

REQUEST FOR PROPOSALS FOR

**Consultant Services to Complete an After Action Review
of Preparedness and Response
for
Post Tropical Storm Dorian**

For the Department of Justice and Public Safety

For the Government of Prince Edward Island, as represented by
the Minister of Justice and Public Safety

Request for Proposal Number:	5389
Date Issued:	November 8, 2019
Submission Deadline:	December 6, 2019

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Province Prince Edward Island (“the Province”) to prospective Proponents to submit proposals for the provision of Consultant Services to Complete an “After Action Review of Preparedness and Response” for Post Tropical Storm Dorian as further described in the **RFP Particulars (Appendix D)** (the “Deliverables”).

The Prince Edward Department of Justice and Public Safety, including the Public Safety Division is responsible for co-ordinating emergency preparedness and response related to events required to protect lives, environment, property and the economy.

Prince Edward Island was affected by Post Tropical Storm Dorian on September 7 and 8, 2019. The wind and rain associated with Post Tropical Storm Dorian resulted in province wide damage, including wind damage to trees, coastline and structures as well as electric utility and communication disruption.

An “After Action Review of Preparedness and Response” related to Post Tropical Storm Dorian is required to identify opportunities for improvements in future emergency preparedness and response.

1.2 RFP Contacts

For the purposes of this procurement process, the “RFP Contacts” shall be:

Tanya Mullally

Provincial Emergency Management Coordinator
Department of Justice & Public Safety
tmullally@gov.pe.ca

Melanie Barlow

Procurement Officer
Department of Finance
mbarlow@gov.pe.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Province, other than the RFP Contacts or their designate, concerning this RFP. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent’s proposal.

1.3 Type of Contract for Deliverables

The selected Proponent will be required to enter into an agreement with the Province for the provision of the Deliverables in the form attached as **Appendix A** to the RFP (the “Agreement”). The initial term of the agreement will be for a period of approximately seven months. The Province reserves the right to extend the agreement for five months beyond the initial term, if required to complete the “After Action Review of Preparedness and Response”, for an overall potential maximum of one year in total.

1.4 RFP and Project Schedule

Issue date of RFP	November 8, 2019
Deadline for questions	November 22, 2019
Deadline for issuing addenda	November 27, 2019
Submission deadline	December 6, 2019 – 2:00 PM Atlantic Time
Anticipated execution of agreement	January 17, 2020
Areas of inquiry/key questions, work plan completed	February 7, 2020
Schedule for feedback sessions confirmed	February 28, 2020
Feedback sessions completed	March 27, 2020
Review of electronic and physical documentation completed	March 27, 2020
Project update prepared and submitted to Deputy Minister JPS updated	April 3, 2020
Initial draft report provided to Deputy Minister of JPS	May 15, 2020
Interim draft report to Deputy Minister of JPS	June 12, 2020
Final report to Minister of JPS	July 17, 2020

The RFP timetable is tentative only, and may be changed by the Province at any time.

1.5 Submission of Proposals

1.5.1 Proposals to be submitted at the Prescribed Location

Proposals must be submitted at:

PROCUREMENT SERVICES

95 Rochford Street
2nd Floor South, Shaw Building,
Room 27, Charlottetown, PE, C1A 7N8

1.5.2 Proposals to be submitted on Time

Proposals must be submitted at the location set out above on or before the Submission Deadline as indicated in section 1.4. The Proponent is solely responsible for the delivery of its proposal to the exact location (including floor, if applicable) indicated in this RFP on or before the Submission Deadline. The Province does not accept any responsibility for proposals delivered to any other location by the Proponent or its delivery agents. Proposals submitted after the Submission Deadline will be rejected. The Province's time clock will be deemed to be correct.

1.5.3 Proposals to be submitted in Prescribed Format

In a sealed package, Proponents should submit their proposal containing the following:

- 1) Include **FIVE (5)** hard copies of the technical proposal and one **(1)** electronic copy of the technical proposal saved as a Portable Document Format (PDF) on a USB flash drive, unless otherwise indicated.

Technical proposal packages should be prominently marked as "Technical Proposal" with the RFP title and number (see RFP cover) and the full legal name and return address of the Proponent. The

file name on the electronic copy for the technical proposal should include an abbreviated form of the Proponent's name and RFP #.

Technical proposals should be comprised of: a) completed **Appendix B Submission Form**, b) completed response to **Appendix D – RFP Particulars**, and c) other mandatory submission requirements, as applicable. Financial information is not to be included in the technical proposal. Label the USB flash drive with the Proponent's name and RFP #.

- 2) In a sealed envelope which should be included in the sealed package, include one (1) hard copy of the financial proposal (completed response to **Appendix C – Submission Pricing Form**) and one (1) electronic copy of the financial proposal saved as a PDF or MS Excel on a USB flash drive.

Financial proposal envelopes should be prominently marked as "Financial Proposal" with the RFP title and number (see RFP cover) and the full legal name and return address of the Proponent. The file name on the electronic copy for the financial proposal should include an abbreviated form of the Proponent's name and RFP #. Label the USB flash drive with the Proponent's name and RFP #.

If there is a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal shall prevail. In the interest of sustainability, please refrain from using binders, binding, plastic covers, or similar fastening or presentation materials when submitting the proposal. Similarly, unless specifically requested in this solicitation document, Proponents should not submit product catalogues, swatches, or other marketing materials with their proposal.

The Province will not accept proposals submitted by facsimile transfer, email, or any other electronic means.

1.5.4 Amendment of Proposals Prior to Submission Deadline

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the full legal name and return address of the Proponent to the location set out in section 1.5.1 Any amendment must clearly indicate which part of the proposal the amendment is intended to amend or replace. Any amendments received after the Submission Deadline will not be accepted. Amendment must be signed by the person who signed the original proposal submission or by a person authorized to sign on his or her behalf.

1.5.5 Withdrawal of Proposals

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be received by the RFP Contact prior to the Submission Deadline and must be signed by an authorized representative of the Proponent. The Province is under no obligation to return withdrawn proposals.

1.5.6 Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of Ninety (90) days from the Submission Deadline.

[End of Part 1]

PART 2 – EVALUATION OF PROPOSALS

2.1 Stages of Evaluation

The Province will conduct the evaluation of proposals in the following three stages:

2.2 Stage I: Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the Mandatory Submission requirements. Proposals that do not comply with all of the Mandatory Submission requirements as of the Submission Deadline will be disqualified and not evaluated further.

The Mandatory Submission Requirements are as follows:

2.2.1 No Amendment to Forms

Other than inserting the information requested on the mandatory submission forms set out in the RFP, a Proponent may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, will be disqualified.

2.2.2 Submission Form (Appendix B)

Each proposal must include a completed **Submission Form (Appendix B)** signed by an authorized representative of the Proponent.

2.2.3 Submission Pricing Form (Appendix C)

Each proposal must include a Submission Pricing Form (**Appendix C**) completed according to the instructions contained in the form.

2.2.4 Other Mandatory Submission Requirements

Mandatory Technical Requirements identified in item **D.3**.

