



First Nations Health Authority  
Health through wellness

<b>Request for Proposals (RFP)</b>				
<b>Scope of Service</b>	Bacteriological Analysis of Drinking Water From First Nations Communities in BC.			
<b>RFP #</b>	<b>2015RFP-02</b>			
<b>RFP issued by</b>	First Nations Health Authority (FNHA)			
<b>Issue date</b>	<b>July 31, 2015</b>			
<b>Term</b>	<b>3 (Three) Year Term, with option to extend an additional 2 (Two) Years</b>			
<b>Closing date/time</b>	Proposals must be received before 16:00 hours (4:00 pm) Pacific Time on: <b>August 21, 2015</b>			
<b>FNHA Contact Information and Questions</b>	<p>All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to the following email address: <a href="mailto:fnha.contracts@fnha.ca">fnha.contracts@fnha.ca</a>.</p> <p>FNHA will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the FNHA's option.</p>			
<b>Delivery of proposals</b>	<p>Four (4) hard copies and one (1) electronic copy (saved on a CD in a Microsoft compatible format) of your proposal must be delivered by hand or courier to the closing location at:</p> <p style="text-align: center;"><b>First Nations Health Authority, Attention: Procurement &amp; Contracts 540-757 West Hasting Street , Vancouver, BC, V6C 1A1</b></p> <p>Proposal envelopes should be clearly marked with the name and the address of the proponent, the RFP number and the RFP project name. Proposals may not be sent by regular mail, facsimile or email. .</p>			
<b>Short Listed Proponents</b>	For those Proponents which <b>have not</b> been contacted by end of business day on <b>August 31, 2015</b> , will serve as notice that their proposal submission was unsuccessful.			
<b>Successful Proponent Notified</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>August 31, 2015</b></td> <td style="width: 33%;"><b>Expected Start Date: October 1, 2015</b></td> <td style="width: 33%;"><b>Expected End Date: September 30, 2018</b></td> </tr> </table>	<b>August 31, 2015</b>	<b>Expected Start Date: October 1, 2015</b>	<b>Expected End Date: September 30, 2018</b>
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<b>Proponent's submissions</b>	A person authorized to sign on behalf of the proponent must complete and sign the <b>Proponent Section</b> (below), leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.			

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

# Request for Proposals – Bacteriological Analysis of Drinking Water

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## Request for Proposals – Bacteriological Analysis of Drinking Water

### 1. Summary of the Requirement

The First Nations Health Authority (FNHA) requires the services of Proponents to provide bacteriological analysis of drinking water for Environmental Public Health Services, First Nations Health Authority. An overview of the First Nations Health Authority is provided in Appendix A.

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

### 2. Background, Objectives and Scope

Environmental Public Health Services (EPHS) monitors water quality in First Nations communities throughout British Columbia. The objective of this RFP is to obtain these services to perform bacteriological analysis of drinking water, recreational waters, and contaminated water samples collected from First Nation communities and groups in B.C. (For specific geographical areas, please refer to Appendix D).

For those proponent(s) who are successful, it is understood that these services will be:

- a. on an “as and when requested” basis; and
- b. awarded on a geographical basis to meet service requirements.

### 3. Services

#### 3.1 Laboratory Location:

In order to determine an accurate result of each sample collected from these First Nation communities and groups in BC, the analysis must be carried out within a very short timeframe, as such; any proposed laboratory location of the successful proponent(s) must meet the following criteria:

Geographically be able to provide laboratory services within B.C. Main cities, geographically, will be located in the following Regions. (For specific geographical areas, please refer to Appendix D).

- a. Laboratory facility location must permit receipt of samples from Distribution points (refer to Appendix E to the Facility in less than 24 hours to comply with analytical requirements (microbiological).
- b. Laboratory facility(s) where analysis will be carried out must be accessible to shipments by courier or bus from Distribution Points (refer to Appendix E) within the BC Region(s), to your facility in the designated timeframe. The current timeframe is less than 24 hours in order to comply with analytical requirements (microbiological).

