
CBRM

Cape Breton Regional Municipality

A Community of Communities



REQUEST FOR PROPOSAL

CBRM_P08-2020

OPERATIONAL REVIEW OF POLICE SERVICES

Closing: THURSDAY, JULY 9, 2020 at 3:00 pm local time

Cape Breton Regional Municipality

Procurement Section

Suite 102, 1st Floor

320 Esplanade

Sydney, NS B1P 7B9



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

MANDATORY REQUIREMENT CHECK LIST

PRIOR TO SUBMISSION PLEASE CHECK THAT YOU HAVE SUBMITTED A COPY OF THE FOLLOWING DOCUMENTS

- SCHEDULE "A" – MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE
- SCHEDULE "B" – TRADE AGREEMENTS ACKNOWLEDGEMENT
- DUE TO COVID-19 PRECAUTIONS, SUBMISSIONS FOR THIS PROPOSAL WILL ONLY BE ACCEPTED BY EMAIL TO [PURCHASE@CBRM.NS.CA](mailto:purchase@cbrm.ns.ca) & MUST INCLUDE ALL ITEMS LISTED UNDER THIS CHECK LIST
- RECEIVED ADDENDA NO. _____ TO NO. _____ INCLUSIVE WERE CAREFULLY EXAMINED

DATED THIS _____ DAY OF _____, 2020.

COMPANY NAME: _____

ADDRESS: _____

CITY/ PROVINCE: _____ POSTAL CODE: _____

PHONE NO.: _____ FAX NO.: _____

EMAIL ADDRESS: _____

WEBSITE: _____

CONTACT NAME (please print): _____

TITLE (please print): _____ PHONE NO.: _____

**THE FOLLOWING INFORMATION MUST BE COMPLETED TO ENSURE ACCEPTANCE. FAILURE TO
COMPLY WITH ABOVE WILL RESULT IN DISQUALIFICATION OF YOUR BID.**



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

INSTRUCTIONS TO BIDDERS

REQUEST FOR PROPOSAL OPERATIONAL REVIEW OF POLICE SERVICES

Closing: Submit to the undersigned up to **3:00 P.M., THURSDAY, JULY 9, 2020**, the bid must be returned in a sealed envelope in ~~TRIPPLICATE (3) COPIES~~ and must clearly designate ~~CBRM_P08-2020~~ to the Procurement Section, Financial Services Suite 102, 320 Esplanade, Sydney, N.S. B1P-7B9.

NOTE: FAXED / ELECTRONIC submissions are NOT acceptable and will not be considered

Questions & Clarifications: Any clarification required by a proponent must be requested in writing to the responsible Buyer indicated in the Solicitation. Such requests must be provided in due time before the closing date in order to allow proper consideration and a reply. The response to a request for clarifications submitted by any Proponent will be posted on the Nova Scotia Government Website as an Addendum.

Withdrawal or Modification of Bid: Proponents may withdraw, replace or modify their bid up until the specified closing time, provided that this is done in writing. Any modification or replacement of a bid must be done in the same format as defined in the Solicitation. **NOTE: FAXED / ELECTRONIC modifications are acceptable**

Addenda: All addenda must be acknowledged in bid submission; proponents must monitor the Nova Scotia Government Tenders Website for any addenda that may be issued. CBRM staff no longer maintains plan takers lists, and no longer have knowledge of who has downloaded opportunities.

<http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx>

Opening: ~~Public opening will occur immediately following the time of closing in the first floor boardroom of the Civic Centre, 320 Esplanade, Sydney, N.S.~~ The determining clock for authentication of date and time is the computer (network time), located in the Procurement Office, Suite 102.

Tenders requiring bid deposit: If a tender requires a non-refundable bid deposit only those companies who have complied with this request will be considered for acceptance.

TENDER CONTENTS:

(Section Applies to: Construction Contracts, Services & Sale of Municipal Property ONLY!)

Bid Security: Each tender must be accompanied by a certified cheque payable to the Cape Breton Regional Municipality or a Bid Bond on CCDC Form 220 for ten (10) percent of the tendered sum. *Any withdrawal of the successful tender shall constitute forfeiture of the bid deposit.*

Performance Security: A Performance Bond in the amount of fifty (50) percent contract price and Labour and Material Payment Bond in the amount of fifty (50) percent of the contract price will be required upon notification of award and before the signing date of the contract or issue of the Purchase Order.