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Province will review the proposals to determine whether the mandatory technical requirements as set out in the **RFP Particulars (Appendix D, including D3)** have been met. Questions or queries on the part of the Province as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Section 3.3.4. If the Proponent fails to satisfy the mandatory technical requirements, its proposal will be excluded from further consideration.

2.3.2 Rated Criteria

The Province will evaluate each compliant proposal on the basis of the rated criteria as set out in Section D of the **RFP Particulars (Appendix D, including D.3)**. The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
D.4.1 Executive Summary	5 points	3 points
D.4.2 Understanding of Service Requirements	10 points	7 points
D.4.3 Proposed Approach and Project Plan	15 points	10 points
D.4.4 Demonstrated Expertise	20 points	14 points
D.4.5 Project References	10 points	6 points
D.4.6 Proposed Project Manager, Resume and References	10 points	6 points
D.4.7 Proposed Team Resources , Experience, Qualifications and References	5 points	3 points
D.4.8 Resource Management	5 points	3 points
D.4.9 Management of Project Risk	5 points	3 points
Subtotal A	85 points	55 points
Stage III Pricing – (Appendix C – Submission Pricing Form)	15 points	
Total Points	100 points	

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of compliant proposals in accordance with the price evaluation set out in the **Submission Pricing Form (Appendix C)**. The evaluation of price will be undertaken after the evaluation of mandatory submission requirements, mandatory technical requirements, and rated criteria has been completed.

2.5 Selection of Highest Scoring Proponent

After the completion of Stage III, all scores from Stage II and Stage III will be added together and each Proponent will be ranked based on its total score. The Proponent with the highest score will be selected to enter into the Agreement in accordance with the Terms and conditions of the RFP Process (Part 3). Upon finalization of the Agreement with the Province, the Proponent shall thereafter be known as the successful Proponent.

2.6 Notification to Other Proponents

Once an agreement is finalized and executed by the Province with a Proponent, the other Proponents will be notified in accordance with the Terms and Conditions of the RFP Process (Part 3).

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proponent's proposal. A Proponent who submits conditions, options, variations or contingent statements inconsistent with the terms set out in this RFP, including the terms of the Agreement in Appendix A, either as part of its proposal or after receiving notice of selection, will be disqualified.

3.1.2 Proponents not to change terminology

Changes to the terminology of this RFP are prohibited

3.1.3 Proponents to Follow Instructions

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

3.1.4 Language

All proposals are to be in English, or both English and French. If there is a conflict or inconsistency between the English version and the French version of the proposal, the English version of the proposal shall prevail.

3.1.5 No Incorporation by Reference

The entire content of the Proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the Proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.6 References and Past Performance

In the evaluation process, the Province may include information provided by the Proponent's references and may also consider the Proponent's past performance or conduct on previous contracts with the Province.

3.1.7 Information in RFP Only an Estimate

The Province makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFP, received from the RFP contact or issued by way of addenda. Any quantities shown or data, or opinion contained in this RFP 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 proposal in response to this RFP.

3.1.8 Proponents to Bear Their Own Costs

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

3.1.9 Proposal to be retained by the Province

The Province will not return the proposal or any accompanying documentation submitted by a Proponent.

3.1.10 No Guarantee of Volume of Work or Exclusivity of Contract

The Province makes no guarantee of the value or volume of work to be assigned to the successful Proponent. The agreement to be negotiated with the selected Proponent will not be an exclusive contract for the provision of the described Deliverables. The Province may contract with others for goods and services the same as, or similar, to the Deliverables or may obtain such goods and services from resources within the Province.

3.2 Business Registration

Proponents may be required to be registered to carry on business in accordance with applicable laws. For information on the business registration requirements of the Consumer, Corporate and Financial Services, Department of Justice and Public Safety, please consult:

<https://www.princeedwardisland.ca/en/topic/business-name-registration>

The status of a Proponent's business registration does not preclude the submission of a proposal in response to this RFP. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, if the Proponent is selected as the successful Proponent, that Proponent must bring itself into compliance prior to the execution of the Agreement.

3.3 Communication after Issuance of RFP

3.3.1 Proponents to Review RFP

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

3.3.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Province, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated by addendum on the **Prince Edward Island Tendering Site**. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Province and will be deemed to have read all posted addenda.

3.3.3 Post-Deadline Addenda and Extension of Submission Deadline

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

3.3.4 Verify and Clarify

During the evaluation process, the Province may request further information from the Proponent or third parties in order to verify or clarify the information provided in the Proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical

requirements set out in the RFP Particulars (Appendix D). The Province may revisit and re-evaluate the Proponent's response or ranking on the basis of any such information.

3.4 Execution of Agreement, Notification and Debriefing

3.4.1 Selection of Proponent and Execution of Agreement

The Province will notify the selected Proponent in writing. The selected Proponent shall execute the Agreement in the form attached as **Appendix A** to this RFP and satisfy any other applicable conditions of this RFP within fifteen (15) days of notice of selection.

3.4.2 Failure to Enter into Agreement

In addition to all of the Province's other remedies, if a selected Proponent fails to execute the Agreement or satisfy any other applicable conditions within fifteen (15) days of notice of selection, the Province may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that Proponent and proceed with the selection of another Proponent or cancel the RFP Process.

3.4.3 Notification of Outcome of Procurement Process

Once an agreement is executed by the Province with a Proponent, notification of the outcome of the Procurement process will be posted on the **Prince Edward Island Tendering Site**.

3.4.4 Debriefing

Proponents may request a debriefing after notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of notification of the outcome of the procurement process. The intent of the debriefing information session is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.5 Conflict of Interest and Prohibited Conduct

3.5.1 Conflict of Interest

The Province may disqualify a Proponent for any conduct, situation or circumstance, determined by the Province, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" has the meaning ascribed to it in the **Submission Form (Appendix B)**.

3.5.2 Disqualification for Prohibited Conduct

The Province may disqualify a Proponent, or terminate an agreement entered into if the Province, in its sole and absolute discretion, determines that the Proponent has engaged in any conduct prohibited by this RFP.

3.5.3 Prohibited Proponent Communications

A Proponent shall not engage in any communications that could constitute a Conflict of Interest and must take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.5.4 Proponent not to Communicate with Media

A Proponent may not at any time directly, or indirectly, communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without consent of the Province, and then only in coordination with the Province.

3.5.5 No Lobbying

A Proponent shall not, in relation to this RFP 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 Proponent.

3.5.6 Illegal or Unethical Conduct

Proponents shall not engage in any illegal business practices, including without limitation activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents shall not 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 the Province; submitting proposals containing 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 RFP.

3.5.7 Rejection of Proposals

The Province may reject a proposal based on past performance or based on inappropriate conduct, 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;
- (c) any conduct, situation or circumstance determined by the Province, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest;
- (d) the Province's past experience with the Proponent within the 18 month period prior to the Submission Deadline for similar or related services; or
- (e) any information provided to the Province by any references of the Proponent, pursuant to either section 3.1.6 or section 3.7.1(e) of this RFP.