## Request for Proposals – Bacteriological Analysis of Drinking Water

### 3.2 Drinking Water Analysis Requirements

The successful proponent(s) will:

- a. Provide all necessary labour, supervision, material, shipping costs of supplies, and equipment to provide bacteriological analysis of drinking water, recreational, and contaminated water samples submitted by Environmental Public Health Services, as and when requested. Analysis and reporting of samples will include the following:
  - i) For routine bacteriological samples:
    - Total coliform bacteria reported as colonies/100ml
    - *E. coli* bacteria reported as colonies/100ml
  - ii) For samples specified:
    - Fecal coliform bacteria reported as colonies/100ml
    - Positive fecal coliform to be analyzed for the presence of *E. coli*
    - *Aeromonas hydrophila* reported as colonies/100ml
    - *Pseudomonas aeruginosa* reported as presence or absence (P/A) or MPN /100ml
    - *Escherichia coli* reported as colonies/100ml
    - Heterotrophic plate counts reported as colonies/100ml
  - iii) As requested, conduct quality control verification of lot specific Colilert™ reagent to confirm its viability. First Nations Health Authority will provide four (4) packets of reagent from the specified lot to conduct the Presence / Absence Procedure for the following:
    - *E. coli* culture as positive *E. coli* verification
    - *Klebsiella pneumoniae* culture as positive total coliform verification
    - *Pseudomonas aeruginosa* culture as positive non-coliform verification
    - Sterile sample as blank / negative control
- b. Please also provide the following, as applicable, for special analysis, included in Appendix F of this RFP (these are non-mandatory tests, but have been included to obtain costing information for an as requested basis).
- c. Ensure that all analysis performed will be done by a qualified/trained Bacteriologist or Microbiologist.
- d. Ensure all methods used to carry out the analysis are performed in accordance with methods described in the latest version of *Standard Method for the Examination of Water and Wastewater*, APHA, AWWA, WEF.
- e. Where approved for analysis, the preferred method of analysis is Enzyme Substrate Coliform Test – Quantitative.
- f. May use a quantitative Presence/Absence technique for backup analysis of the coliform group of E.Coli, if not using Enzyme Substrate Coliform method.
- g. Ensure that bacteriological analysis of drinking water, recreational water, and contaminated water samples will commence within 12 hours of receipt in the laboratory or within 30 hours of actual sampling.
- h. Provide analytical report(s) and submit to the Environmental Health Officer within two (2) days of test completion.
- i. Where microbiological results indicate immediate public health action is required, and as per the BC *Drinking Water Protection Act and Regulation*, the successful proponent(s) shall immediately inform the appropriate contacts as listed on the requisition form, including the Environmental Health Officer, Drinking Water Officer, and Water Purveyor. Where the Environmental Health Officer cannot be notified, notification to the After Hours Call number is required.

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- j. Provide reports in the following formats:
  - i) Electronically to the *WaterTrax Agency Service*; refer to: [www.watertrax.com](http://www.watertrax.com); and
  - ii) By email in PDF format followed by mail copy.
- k. Ensure confidentiality of results.
- l. Provide professional consultation with field personnel on an ongoing basis with regard to sampling procedures, storage of samples and analysis results. Consultation may also be required for special projects, and participation in training for field personnel. Assistance in training of EPHS field personnel or First Nations community personnel may be required.
- m. Provide sample containers, sampling procedures, storage and reagents, and special instruction.
- n. Arrange and pay for transportation of sample containers to distribution points within EPHS distribution points (Please refer to Appendix E).
- o. Ensure that the per sample rates listed in the submitting proposal and subsequent agreement are inclusive of all costs not limited to labour, materials, shipping and reporting, and are firm for the Term of the Agreement executed between the FNHA and successful proponent(s). It is understood that as detailed above, transportation costs of supplies are included in the sample rates (Appendix G).
- p. If the laboratory is unable to perform certain analyses, any subcontractor(s) to be used must be identified and approved in advance by the FNHA.
- q. Provide a contact person(s) available by phone for the duration of the analyses for analytical information, and administrative/financial purposes.