Alternate Securities Acceptable: As an alternate to the Security Deposit and the Consent of Surety requirements stated herein, Contractors may submit a ten (10) percent bid security certified cheque, and subsequently upon notification of award, an additional ten (10) percent contract security certified cheque, in lieu of contract stated bonding.



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbm.ns.ca

Accompanying Documents: All bids must include the following documents:

- **“Check List”** Completed in full /Signed /Dated(Including acknowledgement of addenda)
- The signed **Schedule “A”** Municipal By-Law Compliance form attached to the tender documents.
- A letter of Good Standing/Clearance from the Workers’ Compensation Board of Nova Scotia
- Proof of current and valid Workplace Safety Certificate of Recognition(COR) from an authorized institution(East Coast Mobile Medical, HSE Integrated Limited, Nova Scotia Construction Safety Association (NSCSA), Nova Scotia Trucking Safety Association, Occupational Health and Educational; Services 2002 Inc, Safety Services Nova Scotia or equivalent)
- Completed/signed **Appendix “A”** Consultant, Contractor, Supplier Health & Safety Questionnaire.
- General liability insurance.

Prior to Contract Award – In accordance with section nine (9) of the CBRM Procurement Policy, the successful tenderer may be required to provide an approved Commercial Property Zoning Confirmation, issued by CBRM’s Development Officer, prior to award of contract.

Following completion of the tendered work, letters of clearance from both organizations, dated no earlier than the final day worked on the project, must be submitted with the final invoice for the project. This will form a condition of the tender in addition to any other conditions within the contract documents and specifications.

POLICY:

- Canadian Free Trade Agreement (CFTA), Atlantic Procurement Agreement (APA) and The Cape Breton Regional Municipality Procurement Policy are the governing documents used for all tenders. Copies of these documents are available from the Financial Services Department, Procurement Section, Suite 102, 320 Esplanade Sydney, N.S. or by phoning (902) 563-5015
- Where identical goods and/or services are available, from a Cape Breton Regional Supplier, and a supplier from outside the regional area, the following shall apply:
 - Regional suppliers qualify for the 5% price preference if they are a commercial or residential taxpayer registered with the Registry of Joint Stocks of Nova Scotia whose primary business address is within the district boundaries of the Cape Breton Regional Municipality and the assessed property is the registered business address of the bidder.
 - Due to restrictions imposed by the Atlantic Procurement Agreement on the MASH sector within the Province of Nova Scotia, local Bidder Preference may only be applied on goods, services, and construction whose price does not exceed the following threshold;. \$25,000 on Goods, \$50,000 Services and \$100,000 on Construction.
- Successful bidder will be required to follow CBRM protocol as designated by Purchasing Department for delivery and invoicing.
- Payment: Any supplier having an account due to the Cape Breton Regional Municipality, which is in arrears, will have such arrears deducted from payments being made to the supplier.

The Cape Breton Regional Municipality reserves the right to reject any or all tenders or to accept any tender or part thereof considered to be in its best interest.

Donna M. Murphy

Donna M. Murphy, Procurement Officer
Financial Services



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

SCHEDULE "A"

MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE

This document forms part of and is incorporated in to the Tender. Bidders convicted of violations of any Cape Breton Regional Municipal By-Laws or found in contravention of the Dangerous and Unsightly Provision of the *Municipal Government Act*, S.N.S. 1998, c. 18 shall be precluded from bidding on the tender. Successful bidders who subsequently are found guilty of violation of any Cape Breton Regional Municipal By-Laws or are found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 shall have the tenders revoked and shall be precluded from bidding on subsequent tenders for a period of thirty-six months.

_____ (hereinafter referred to as "The Bidder") does hereby certify that the Bidder has not been found guilty of violation of any Cape Breton Regional Municipal By-Laws and has not been found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 and furthermore hereby agrees to comply with all Cape Breton Regional Municipal By-Laws and the Dangerous and Unsightly provision of the *Municipal Government Act*, S.N.S. 1998, c. 18. The Bidder understands and agrees that any finding of guilt or contravention of any Cape Breton Regional Municipal By-Laws and provisions will result in the Tender being revoked and the Bidder being precluded from bidding on any subsequent Tender for a period of thirty-six months.

Witness

Bidder

CBRM INTERNAL USE ONLY

Approved by: _____

Title: _____

Date: _____



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbrm.ns.ca

SCHEDULE "B"

TRADE AGREEMENTS ACKNOWLEDGEMENT

All Public Sector Entities in Nova Scotia have trade agreement obligations under the Public Procurement Act. Trade agreements play a vital role in our economy. They create market access for our goods and services by reducing barriers to, among others things, labour mobility, investments, energy, agriculture, and government procurement. Agreements can be comprehensive, covering a number of different issues, or more concentrated, covering individual issues. Each agreement has unique language, exemptions, rules, and requirements.