3.6 Confidential Information

3.6.1 Confidential Information of the Province

All information provided by or obtained from the Province in any form in connection with this RFP either before or after the issuance of this RFP

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

3.6.2 Confidential Information of Proponent

A Proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Province. The confidentiality of such information will be maintained by the Province, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Province to advise or assist with the RFP process, including the evaluation of proposals.

Proponents are also advised that all documents forming part of the RFP process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available online at:

<https://www.princeedwardisland.ca/en/legislation/all/all/a>

3.6.3 Personal Information

The *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”) governs the collection, use and disclosure of personal information by the Province and its service providers. The successful Proponent shall be required to comply with all requirements of FOIPP during the term of the Agreement.

A copy of FOIPP is available online at:

<https://www.princeedwardisland.ca/en/legislation/all/all/a>

3.7 Reserved Rights, Limitation of Liability and Governing Law

3.7.1 Reserved Rights of the Province

The Province reserves the right to:

- (a) make public the names of any or all Proponents;
- (b) request written clarification in relation to a Proponent’s proposal;
- (c) waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements;
- (d) verify with any Proponent or with a third party any information set out in a proposal;
- (e) check references other than those provided by any Proponent;
- (f) disqualify any Proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- (g) disqualify any Proponent or the proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- (h) amend this RFP process without liability at any time prior to the execution of a written agreement between the Province and a Proponent. These changes are issued by way of addendum in the manner set out in this RFP;
- (i) cancel this RFP process without liability at any time prior to the execution of a written agreement between the Province and a Proponent. A cancellation is communicated by way of addendum in the manner set out in this RFP. The Province may in its sole discretion issue a new RFP for the same or similar Deliverables; or
- (j) reject any or all proposals.

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances, or that the Province has at law.

3.7.2 Limitation of Liability

By submitting a proposal, each Proponent agrees that:

- (a) neither the Province nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and

- (b) the Proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the Province's decision to not accept the proposal submitted by the Proponent, to enter into an agreement with any other Proponent or to cancel this proposal process, and the Proponent shall be deemed to have agreed to waive such right or claim.

3.7.3 Governing Law and Interpretation

These terms and conditions of the RFP 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 shall 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 Prince Edward Island and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

**SAMPLE CONTRACT
NAME OF AGREEMENT**

THIS AGREEMENT made this _____ day of _____, 20_____.

BETWEEN: **GOVERNMENT OF PRINCE EDWARD ISLAND**, as represented by
the Minister of _____,

(hereafter referred to as “Government”)

OF THE FIRST PART;

AND: _____

of _____

in _____ County, Province of _____,

(hereafter referred to as the “Contractor”)

OF THE SECOND PART.

WHEREAS Government wishes to engage the services of the Contractor to carry out the services described in Schedule “A” attached hereto;

AND WHEREAS the Contractor has agreed to provide Government with these services on certain terms and conditions as more particularly set out in this Agreement.

NOW THEREFORE in consideration of the mutual promises contained in this Agreement, the Parties agree that the terms and conditions of their relationship are as follows:

Definitions

1. In this Agreement, the following definitions apply:
 - (a) “Agreement” means this instrument as may be amended from time to time, and the expressions “herein”, “hereto”, “hereof”, “hereunder” and similar expressions referred to in this instrument shall refer to the instrument hereof as so defined, including any schedules attached, and not to any article, section, subsection or other subdivision hereof;
 - (b) “Party” means either the Government or Contractor, and “Parties” means the Government and the Contractor;
 - (c) “Work” means all the activities described in Schedule “A”; and may include additional activities that the Parties agree to in writing;

Covenants of the Contractor and the Government

- 2. The Contractor shall perform the services, assume all those responsibilities and diligently execute all those duties described in the attached Schedule "A" (the "Work"), in a manner satisfactory to the Government.

- 3. (a) Subject to the termination clause contained in the Termination section of this Agreement, the term of this Agreement shall commence on the ____ day of _____, 20____, and end on the ____ day of _____, 2020 (the "Term").

(b) Subject to the termination clause contained in the Termination section of this Agreement and notwithstanding the date of signing of this Agreement, it is acknowledged by both Parties that the Contractor commenced the performance of the Work on the ____ day of _____, 20____. It is further agreed that the amount of \$_____ is the maximum amount to be paid for the Work; however, the maximum amount will be adjusted to reflect the actual expenses incurred with prior approval of Government, and includes all amounts which may be owed for Work since the ____ day of _____, 20____.

Payments, Records and Accounts

- 4. The Government shall make payments to the Contractor in the following manner.
 - (a) Payment for the work shall be a total of \$_____; including an allowance of \$_____ for travel and expenses, but excluding taxes, payable as follows:
 - a. Completion of research, analysis & focus sessions \$ _____
 - b. Submission of initial draft report \$ _____
 - c. Submission of final report \$ _____
 - d. Travel & Expenses (allowance to be adjusted subject to Government prior approval) \$ _____

 - (b) The Contractor shall keep proper accounts and records of the travel and expenses cost to the Contractor of the Work and of all expenditures or commitments made by the Contractor under this Agreement including the related invoices, receipts and vouchers. Such accounts, invoices, receipts and vouchers shall, at all times, be open to audit, copying, extracting information and inspection by the authorized representatives of Government. The Contractor shall provide all facilities for the audits, inspections, copying and extractions and shall provide Government and its authorized representatives with all information that is requested from the accounts, records, invoices, receipts and vouchers.

 - (c) Subject to statutory limitations, the Contractor shall not, without the written consent of Government, dispose of the accounts, records, invoices, receipts and vouchers related to this Agreement, but shall preserve and keep the same available for audit, copying, extracting information and inspections at any time.

Conditions of Agreement

5. (a) The Parties agree that the Contractor shall act as an independent contractor and that it is entitled to no other benefits or payments whatsoever than those specified in the Payments, Records and Accounts section of this Agreement.
- (b) The Parties agree that entry into this Agreement will not result in the appointment or employment of the Contractor or any officer, clerk, employee or agent of the Contractor, as an officer, clerk, employee or agent of Government, nor shall the *Civil Service Act* R.S.P.E.I. 1988, Cap. C-8 apply.
6. (a) The Contractor agrees to accept sole responsibility to submit any applications, reports, payments or contributions for sales taxes, income tax, Canada Pension Plan, Employment Insurance, Workers' Compensation assessments, goods and services tax, harmonized sales tax, or any other similar matter which the Contractor may be required by law to make in connection with the Work.
- (b) The Contractor agrees to accept sole responsibility to comply with all federal, provincial and municipal legislation which may have application to the Work and agrees to comply with all provincial and federal legislation affecting conditions of work and wage rates including the *Employment Standards Act* R.S.P.E.I. 1988, Cap. E-6.2, the *Workers Compensation Act* R.S.P.E.I. 1988, Cap. W-7.1, or any other laws that impose obligations in the nature of employers' obligations. The Contractor agrees to follow the Public Service Commission Human Resource Policies 9.05 Violence in the Workplace Policy; 9.08 Drug, Alcohol, and Medication Policy; and 11.01 Policy for the Prevention and Resolution of Harassment in the Workplace while working on Government sites, in Government vehicles or alongside Government staff.
https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.05.pdf
<https://psc.gpei.ca/sites/psc.gpei.ca/files/9.08%20AlcoholDrugandMedicationPolicy.pdf>
https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_11.01.pdf
- (c) The Contractor, before undertaking any Work shall provide to Government either a certificate of good standing by the Workers Compensation Board or written confirmation from the Workers Compensation Board that such certificate is not required.
- (d) The Contractor agrees to accept the full cost of doing those things required under this paragraph and will not charge or seek reimbursement from Government in any way, such costs having been taken into consideration and included in the rates of payment stipulated in the Payments, Records and Accounts section of this Agreement.
- (e) The Contractor agrees not to directly, or indirectly, communicate with the media in relation to this Agreement without consent of Government, and then only in Coordination with Government.
7. Any payment under this Agreement is subject to a provincial appropriation for the payment being approved by the Legislative Assembly of Prince Edward Island for Government's fiscal year in which payment is to be made.