### 3.3 Laboratory Qualifications and Quality Assurance:

The successful proponent(s) will:

- a. Be approved by the BC Provincial Health Officer (PHO) or equivalent and Enhanced Water Quality Assurance (EWQA) for the analysis of microbiological parameters.
- b. Provide copies of EWQA proficiency testing reports to EPHS Regional Office on a quarterly basis, and upon request.
- c. Be accredited for water microbiology by an accrediting body that has signed a mutual recognition agreement (MRA) traceable to the International Laboratory Accreditation Cooperation (ILAC), such as CAEL, SCC. Verification of continued participation in the accreditation program will be provided to EPHS BC Region. Where accreditation to ISO 172025 has not been received, the laboratory must demonstrate that necessary steps are being taken to achieve ISO 17025 accreditation.
- d. For those proponent(s) who are successful - Provide historical data as well as data generated through this agreement as a result of participation in the accreditation program as requested by EPHS.
- e. Provide a copy of the analysis method on a yearly basis and whenever a new methodology is adopted. Analysis methods may be listed by number if referencing *Standard Methods for the Examination of Water and Wastewater*.
- f. For those proponent(s) who are successful - additional clauses regarding QA/QC requirements may be incorporated into contracts as required by the FNHA. These clauses are not expected to require additional work of laboratories above what is presently required to meet the standards for drinking water testing. Rather they will serve to formalize reporting, surveillance, recordkeeping and other activities. In the event that a laboratory believes that a clause would require additional compensation they shall notify the EPHS regional contact, in writing, within five (5) business days of being notified of the addition of a clause. The written notice should include the basis for their belief and the requested additional compensation.
- g. Where the proponent(s) believes that there may be a conflict with their normal practice, they will contact FNHA immediately.

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- h. The laboratory quality manual shall be available for inspection by Environmental Public Health Services.
- i. The laboratory is required to cooperate with Environmental Public Health Services in exchange or provision of materials (for example, split sample, standards, extracts and spiked extracts) as necessary for proper maintenance of QA/QC standards.

### 3.4 Miscellaneous Information:

For the proponent(s) who is/are successful, it is understood that the proponent(s) acknowledges that the contract will be an “as and when requested” contract, and that the First Nation Health Authority’s obligations to the successful proponent(s) are limited to the actual services requested to be performed. There is no obligation by First Nation Health Authority to request a certain amount of services, nor spend any of the funds whatsoever.

### Relevant Terms, Acronyms and Glossaries

CALA	Canadian Association for Laboratory Accreditation Inc.
SCC	Standards Council of Canada
FNHA	First Nations Health Authority
EPHS	Environmental Public Health Services
EHO	Environmental Health Officer
BC PHO	BC Provincial Health Officer
EWQA	Enhanced Water Quality Assurance

## 4. Deliverables

The successful proponent(s) shall, in consultation with the respective FNHA Representative, provide the following deliverables to Environmental Public Health Services, First Nations Health Authority:

- a. Microbiological analysis of drinking water samples from throughout BC, including consultation regarding the tests performed.
- b. Receipt, analysis, reporting, consultation, and electronic data entry (WaterTrax) of water samples, submitted by Environmental Health Officers (EHO’s) of the FNHA, and First Nation Communities. Water samples will be shipped to each of the respective labs from their respective EHO offices and First Nation Communities, in accordance with their laboratory requirements.
- c. Regular and frequent invoicing on a monthly basis for micro biological testing of drinking water.
- d. Research and teaching capacity working with Environmental Health services on an “as pre-requested and negotiated” basis.

### 4.1 Invoicing

It is understood that the successful proponent(s) shall submit invoicing in the following format:

- a. A covering statement which will include the following:
  - i) The legal name and address of successful proponent;

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- ii) The agreement number and financial code provided by the FNHA, if successful;
  - iii) the date of the statement of account and the Billing Period covered by the statement of account;
  - iv) GST Registration number;
  - v) A listing of all invoice numbers for that Billing Period, including the respective dollar amount for each invoice (sub-total, plus applicable taxes);
  - vi) A total dollar amount of all invoices being submitting in that Billing Period.
- b. All invoices described in the covering statement; attaching all supporting documentation.
  - c. Any other billing information reasonably requested by the FNHA.

### 5. Responsibility and Work Performed by FNHA Staff

The successful proponent(s) will:

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

### 6. Evaluation

The evaluation criteria with which each proposal will be evaluated against can be found in Appendix H. An evaluation committee will be formed by the FNHA and may include employees and contractors of the FNHA. All personnel will be bound by the same standards of confidentiality.