Municipalities, Academic Institutions, School Boards, Health Authorities (MASH) and Crown Corporations that have their own procurement groups and policies must ensure they are consistent with the principles of the Province of Nova Scotia Procurement Policy, and the obligations of the Public Procurement Act.

Trade Agreements that impact government procurement in Nova Scotia include the Canadian Free Trade Agreement and the Atlantic Procurement Agreement (APA). The CFTA includes all provinces, Northwest Territories, Yukon, and the Federal Government as well as their respective MASH sectors and Crown Corporations.

The APA is an agreement among Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland and Labrador and their respective MASH sectors and Crown Corporations. The key to being compliant with multiple trade agreements is to ensure you are meeting the obligations of the one with the lowest thresholds, which in this case is the APA. Table A outlines the thresholds for these two agreements.

TABLE A – Domestic Agreements

Agreement	Coverage	MASH
Atlantic Procurement Agreement (APA) Signed 1992; updated 1996 & 2008	Equal access to Atlantic suppliers. Includes NS, NB, PEI, & NFLD, their respective MASH and Crowns	Goods: \$25K+ Services: \$50K+ Construction: \$100K+
Canadian Free Trade Agreement	Equal access to Canadian suppliers. Includes all CDN Provinces, NWT, YUK, their respective MASH and Crowns, and the Federal Government	Goods: \$100K+ Services: \$100K + Construction: \$250K+

_____ (hereinafter referred to as "The Bidder") does hereby acknowledges the understanding that this tender falls under the Domestic Trade Agreements, Atlantic Procurement Agreement (APA) and Agreement on Internal Trade. As part of these agreements and under the Nova Scotia Public Procurement Act, CBRM is included as part of the MASH Sector. This document forms part of and is incorporated into the Tender.

Witness

Bidder

CONTEXT

CAPE BRETON REGIONAL MUNICIPALITY

Cape Breton Regional Municipality (CBRM) is Nova Scotia's second largest municipality, and the third largest urban area in Atlantic Canada, spanning 2,500 square kilometres across the eastern side of Cape Breton Island. The municipality was created in 1995 through amalgamation of eight municipalities in Cape Breton County and is home to a population of approximately 94,000.

The CBRM is the economic centre of Cape Breton, home to a concentration of government services, social enterprise, private sector businesses and post-secondary educational institutions, including Cape Breton University, the Nova Scotia Community College Marconi Campus and the Canadian Coast Guard College. The geographical boundaries of CBRM also encompass two First Nation Communities. Rural resources include agriculture, fishing, mining and forestry. Its home to numerous cultural landmarks and tourist attractions, including the Fortress of Louisbourg, Savoy Theatre, Celtic Colours International Festival and the Port of Sydney which attracts more than 70 cruise ships per season.

The Municipality is governed by a Mayor and 12 Councillors elected to represent separate districts; the current government was elected in 2016 and their term of office ends in October 2020. The administration of the CBRM is comprised of a number of municipal departments, each responsible for the delivery of specialized services including: Police, Fire, Public Works, Transit, Water and Waste, Planning, Building Inspections, Finance, Tax and Water, Human Resources, Legal and Recreation. These are coordinated through the office of the Chief Administrative Officer who reports back to Council.

CAPE BRETON REGIONAL POLICE SERVICE

The Cape Breton Regional Police Service (CBRPS) provides policing for all communities within the CBRM and all areas of the Cape Breton County, managing approximately 70,000 annual calls for service.

The service has nearly 15 different specialized sections and teams – including: K9, Traffic Safety, Public Safety, Emergency Response, Marine & Dive, Forensic Identification, Polygraph, Major Crime investigators, Civilian Records & Analyst, and a Lock-Up facility – making it one of the few full-service police agencies in the province. Operating on a community-based model of policing, the CBRPS values the role that community partners play in the balance between enforcement and prevention and works with the people it serves towards achieving a shared goal of building safe and healthy communities.

The CBRPS operates with a complement of 200 sworn officers, including management, 30 civilian staff and a \$26.5 million budget, of which approximately 90% is allocated towards wages and other mandatory requirements to carry out policing duties – including vehicles, fuel, uniforms, officer safety and training. The CBRM provides funding for 167 positions; the additional 33 are funded through nearly \$4 million in cost-recovery partnerships, including: the Government of Nova Scotia, through the Boots on the Street program; the RCMP, through the Integrated Traffic Unit; the Cape Breton-Victoria Regional Centre for Education, for School Liaison Officers and through an MOU with the Governments of Canada and Nova Scotia to provide policing services to the Membertou First Nation. The community of Eskasoni First Nation, as well as provincial roads and highways are policed by the RCMP.