Reports

8. (a) The Contractor shall make interim reports as the Government may direct.
- (b) The Contractor shall prepare and submit an interim draft report for review and approval of Government not later than the 12th day of June 2020. Government shall either signify its approval or note the deficiencies in writing to the Contractor within 14 days of its submission. The final report shall be submitted to Government not later than the 17th day of July, 2020 unless the parties agree otherwise in writing.

Administration

9. Subject to any specified time schedule or location where the Work is to be performed as may be set forth in Schedule "A" attached hereto, Work to be performed in the offices of Government, by the Contractor shall follow the same time schedule as applicable to employees of Government.
10. Government shall provide such support, direction, decisions and information to the Contractor as it deems necessary or appropriate under this Agreement and may appoint a person to administer this Agreement and communicate with the Contractor.

Termination

11. Notwithstanding other provisions of this Agreement, Government may terminate this Agreement in its entirety, or any part thereof, at any time by a notice in writing, signed by or on behalf of Government and delivered to the Contractor by hand delivery, mail to the Contractor's last known place of business, facsimile transmission, or electronic communication. This Agreement shall be determined to have ended upon the date of delivery, sending by electronic communications or mailing of such notice in which event the Contractor shall have no further claim against Government, except that the Contractor will be paid pursuant to and in accordance with the provisions of the Payments, Records and Accounts section of this Agreement for the Work performed up to the date of termination by written notice. Such payment shall include all firm commitments made by the Contractor prior to the receipt of the notice and for which the Contractor is liable for payment, less any sums paid by Government to the Contractor on account.
12. Notice in this Agreement is deemed to have been effected on the day of delivery in person, facsimile, electronic communication, or upon mailing of the notice.

Confidentiality and Copyright

13. Any and all information, knowledge or data made available to the Contractor as a result of this Agreement shall be treated as confidential information. The Contractor shall not directly or indirectly disclose or use the information, knowledge or data for purposes unrelated to the Agreement at any time without first obtaining the written consent of Government, unless the information, knowledge or data is generally available to the public.
14. (a) The Parties agree that all lists, reports, information, statistics, compilations,

analyses, and other data generated or collected in any way as a result of this Agreement are the exclusive property of Government and shall not be distributed, released, transmitted or used in any way, via any media, outside the purposes of this Agreement, by the Contractor, its employees, agents, servants or others for whom the Contractor is responsible, without the written consent of Government.

- (b) The Parties agree that Government owns the copyright on all aspects of the Work, including all manner of data as set out in sub-paragraph (a) and including all software developed as a result of the Work whether in the form of raw data, analyses, database entries or software or hardware code of any kind or in any form whatsoever, including but not limited to object code and source code and any necessary information with respect to the use of such code such as encryption keys, compiler information and version number.
- (c) The Contractor relinquishes all rights to the Work created pursuant to this Agreement, including all rights and moral rights otherwise accruing to the Contractor pursuant to the *Copyright Act* R.S.C. 1985, c. C-42.

Conflict of Interest

- 15. The Contractor warrants that as at the date of this Agreement, no conflict of interest, or any circumstance that might interfere with independent and objective exercise of judgment, exists or is likely to arise in relation to execution of this Agreement or its subject matter. The Contractor shall immediately notify Government, in writing, if any such actual or potential conflict of interest should arise at any time during the Term. In the event Government discovers or is notified by the Contractor of an actual or potential conflict of interest, Government, in its sole discretion, may either:
 - (a) allow the Contractor to resolve the actual or potential conflict to the satisfaction of Government; or
 - (b) Terminate the Agreement in accordance with the Termination section of this Agreement.

Freedom of Information and Protection of Privacy Act

- 16. The Contractor acknowledges that this Agreement, and information provided in respect of this Agreement may be subject to release under the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01. The Contractor may be consulted prior to release of any information.
- 17. The Contractor acknowledges and agrees that in the event the Work involves the collection or use of personal information, it is subject to the *Freedom of Information and Protection of Privacy Act* and that personal information may not be released to any third party or unauthorized individual.

Indemnification and Insurance

- 18. The Contractor shall indemnify and hold harmless Government, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or

proceedings of every nature and kind whatsoever arising out of or resulting from the performance of the Work (herein called the "Claim"), provided that any such Claim is caused in whole or in part by any act, error or omission, including, but not limited to, those of negligence, of the Contractor or anyone directly or indirectly employed by the Contractor or anyone for whom the Contractor may be liable.

19. The Contractor shall, without limiting its obligations or liabilities under this Agreement and at its own expense, provide and maintain, the following insurance with insurers and in forms and amounts acceptable to Government:
- (a) Commercial General Liability insurance in an amount not less than FIVE MILLION DOLLARS (\$5,000,000.00 CAD) inclusive per occurrence against bodily injury and property damages. Government of Prince Edward Island is to be added as an additional insured under this policy. Such insurance shall include, but not be limited to:
 - Products and Completed Operations Liability;
 - Owner's and Contractor's Protective Liability;
 - Blanket Written Contractual Liability;
 - Personal Injury Liability;
 - Non-Owned Automobile Liability;
 - Cross Liability;
 - Employees as additional Insureds;
 - Broad Form Property Damage;
 - If applicable, Tenant's Legal Liability in an amount adequate to cover a loss to premises of Government occupied by the Contractor.
 - (b) Automobile Liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than TWO MILLION DOLLARS (\$2,000,000.00 CAD).
 - (c) Professional Liability insurance in an amount not less than TWO MILLION DOLLARS (\$2,000,000.00 CAD) on a claims-made basis, subject to an annual aggregate limit of FOUR MILLION DOLLARS (\$4,000,000.00 CAD) insuring the Contractor' liability resulting from errors and omissions in the performance of professional services under this Agreement. Such insurance shall continue for a term of six (6) years following completion of the Work.
 - (d) The policy or policies as required by this Agreement shall be in a form and with insurers satisfactory to Government. All required insurance shall be endorsed to provide Government with 30 days advance written notice of cancellation. The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of Government nor by any other form of recovery available such as the Provincial Self Insurance and Risk Management Fund. A certified copy of the policy, or policies, shall be delivered to Government prior to execution of this Agreement. Default of delivery to Government or receipt of the certified copy of the policy or policies by Government shall not be construed as acknowledgment or concurrence that there has been compliance with the terms of this Agreement.