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

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

#### 6.1 Mandatory Criteria

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

- a) The Proponents proposal must be received at the closing location before the specified closing time.
- b) The Proponents proposal must be in English and MUST NOT be sent by regular Mail, facsimile or Email.
- c) Proponents must submit four (4) hard copies and one (1) electronic copy (saved on USB Flash Drive in a Microsoft compatible format) of their proposal to the following address.

**First Nations Health Authority**  
**Attention: Contracts**  
**540-757 West Hastings Street**  
**Vancouver, BC V6C 3E6**

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- d) Proponents must submit one (1) *Request for Proposals cover page*, with the *Proponent Section*, fully completed and signed.
- e) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business.

### 6.2 Desired Criteria

Capability of the Individuals and/or Team, including:

- a) Location of the proponent (s);
- b) Years and types of experience. Please also provide a description of prior experience, including the following:
  - i. Names;
  - ii. Addresses;
  - iii. Contact persons;
  - iv. Telephone numbers;
- c) The type of assistance that will be required from the FNHA staff;
- d) The availability of the proponent's resources (IE staff) to ensure that deadlines are met in a timely manner;
- e) Price. A detailed description of price, including: Fees, Expenses, GST, PST, any additional taxes, and Freight;
- f) Work Experience – working with First Nations organizations and/or First Nations; and
- g) FNHA procurement activities will be governed to ensure all vendors are treated fairly and have equal access to procurement activities; to the extent possible preference in awarding contracts will be given to First Nation organizations and/or First Nation individuals.

### 6.3 Short Listed Proponents

Proponents who are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.



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### 6.4 Evaluation Scoring

Once the following two requirements are met, the responses will be evaluated based on the evaluation criteria table below:

- 1) All responses must satisfy the Regulatory and Security Environments described herein to be considered.
- 2) The responses must pass all the mandatory criteria to be considered. Responses not satisfactorily meeting all mandatory requirements may be excluded from further evaluation at the discretion of the evaluation committee.

3)

Evaluation Criteria	Description	Weight
<b>1.0 Corporate Strength</b>	Proponents must demonstrate that they are positioned so that services and support can be provided to FNHA over the long term.	10.0%
<b>2.0 Financial</b>	Proponents are to provide the solution that provides the best value for FNHA's investment, and provides the required services for the lowest total cost of ownership.	30.0%
<b>3.0 Service Requirements</b>	Proponents are to demonstrate, in detail, how the proposal will meet all of FNHA's service requirements.	60.0%
<b>Total</b>		100%

### 7. Proposal Format

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

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

### Appendix A – Overview of the FNHA

#### The First Nations Health Authority

*The first and only provincial First Nations Health Authority in Canada. Transforming health services for First Nations and Aboriginal people in BC.*

#### Why a First Nations Health Authority?

Statistically significant health disparities exist for First Nations people in BC and across Canada with health outcomes that consistently lag behind those of other Canadians. The First Nations Health Authority aims to reform the way health care is delivered to BC First Nations to close these gaps and improve health and wellbeing.

#### A New Relationship with our Partners

BC First Nations, the Province of BC, and the Government of Canada have all determined that First Nations health disparities are no longer acceptable. A New Relationship between these Tripartite Partners was forged and a series of precedent-setting agreements led to the creation of a First Nations Health Authority. The FNHA is mandated by two health agreements (the Transformative Change Accord: First Nations Health Plan [2006], and the Tripartite First Nations Health Plan [2007] – collectively “the Health Plans”), the BC Tripartite Framework Agreement on First Nation Health Governance [2011] and resolutions at the annual Gathering Wisdom events and the Framework Agreement.

In 2013, the First Nations Health Authority assumed responsibility for the design and delivery of health programs and services for BC First Nations formerly delivered by Health Canada’s First Nations Inuit Health Branch – Pacific Region. The FNHA has a broad mandate to improve health services for BC First Nations through new partnerships, closer collaboration, and health systems innovation.

#### Making History Today and Tomorrow

As the First Nations Health Authority has assumed responsibility for the historic transfer of programs, resources, assets, staff, and responsibilities, we are developing an organization that reflects First Nations culture and philosophy. Establishing a strong foundation prepares us to innovate, transform, and redesign health service delivery with guidance from BC First Nations in the coming years.

#### Responsive, Visionary, Transformative

The First Nations Health Authority is part of a unique health governance structure that includes political representation and advocacy through the First Nations Health Council, and technical support and capacity development through the First Nations Health Directors Association. Collectively, this First Nations health governing structure works in partnership with BC First Nations to achieve our shared vision.