SCOPE OF WORK

Perform a comprehensive operational review and evaluation of the Cape Breton Regional Police Service (CBRPS) including:

- a) Organizational structure, span of control, and staffing: appropriate level and type of (sworn officers and civilians) now and into the future, relevant to demands – population, geographic area, demographics, calls for service.
- b) Shift Schedules: Assess structures, policies and options to improve efficiency and achieve savings.
- c) Overtime: Identify causes and triggers, including a review of policies and management of sick time and accommodated duties to identify best practices for overtime management.
- d) Civilianization: identify other opportunities to further civilianization, identify potential savings, and address any related implementation issues and strategies.
- e) Operations: Assess process efficiency, resource redundancy, and equipment or technology opportunities.
- f) Administration: Examine work conducted by all non-core services and review processes, and assess fees for service, with a goal of identifying potential efficiency gains.
- g) Policing Costs: Review current and prospected costs of delivering policing services, with recommendations on expenditure levels and future cost-savings opportunities.

The analysis will focus on overall efficiency. The review will include (at minimum):

- a) Interviews with Municipal and Police service staff, Municipal Councillors and key stakeholders (internal and external);
- b) Field visits;
- c) Benchmark comparison with other cities of similar size.

REPORT

Provide a final report, which will combine the information collected, and provide recommendations for an implementation plan to develop a sustainable framework for service delivery. The recommendations should be prioritized and include costs/savings associated with each recommendation.

PROJECT BUDGET

The Budget for this project is estimated, and in any event, shall not exceed \$100,000 (exclusive of Harmonized Sales Tax (HST)). Prices shall include costs for out of town travel, related meals and accommodations for the duration of the project and shall not be considered an allowable disbursement. The proposal price will be a fixed price for completion of the work described. Adjustments to prices will only be considered based on increases to the Scope of Work.

Note: CBRM shall hold back 20% of the Proposal Price pending receipt of a satisfactory FINAL Report. FINAL Report must be completed no later than November 30, 2020.

PROPOSAL EVALUATION CRITERIA

Proponents must provide a response to each of the following evaluation criteria:

Understanding of the project requirements

Provide an overview (maximum one page) that articulates your understanding of and familiarity with the role of policing services in Nova Scotia, including specific responsibilities, opportunities and challenges facing communities outside of HRM.

Experience and capabilities

Provide details demonstrating the history and experience of the Bidder for up to three projects of similar size and complexity, specifically listing projects involving reviews of police agencies for municipal, provincial, state, federal governments. Demonstrated experience with Canadian municipal governments would be considered an asset. Include a current reference for each with contact information.

Description of the project team

Provide a description of your firm's Project Team for this assignment, identifying the Team Lead. Indicate each person's anticipated role/title and their area(s) of expertise relevant to this project. For each member of the project team, please detail their specific experience with comparable projects. Resumes should be attached. A schedule of planned input hours and associated hourly rates for each team member must also be included.

Approach/Methodology

Provide an overview (maximum three pages) of your approach/methodology for this project. Be sure to highlight what you believe to be unique and/or added-value attributes.

Be sure to describe your firm's approach and team organization during the performance of the Work so that the evaluation committee has a clear understanding of the methods the Bidder will use in the delivery of this project. The description of the Bidder's proposed approach/methodology to the Project should include:

- (a) a description of the Bidder's understanding of the Scope of Work and vision, and how these will be achieved;
- (b) a detailed proposal of what will be delivered by the Bidder, including the expected outcome and benefits to the Municipality;
- (c) a complete definition of the process that will be employed to meet the objectives of this Project, (e.g., approach to be taken, etc.);
- (d) a detailed Project Plan that reflects the proposed approach to the Work. All major start dates, end dates, review and approval points and major milestone dates should be shown. The plan should identify interim and final deliverables and their respective delivery dates, in consideration of stages identified, and the information provided in the Work Plan;
- (e) identification of all facts and assumptions made by the Bidder in developing the Submission and the relevance that these facts and assumptions have had on the proposed methodology and team composition (e.g., data availability, level of involvement of municipal staff, etc.);

- (f) a detailed description of any information, resources, or services required to be provided by the CBRM in addition to the items listed in “Key Policies and Resource Materials” section of this proposal document.