General

- 20. This Agreement shall not be assigned or subcontracted in whole or in part by the Contractor without the prior written consent of Government.
- 21. This Agreement shall ensure to the benefit of and be binding upon the Parties hereto and, subject to the above assignment and subcontracting clause, their executors, administrators, successors and assigns.
- 22. This Agreement shall be interpreted and applied in accordance with the laws and in the Courts of the Province of Prince Edward Island.
- 23. This Agreement, including Schedule "A", constitutes and expresses the entire agreement of the Parties hereto and any amendment or addition thereto shall be in writing and signed by the respective Parties.
- 24. The headings are inserted in this Agreement for reference only and shall not form part of the Agreement.
- 25. The provisions of this Agreement which, by their terms, are intended to survive or which must survive in order to give effect to continuing obligations of the Parties, shall survive the termination or expiry of this Agreement.
- 26. If any provision of this Agreement is for any reason invalid, that provision shall be considered separate and severable from this Agreement, and the other provisions of this Agreement shall remain in force and continue to be binding upon the Parties as though the invalid provision had never been included in this Agreement.

IN WITNESS WHEREOF the Parties thereto have executed this Agreement as of the date first above written.

SIGNED, SEALED & DELIVERED) **Government of Prince Edward Island,**
in the presence of:) as represented by the Minister of
) Justice and Public Safety
)
_____) _____

SIGNED, SEALED & DELIVERED) ***[Insert Contractor's name here]***
in the presence of:)
)
_____) _____
Authorized Signing Officer

SCHEDULE "A"

**TO AGREEMENT
BETWEEN
GOVERNMENT OF PRINCE EDWARD ISLAND
AND
THE CONTRACTOR**

DATED THE ____ DAY OF _____, 20__

STATEMENT OF WORK

**AFTER ACTION REVIEW
PROVINCE OF PRINCE EDWARD ISLAND PREPAREDNESS,
RESPONSE AND RECOVERY
POST TROPICAL STORM DORIAN 2019**

Background

Post Tropical Storm Dorian affected Prince Edward Island on September 7 and overnight into September 8, 2019. All areas of the Province were impacted by tropical force or hurricane force winds, heavy rainfall and storm surge. The damage assessment is ongoing.

The Emergency Measures Organization (EMO) is a section the Public Safety and Policing Division of the Department of Justice and Public Safety; EMO is responsible to coordinate and manage emergency management activities.

In accordance with the Department of Justice and Public Safety's (JPS) practice on continuous improvement in security and emergency management, JPS will arrange to have an After Action Review (AAR) of the provincial and local preparedness, response and recovery to this post tropical storm event completed.

Work Summary

The Contractor shall provide the consulting services required to complete an After Action Review (AAR) of the Province of Prince Edward Island Preparedness, Response and Recovery related to Post Tropical Storm Dorian; as outlined below, as well as in accordance with accepted approaches to After Action Review reports.

Objective

The objective of this AAR will be to report on Prince Edward Island's provincial and local preparedness, response and recovery to Post Tropical Storm Dorian, between September 4, 2019 and October 31, 2019.

Process and Tasks

The process will include:

- Review of electronic and physical documentation from the Department and other government departments;
- Conduct of focus group sessions within government, community leaders, critical infrastructure and first responders;
- Individual feedback sessions with select stakeholders; and
- Online survey for citizen feedback

Project Schedule

This After Action Review (AAR) will be completed and delivered to the Minister of Justice and Public Safety not later than July 17, 2020, in accordance with the following schedule:

Schedule	Details
11/8/2019	Public RFP covering review issued
12/6/2019	Consultant proposals covering review received – 2:00 PM Atlantic Time
1/17/2020	Consultant selected for review
2/7/2020	Areas of inquiry / key questions, work plan completed
2/28/2020	Schedule of feedback sessions confirmed
3/27/2020	Feedback sessions completed
3/27/2020	Review of electronic and physical documentation completed
4/3/2020	Project update prepared and submitted to Deputy Minister Justice and Public Safety (JPS)
5/15/2020	Initial draft report provided to Deputy Minister of JPS
6/12/2020	Interim draft report provided to Deputy Minister of JPS
7/17/2020	Final report provided to Minister of JPS

The above timetable may be changed by the Province at any time.

1.1 WORK REQUIRED

This AAR will conduct a comprehensive review of all aspects of Prince Edward Island's preparedness and response to this post tropical storm event at the provincial and local levels. The purpose of the AAR is to identify strengths, weaknesses and gaps in existing emergency preparedness, response and recovery capability of Prince Edward Island and to make recommendations for improvements in the areas of governance, process including policies, plans and procedures, training and education, communications, infrastructure including facilities, equipment and supplies; and human resources.

The AAR will specifically examine the following items in relation to this Post Tropical Storm event:

- 1.1.1. Processes, outcomes and actions as identified in current emergency management plans;
- 1.1.2. Managerial processes and outcomes;
- 1.1.3. Inter-agency coordination;
- 1.1.4. Response by Non-Governmental Organizations (NGO), Not for Profits (NFP), and volunteer organizations;
- 1.1.5. Federal support and resources;
- 1.1.6. Critical infrastructure including utilities and supply chains;
- 1.1.7. Plans and procedures; and
- 1.1.8. Communication functions including:
 - 1.1.8.1 Public messaging;
 - 1.1.8.2 Critical infrastructure;
 - 1.1.8.3 First responders;
 - 1.1.8.4 Municipalities;
 - 1.1.8.5 NGOs and NFPs; and
 - 1.1.8.6 Indigenous communities.

1.2 AREAS of INQUIRY

This AAR will specifically examine and make findings on:

- 1.2.1. Engagement by PEI EMO with regional and local authorities during the warning, response and recovery phases;
- 1.2.2. The adequacy of the state of preparedness at the local municipal and provincial levels and understanding the limitations they may have;
- 1.2.3. The interaction between Maritime Electric, other utilities and PEI EMO during the warning and response phases;
- 1.2.4. Landline, cellular, paging and radio communication issues during response;
- 1.2.5. Unsafe generator usage;
- 1.2.6. The process for determining the need for federal resources, which include Canadian Forces, to provide support to the response and recovery.
- 1.2.7. Identified concerns which are the responsibility of other public or private agencies;
- 1.2.8. Adequacy of the Provincial Disaster Financial Assistance Program (PDFAP), the alignment of the PDFAP with the Federal Disaster Financial Assistance Arrangements (FDFAA) and comparability of the PDFAP with other provincial and territorial disaster financial assistance programs; and
- 1.2.9. Such other areas of inquiry as might be identified from initial review.

