adjacent units available to accommodate families.

General: please provide any information about your units in terms related to services available in the area such as: access to public transit, parking, medical and health services, schools, groceries, and any other relevant amenities.

Other: please provide any other information you wish to share for the units.