The mandate of the FNHA is to:

- Plan, design, manage, deliver and fund the delivery of First Nations Health Programs in British Columbia;
- Receive federal, provincial and other health funding for or to support the planning, design, management and delivery of First Nations Health Programs and to carry out other health and wellness related functions;

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- Collaborate with the BC Ministry of Health and BC Health Authorities to coordinate and integrate their respective health programs and services to achieve better health outcomes for First Nations in British Columbia;
- Incorporate and promote First Nations knowledge, beliefs, values, practices, medicines and models of health and healing into the First Nations Health Programs, recognizing that these may be reflected differently in different regions of BC;
- Be constituted with good governance, accountability, transparency and openness standards;
- Establish standards for First Nations Health Programs that meet or exceed generally accepted standards;
- Collect and maintain clinical information and patient records and develop protocols with the BC Ministry of Health and the BC Health Authorities for sharing of patient records and patient information, consistent with law;
- Over time, modify and redesign health programs and services that replace Federal Health Programs through a collaborative and transparent process with BC First Nations to better meet health and wellness needs;
- Design and implement mechanisms to engage BC First Nations with regard to community interests and health care needs;
- Enhance collaboration among First Nations Health Providers and other health providers to address economies of scale service delivery issues to improve efficiencies and access to health care;
- Carry out research and policy development in the area of First Nations health and wellness;
- The FNHA may undertake other functions, roles and responsibilities connected to health and wellness of First Nations and other aboriginal people in BC.

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

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

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## Appendix B - Definitions and Administrative Requirements

### 1. Definitions

Throughout this Request for Proposals, the following definitions apply:

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

### 2. Terms and Conditions

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

### 3. Additional Information Regarding the RFP

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

### 4. Late Proposals

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

### 5. Eligibility

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

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

### 6. Evaluation

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

### 7. Negotiation Delay

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

### 8. Debriefing

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

### 9. Alternative Solutions

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

### 10. Changes to Proposals

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

### 11. Proponents' Expenses

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

### 12. Limitation of Damages

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

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### 13. Proposal Validity

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

### 14. Firm Pricing

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

### 15. Currency and Taxes

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

### 16. Completeness of Proposal

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

### 17. Sub-Contracting

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

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

### 18. Acceptance of Proposals

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

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

### 19. Definition of Contract

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

### 20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the FNHA.

### 21. Contract Negotiation and Award

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

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

### 22. Liability for Errors

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

### 23. Modification of Terms

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

### 24. Ownership of Proposals

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

### 25. Use of RFP

## Request for Proposals – Bacteriological Analysis of Drinking Water

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

### **26. No Lobbying**

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

### **27. Collection and Use of Personal Information**

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



# Request for Proposals – Drinking Water Bacteriological

## Appendix C - Receipt Confirmation Form

### RFP – Bacteriological Analysis of Drinking Water from First Nations Communities In BC for FNHA

Request for Proposals # **2016RFP-02**

Please fill out this form in order to advise the FNHA that you intend to submit a proposal for this RFP

**FNHA CONTACT INFORMATION AND QUESTIONS:** All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to the following email address: [fnha.contracts@fnha.ca](mailto:fnha.contracts@fnha.ca).

**CLOSING DATE/TIME OF RFP:** Proposals must be received before **August 21, 2015**, at **16:00 hours (4:00 pm) Pacific Time**.

**PLEASE PROVIDE THE FOLLOWING INFORMATION BELOW, AND FAX TO (604) 689-1177:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal/ZIP Code: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

# Request for Proposals

## Appendix D – Geographic Areas

Specific geographical areas for water samples collected from First Nation communities and groups in B.C.

Health Authority delivery areas:	Geographical locations for Sample collection
Interior region: *	i) Kamloops ii) Lytton iii) Merritt iv) Shuswap v) North Thompson region vi) Kelowna vii) Penticton viii) Lower Similkameen ix) Kootenay region
Lower Mainland:	vii) Vancouver viii) Squamish ix) Coquitlam x) Fraser Valley xi) Chilliwack xii) Abbotsford
North Coastal region: **	i) Prince Rupert ii) Haida Gwaii iii) Terrace iv) Naas Valley v) Dease Lake
Northern:	i) Prince George ii) Fort St. John iii) Williams Lake iv) Quesnel
Vancouver Island:	i) Campbell River ii) Comox iii) Courtenay iv) Port Hardy v) West Coast region vi) South Coast region-Victoria and Nanaimo

\* May be serviced by an Alberta lab based on shipping and analysis time constraints.