1.3. CONDUCT OF THE AFTER ACTION REVIEW

The aim of this review is to assess the Province of Prince Edward Island's preparedness for and response to post tropical storm Dorian. This will be completed in a series of tasks which will, to the extent possible, be conducted concurrently.

a) Assessment of the Provincial Response - The aim of this task is to identify gaps, weaknesses and strengths of the mitigation, preparedness, response, and recovery capabilities, as related to the post tropical storm event, at the provincial level. Questions will include the following:

- i) Were prevention/mitigation, preparedness response and recovery actions synchronized at the local and provincial levels, and with other utilities, to include Summerside Electric, Maritime Electric, Eastlink, Rogers, TELUS, Bell Aliant, and water utilities etc.?
- ii) Were there vulnerabilities that should have been addressed before the storm?
- iii) Were roles and responsibilities clear and properly executed?
- iv) Were pre-existing plans and procedures executed and did they achieve their intended effect?
- v) Were warnings and the methods of communication systems adequate for this event?
- vi) Were early risk assessments effective in decision making?
- vii) Were warning, precautionary, response and recovery actions adequately aligned and coordinated with regional and local authorities?
- viii) Was the pre-emergency public education program adequate?
- ix) Was public communication adequate during the warning, response, and recovery phases?
- x) To what extent were efforts to reduce the anxiety and maximize the comfort of impacted residents successful?
- xi) Was communication among critical infrastructure owners/operators, local and provincial emergency measures offices and the public adequate?
- xii) Were there any impediments to operational communications, with respect to either equipment or information-sharing processes?
- xiii) Was the operational coordination among critical infrastructure owners/operators and local and provincial emergency measures offices adequate?
- xiv) Were employees and volunteers treated properly and with due respect by their respective employers and those in receipt of services?
- xv) Did citizens receive adequate information and what, if any, additional essential support services were required?

b) Assessment of Local Response - The aim of this task is to identify gaps, weaknesses and strengths of local mitigation, preparedness, response, and recovery capabilities as related to the post tropical storm event. Input will be required from representatives from: municipal officials; first responder organizations; private sector actors; members of the public; and others. Questions will include the following:

- i) Was the local emergency response capability adequate?
- ii) Were responders properly trained to effectively carry out their work?
- iii) Was the local emergency management program adequate?

- iv) Did responders have access to the necessary information, equipment and tools?
- v) Was the pre-emergency public education program adequate?
- vi) Was there an adequate flow of information between the local and provincial emergency organizations?
- vii) Did communities receive accurate and timely emergency information?
- viii) Did critical messages get through to the public in a timely manner?
- ix) What role did Social Media play in informing the public?
- x) Was outreach to affected Prince Edward Islanders effectively carried out?
- xi) Were vulnerable populations attended to appropriately?
- xii) Do communities have adequate emergency management and business continuity/recovery plans?
- xiii) Was the operational coordination among critical infrastructure owners/operators, NGOs, and local and provincial emergency measures adequate?
- xiv) Were there medium and long-term impacts on communities' infrastructure, economies, education programs, health care system, etc.? How can these impacts be mitigated?
- xv) Did citizens receive adequate information and what, if any, additional essential support services were required?

c) Review of Emergency Management Documentation

The aim of this task is to identify gaps, weaknesses and strengths of the operational response at the local and provincial levels. Documentation related to the response operation will be reviewed. This will include, but may not be limited to, an examination of: operational logs; media releases; operational plans and instructions; and situation reports. Operational logs at all levels of the response will be reviewed to identify issues related to:

- i) Information management and flow;
- ii) Operational communications and coordination; and
- iii) Consistency of information shared and received.

1.4. REPORT

The aim will be to document the findings of the After Action Review. The report will be based on the analysis of the materials from the previous noted tasks. The report will identify any gaps, weaknesses and strengths of preparedness, response and recovery to the post tropical storm event. The report will include, but may not be limited to, recommendations for improvements in the following areas:

- 1.4.1. Governance;
- 1.4.2. Emergency management organization structure;
- 1.4.3. Process (e.g. policies, plans and procedures);
- 1.4.4. Inter-agency communications and coordination;
- 1.4.5. Public information;
- 1.4.6. Training and education;
- 1.4.7. Infrastructure (e.g. facilities, equipment and supplies); and
- 1.4.8. Human resources.

Specific note is to be made of identified concerns, which are the responsibility of other public or private agencies but outside the scope of this review.

1.5. GOVERNMENT DEPARTMENTAL RESPONSIBILITIES

The Province's departments and agencies are responsible for:

- 1.5.1. Providing all relevant documentation and material associated with the event, subject to any privacy considerations;
- 1.5.2. Providing advice on stakeholders to be notified for focus sessions;
- 1.5.3. Active participation in the review; and
- 1.5.4. Review of information and findings through the Deputy Ministers Council.

1.6. JUSTICE AND PUBLIC SAFETY RESPONSIBILITIES

The Department of Justice and Public Safety shall:

- 1.6.1. Provide all relevant documentation and material associated with this event, subject to any applicable privacy considerations;
- 1.6.2. Provide a listing of key stakeholders for the purpose of interviewing;
- 1.6.3. Ensure that the Deputy Ministers Council is appropriately engaged in the scoping, review and approval of the review and its report;
- 1.6.4. Coordinate and report on any action plan approved as a result of the review; and
- 1.6.5. Provide a limited amount of work and meeting space for the Consultant to complete feedback sessions and review records.

APPENDIX B – SUBMISSION FORM

B.1 Proponent Information

Please fill out the following form, naming one person to be the Proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number (if any):	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax (if any):	
Proponent Contact Email:	
HST / GST Registration Number (Leave blank if NOT applicable):	

B.2 Offer

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables. The Proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in the completed Pricing Form (Appendix C).

B.3 Mandatory Forms

The Proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form (Appendix B)	
Pricing Form (Appendix C)	

B.4 Pricing

The Proponent has submitted its pricing in accordance with the instructions in the RFP and in the **Pricing Form (Appendix C)**. The Proponent confirms that it has factored all of the provisions of Appendix A, including insurance and indemnity requirements, into its pricing assumptions and calculations.

B.5 Addenda

The Proponent is deemed to have read and taken into account all addenda issued by the Province.

B.6 No Prohibited Conduct

The Proponent declares that it has not engaged in any conduct prohibited by this RFP.

B.7 Conflict of Interest

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Province in the preparation of its proposal that is not available to other Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under an agreement for the Deliverables, the Proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the proposal; **AND** were employees of the Province within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest:

B.8 Proposal Irrevocable

The Proponent agrees that its proposal shall be irrevocable for a period of Ninety (90) days following the Submission Deadline.

B.9 Disclosure of Information

The Proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Province to the advisers retained by the Province to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

B.10 Execution of Agreement

The Proponent agrees that in the event its proposal is selected by the Province, it will finalize and execute the Agreement in the form set out in **Appendix A** to this RFP in accordance with the terms of this RFP.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the Proponent.

APPENDIX C – SUBMISSION PRICING FORM

1. Instructions on How to Complete Submission Pricing Form

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which must be itemized separately.
- (b) Fees quoted by the Proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any applicable fees or other charges.
- (c) The allowance for travel and expenses will be adjusted to reflect actual costs, subject to Government prior approval of anticipated changes.