Work Plan and Schedule

Provide a work plan that identifies project components and schedule in Gantt chart (or similar) format. Ensure the work plan clearly details and describes key aspects of the proposed approach, including but not limited to the planned number of interviews, time for research and analysis, format and planned presentation of final report, etc.

PROPOSAL EVALUATION

Understanding Project Requirements	10
Experience/Capabilities of the Firm/Project team	30
Approach/ Methodology	30
References for similar type engagements	15
Workplan Schedule	5
Price	10

KEY POLICIES AND RESOURCE MATERIALS AVAILABLE

- CBPRS 2018-2021 Strategic Plan.
- Collective Agreement
- Operating Budget and Financial Results
- Operational Policies



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES
320 ESPLANADE, SUITE 102
SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 FAX: 902-539-9964 EMAIL: purchase@cbrm.ns.ca

PROPOSAL PRICING

TENDER #	DATE	CLOSING DATE	PROCUREMENT OFFICER
CBRM_P08-2020	May 26, 2020	July 9, 2020	Donna M. Murphy
<u>OPERATIONAL REVIEW OF POLICE SERVICES</u>			
TOTAL PRICE, INCLUSIVE OF ALL FEES AND EXPENSES			\$ _____
SUBTOTAL:			\$.
HST:			\$.
TOTAL:			\$.

Company: _____

Authorized Signature: _____



Cape Breton Regional Municipality

COVID-19 Protocol for Contractors and Suppliers

Date: April 20, 2020

Any contractor or supplier hired by Cape Breton Regional Municipality (CBRM) must adhere to the following protocols while working within and CBRM owned facility, or any CBRM owned property:

- Contractors and Suppliers must have their own COVID-19 Pandemic Plans prior to starting any work for CBRM. It must be available upon request.
- Contractors or suppliers must seek approval prior to visiting and CBRM owned facility or property. Approval will be granted by the Manager/Director responsible for the specific site.
- Contractors and suppliers shall only carry out work in approved areas during approved times. Any changes to work scope, schedule or location of work must be pre-approved by CBRM.
- Anyone who has travelled outside of Canada or Nova Scotia cannot carry out work at a CBRM facility or property until they have completed 14 days of self-isolation, measured from the date of their return to the Province. Any exemptions will have to be granted by Public Health.
- When carrying out work within a CBRM facility, the Supplier or Contractor may only utilize up to 5 individuals to carry out the work. Outdoor construction sites are exempt from this requirement.
- Supplier and Contractors **must** practice physical distancing of 2 meters(6 feet).
- Number of in person meetings should be limited. If required, they should be 5 people or fewer, while maintaining physical distancing protocol. Use of teleconference and videoconference for meetings is encouraged.
- The Supplier or Contractor must supply all employees with necessary materials to carry out regular disinfections of tools, equipment, and work areas. Where work is being carried out in a facility or area or worksite that does not have a washroom, the contractor or Supplier must provide the necessary equipment to allow for regular handwashing.
- Suppliers and Contractors shall follow all guidance/requirements as issued by the Nova Scotia Medical Officer of Health and Public Health.
- All Contractors and Suppliers must, to the best of their ability, closely self-monitor their health, and if their status changes then they must follow Public Health protocols. (e.g. contact 811)

- Should any contractor or supplier exhibit any symptoms of COVID-19 during the period they are providing services to CBRM, or within the 2 weeks following, they must advise CBRM immediately.



Company Name:

Date:

Work Location:

Name(s) of Employee(s):

2020 novel coronavirus (COVID-19) self-assessment

1. Are feeling unwell with any of the following symptoms:

- Fever, new cough or difficulty breathing (or a combination of these symptoms)?
- Muscle aches, fatigue, headache, sore throat, runny nose or diarrhea?

2. And have experienced any of the following:

- Have you travelled outside of Canada or Nova Scotia in the last 14 days?
- Have you been in close contact (within 2 meters) with someone with a confirmed case of COVID-19?
- Have you been in close contact (within 2 metres) with someone who has returned from another country in the past 14 days and who has a fever higher than 38°C, a new cough or a cough that's getting worse?

If you answered Yes to any of the following, contact 811. CBRM will have to restrict you from entering our buildings to provide service at this time.

If you answered no to all questions above, CBRM requests you to practice the following on our sites:

- Wash your hand with soap and water or hand sanitizer upon entry to our facilities
- Practice social distancing (2m or 6 feet)
- Practice good hygiene practices (coughing into sleeves, etc)