2. Evaluation of Pricing

Pricing is worth 15 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each Proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated by dividing that Proponent's price for that category into the lowest bid price in that category. For example, if a Proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that Proponent receives 100% of the possible points for that category ($120/120 = 100\%$). A Proponent who bids \$150.00 receives 80% of the possible points for that category ($120/150 = 80\%$), and a Proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$).

Lowest rate

----- x Total available points = Score for second-lowest rate

Second-lowest rate

Lowest rate

----- x Total available points = Score for third-lowest rate

Third-lowest rate

And so on, for each proposal.

Pricing Form

Bidders should propose a financial model that clearly defines how they propose to be compensated for all of the required services.

Prepare a fixed price for your proposed services. Provide appropriate details to support these figures, including estimates of the work effort and a breakout of expected expenses.

C.1 Fixed Cost – for Initial Contract Period

Prepare the following table for inclusion in your proposal:

Cost Element	Cost (CDN)
Research , Analysis and Focus Sessions	\$
Preparation of Draft Report	\$
Preparation of Final Report	\$
Travel & Projected Expenses (C.3)	\$
Total	\$

C.2 Per Diem Rates

Not Applicable

C.3 Travel and Project Expenses

Estimate the travel and living expenses associated with any proposed personnel who will need to travel to and from the primary work location, in order to perform the required work during the contract. Provide relevant details to support your estimates. These are to be included as an allowance in your estimated costs. The allowance for travel and expenses will be adjusted to reflect actual costs, subject to Government prior approval of anticipated changes.

C.4 Other Expenses

Not Applicable

APPENDIX D – RFP PARTICULARS

D.1 The Deliverables

AFTER ACTION REVIEW PROVINCE OF PRINCE EDWARD ISLAND PREPAREDNESS, RESPONSE AND RECOVERY POST TROPICAL STORM DORIAN 2019

Background

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- 1.1.6. Critical infrastructure including utilities and supply chains;
- 1.1.7. Plans and procedures; and
- 1.1.8. Communication functions including:
 - 1.1.8.1 Public messaging;
 - 1.1.8.2 Critical infrastructure;
 - 1.1.8.3 First Responders;
 - 1.1.8.4 Municipalities;

- 1.1.8.5 NGOs and NFPs; and
- 1.1.8.6 Indigenous communities.

1.2 AREAS of INQUIRY

This AAR will specifically examine and make findings on:

- 1.2.1 Engagement by PEI EMO with regional and local authorities during the warning, response and recovery phases;
- 1.2.2 The adequacy of the state of preparedness at the local municipal and provincial levels and understanding the limitations they may have;
- 1.2.3 The interaction between Maritime Electric, other utilities and PEI EMO during the warning and response phases;
- 1.2.4 Landline, cellular, paging and radio communication issues during response;
- 1.2.5 Unsafe generator usage;
- 1.2.6 The process for determining the need for federal resources, which include Canadian Forces, to provide support to the response and recovery;
- 1.2.7 Identified concerns which are the responsibility of other public or private agencies;
- 1.2.8 Adequacy of the Provincial Disaster Financial Assistance Program (PDFAP), the alignment of the PDFAP with the Federal Disaster Financial Assistance Arrangements (FDFAA) and comparability of the PDFAP with other provincial and territorial disaster financial assistance programs; and
- 1.2.9 Such other areas of inquiry as might be identified from initial review.

1.3 CONDUCT OF THE AFTER ACTION REVIEW

The aim of this review is to assess the Province of Prince Edward Island's preparedness for and response to post tropical storm Dorian. This will be completed in a series of tasks which will, to the extent possible, be conducted concurrently.

- a) **Assessment of the Provincial Response** - The aim of this task is to identify gaps, weaknesses and strengths of the mitigation, preparedness, response, and recovery capabilities, as related to the post tropical storm event, at the provincial level. Questions will include the following:
 - i) Were prevention/mitigation, preparedness response and recovery actions synchronized at the local and provincial levels, and with other utilities, to include Summerside Electric, Maritime Electric, Eastlink, Rogers, TELUS, Bell Aliant, and water utilities etc.?
 - ii) Were there vulnerabilities that should have been addressed before the storm?
 - iii) Were roles and responsibilities clear and properly executed?
 - iv) Were pre-existing plans and procedures executed and did they achieve their intended effect?
 - v) Were warnings and the methods of communication systems adequate for this event?
 - vi) Were early risk assessments effective in decision making?
 - vii) Were warning, precautionary, response and recovery actions adequately aligned and coordinated with regional and local authorities?
 - viii) Was the pre-emergency public education program adequate?
 - ix) Was public communication adequate during the warning, response, and recovery phases?
 - x) To what extent were efforts to reduce the anxiety and maximize the comfort of impacted

residents successful?

- xi) Was communication among critical infrastructure owners/operators, local and provincial emergency measures offices and the public adequate?
- xii) Were there any impediments to operational communications, with respect to either equipment or information-sharing processes?
- xiii) Was the operational coordination among critical infrastructure owners/operators and local and provincial emergency measures offices adequate?
- xiv) Were employees and volunteers treated properly and with due respect by their respective employers and those in receipt of services?
- xv) Did citizens receive adequate information and what, if any, additional essential support services were required?

b) Assessment of Local Response - The aim of this task is to identify gaps, weaknesses and strengths of local mitigation, preparedness, response, and recovery capabilities as related to the post tropical storm event. Input will be required from representatives from: municipal officials; first responder organizations; private sector actors; members of the public; and others. Questions will include the following:

- i) Was the local emergency response capability adequate?
- ii) Were responders properly trained to effectively carry out their work?
- iii) Was the local emergency management program adequate?
- iv) Did responders have access to the necessary information, equipment and tools?
- v) Was the pre-emergency public education program adequate?
- vi) Was there an adequate flow of information between the local and provincial emergency organizations?
- vii) Did communities receive accurate and timely emergency information?
- viii) Did critical messages get through to the public in a timely manner?
- ix) What role did Social Media play in informing the public?
- x) Was outreach to affected Prince Edward Islanders effectively carried out?
- xi) Were vulnerable populations attended to appropriately?
- xii) Do communities have adequate emergency management and business continuity/recovery plans?
- xiii) Was the operational coordination among critical infrastructure owners/operators, NGOs, and local and provincial emergency measures adequate?
- xiv) Were there medium and long-term impacts on communities' infrastructure, economies, education programs, health care system, etc.? How can these impacts be mitigated?
- xv) Did citizens receive adequate information and what, if any, additional essential support services were required?

c) Review of Emergency Management Documentation - The aim of this task is to identify gaps, weaknesses and strengths of the operational response at the local and provincial levels. Documentation related to the response operation will be reviewed. This will include, but may not be limited to, an examination of: operational logs; media releases; operational plans and instructions; and situation reports. Operational logs at all levels of the response will be reviewed to identify issues related to:

- i) Information management and flow;
- ii) Operational communications and coordination; and

- iii) Consistency of information shared and received.

1.4. REPORT

The aim will be to document the findings of the After Action Review. The report will be based on the analysis of the materials from the previous noted tasks. The report will identify any gaps, weaknesses and strengths of preparedness, response and recovery to the post tropical storm event. The report will include, but may not be limited to, recommendations for improvements in the following areas:

- 1.4.1. Governance;
- 1.4.2. Emergency management organization structure;
- 1.4.3. Process (e.g. policies, plans and procedures);
- 1.4.4. Inter-agency communications and coordination;
- 1.4.5. Public information;
- 1.4.6. Training and education;
- 1.4.7. Infrastructure (e.g. facilities, equipment and supplies); and
- 1.4.8. Human resources.

Specific note is to be made of identified concerns, which are the responsibility of other public or private agencies but outside the scope of this review.

1.5. GOVERNMENT DEPARTMENTAL RESPONSIBILITIES

The Province's departments and agencies are responsible for:

- 1.5.1. Providing all relevant documentation and material associated with the event, subject to any applicable privacy considerations;
- 1.5.2. Providing advice on stakeholders to be notified for focus sessions;
- 1.5.3. Active participation in the review; and
- 1.5.4. Review of information and findings through the Deputy Ministers Council.

1.6. JUSTICE AND PUBLIC SAFETY RESPONSIBILITIES

The Department of Justice and Public Safety shall:

- 1.6.1. Provide all relevant documentation and material associated with this event, subject to any applicable privacy considerations;
- 1.6.2. Provide a listing of key stakeholders for the purpose of interviewing;
- 1.6.3. Ensure that the Deputy Ministers Council is appropriately engaged in the scoping, review and approval of the review and its report;
- 1.6.4. Coordinate and report on any action plan approved as a result of the review; and
- 1.6.5. Provide a limited amount of work and meeting space for the Consultant to complete feedback sessions and review records.

D.2 Material Disclosures

The Province will provide a limited amount of work and meeting space for the Consultant to complete feedback sessions and review records.

D.3 Mandatory Technical Requirements

The Contractor or members of the Contractor's team must have prior experience with the completion of at least three (3) After Action Reviews of Preparedness, Response and Recovery related to major climatic or disaster events in Canada. within the past five (5) years. A list of the previous projects accompanied by a short overview of the work scope for each project is to be provided.

D.4 Rated Criteria

The categories and weighting for the rated criteria of the RFP is included in section 2.3.2 of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

D.4.1 RATED CRITERIA

D.4.1 Executive Summary (5 Points)

Provide a **1-2 page summary** of your technical response, highlighting the key features of your proposal. It should allow the evaluation team to quickly gain an overall perspective of your proposal, prior to reviewing it in detail.

D.4.2 Understanding of Service Requirements (10 Points)

Provide a 1-2 page summary of your understanding of the RFP requirements defined in this RFP. This content should be expressed in your own words and not simply recite the requirements as defined in this RFP.

D.4.3 Proposed Approach and Project Plan (15 Points)

Describe the **approach** proposed to address the RFP requirements. Include any notable methodologies, tools and techniques, and their respective suitability to this project.

Include an overview of additional information/questions related to the Preparedness, response and Recovery to Post Tropical Storm Dorian 2019 that you will include in your After Action Review.

Also provide a **project plan** that reflects your proposed approach/process and demonstrates your ability to meet the milestones.

D.4.4 Demonstrated Expertise (20 Points)

Outline experience with comparable or similar projects. Describe any similarities to or differences from this project. Indicate whether similar projects were related to After Action Review for Federal, Provincial, Municipal agencies or a combination of agencies.

D.4.5 Project References (10 Points)

Provide **three project references** for any work done by you in the past five years that is similar in nature to the requirements defined in this RFP. Select references that are similar to Government, and provide a contact name, along with his/her phone number, fax number and email address. The reference information provided should identify the scope and type of the projects conducted for the reference as well as demonstrate the extent of your previous experience, the reference’s overall satisfaction with your services and the results achieved, including your adherence to interim and final deadlines.

D.4.6 Proposed Project Manager, Resume and References (10 Points)

The successful Proponent is expected to provide all the necessary project management to complete the services proposed in response to this RFP. The Consultant is expected to include a project manager who has appropriate experience and can act on behalf of the Contractor.

Identify the **project manager** proposed for this project and describe his/her experience.

Include his/her **resume**. This should be structured to emphasize his/her relevant qualifications and project management experience in successfully managing projects of a similar size and scope to that required by this RFP.

The resume should include **at least two project references**, including:

- Name of organization;
- Name, title, telephone number and email of a contact for the organization; and
- Brief description of the scope, complexity, dates and duration of the project.

D.4.7 Proposed Team Resources, Experience, Qualifications and References (5 Points)

The Proponent should be able to demonstrate that its **proposed team as a whole** meets or exceeds the RFP requirements. Prepare the table below to identify **all** personnel who will be assigned to the project and contribute to (i) the **routine management** and/or (ii) the **performance** of the required services. As shown, provide each person’s name, title, role on this project, experience in this role and his/her respective employment status.

Name	Title	Project Role	Role Experience (# months)	Employment Status (E = employee, C = contractor, P = partner)

The Province encourages innovation and competition in the Proponent community through arrangements such as partnerships and consortiums. If sub-contractors or partners of a Proponent are permitted for this project, they must be identified in your table. If so, describe the general range of services that the respective contractors (companies or individuals) provided and how this benefits your company. If no contractors or partners are identified, this will be interpreted to mean that only a Proponent's 'own resources' will be used.

Submit the individual **resumes** for each proposed resource. The resumes should be structured to emphasize their relevant qualifications and experience in successfully completed projects of a similar size and scope to that required by this RFP.

Each resume should include **at least two project references** where the proposed individual served in a similar role, including:

- Name of organization;
- Name, title, telephone number and email of a contact for the organization;
- Brief description of the scope, complexity, dates and duration of the project; and
- Role the proposed individual played in the referenced project.

D.4.8 Resource Management (5 Points)

By virtue of responding to this RFP, the Proponent is committing to make the proposed resources available to this project when needed and, once the project begins, it agrees to take any steps necessary to ensure the ongoing availability of its proposed resources during this project.

The Province acknowledges that instances can arise where a proposed resource is no longer employed by or associated with the Proponent, or is otherwise unavailable to the Proponent at the time of the service requirement. In these cases, the Proponent agrees to provide **replacement resources with equivalent (or greater) experience and capability**, and the selection of the replacement resources will be subject to the approval of the Province.

In the proposal, describe the process that would be used for including the Province in the selection of replacement resources and for securing the Province's approval. Describe how changes in the project manager in particular would be handled, if this becomes necessary.

If new service requirements emerge during the project, the Province will make every effort to provide the successful Proponent with as much advance notice as possible. Describe the process and typical timelines involved in making **additional resources** available to this project.

Describe the process that would be used to resolve a situation where Government concludes that an assigned resource from the Proponent is **not performing** their responsibilities adequately.

D.4.9 Management of Project Risk (5 Points)

Identify the potential risks that would be expected to emerge during this project.

Describe the respective impact(s) of these risks on the project itself and/or on any relevant business area(s) within the Province, and assign a severity on a defined scale.

Outline risk mitigation strategies with respect to any of the risks identified.