\*\* May be serviced by a Yukon lab based on shipping and analysis time constraints.



# Request for Proposals

## Appendix E – Distribution Points

### Shipping Time

Laboratory facility(s) where analysis will be carried out must be located so that samples can be shipped by courier or bus from the following Distribution Points in BC to the facility in less than 24 hours to comply with analytical requirements (microbiological).

The successful proponent(s) must arrange for transportation of sample containers/kits to these distribution points at no additional costs. Transportation costs to deliver sample containers/kits are covered by the successful proponent(s) and must be included in the sample rates (please refer to Appendix G Basis of Pricing).

<b>Location of FNHA Facility (s):</b>	
<b>Distribution Point/ Service Area:</b>	<b>Shipping time for facility: (hours or partial hours)</b>
Vancouver (Regional office)	
Victoria (Coastal District Office)	
Nanaimo	
Campbell River	
Chilliwack (Fraser)	
Kamloops (Central District office)	
Kelowna	
Williams Lake	
Fort Saint John	
Prince George (Northern District office)	
Terrace	
Prince Rupert	

## Request for Proposals

### Appendix F – As Requested Special Analysis (Non-Mandatory)

The per sample rates listed are inclusive of all costs not limited to labour, materials, shipping of supplies, and reporting, and are firm for the period of the Contract. It is understood that as detailed above, transportation cost of sampling kits to distribution points (see Annex E) is included in the price sample below. FNHA will cover transportation costs of collected samples back to the labs. Moreover, the per-sample rates listed are also inclusive of any technical / professional consultation, assistance and teaching capacity required.

Parameter	Price*
Giardia cysts.	\$
Cryptosporidium oocysts.	\$
Algae Identification – The successful proponent may be asked to identify species of algae in drinking water supplies and provide supporting photographs and descriptions.	\$
Mold Identification – The successful proponent may be asked to report on the presence, absence, or speciation of mold in scrapings, or from swabs, or infrastructural surface samples.	\$
Insect Identification – The successful proponent may be asked to perform entomological tasks such as the identification of insect species and their potential risk to the public's health, or the environment.	\$

\* Please note unit of costing (i.e. per sample, per hour rate, etc.)

## Request for Proposals

### Appendix G – Basis of Payment

The per sample rates listed are inclusive of all costs not limited to labour, materials, shipping of supplies, and reporting, and are firm for the period of the Contract. It is understood that as detailed above, transportation cost of sampling kits to distribution points (see Annex E) is included in the price sample below. FNHA will cover transportation costs of collected samples back to the labs. Moreover, the per-sample rates listed are also inclusive of any technical / professional consultation, assistance and teaching capacity required.

<b>Routine Samples:</b>	<b>Price:</b>
Total Coliform / 100ml	\$_____ / sample
E-Coli bacteria / 100ml	\$_____ / sample
<b>Specified Samples:</b>	<b>Price:</b>
General Bacterial population / 100ml	\$_____ / sample* see note 1
Fecal coliform / 100ml	\$_____ / sample
Aeromonas hydrophila / 100ml	\$_____ / sample
Pseudomonas aeruginosal / 100ml	\$_____ / sample
Escherichia coli / 100ml	\$_____ / sample
Heterotrophic plate counts / 100ml	\$_____ / sample
Escherichia coli (LTB – EC MUG method MPN/100 ml)	\$_____ / sample
Escherichia coli (NA- MUG lift method counts/100 ml)	\$_____ / sample
Quality Control Verification-Colilert™ Reagent	\$_____ / sample
E.coli culture, E.earogenes culture, E.feacalis culture, Sterile sample (per lot)	\$_____/lot
E.coli culture, Klebsiella pneumoniae culture, Pseudomonas aeruginosa culture, Sterile sample (per lot)	\$_____/lot
<b>Other Fees</b>	
Rush Samples	\$_____surcharge / sample
Sample Disposal fee	\$_____ / sample

\*Note #1: If background is > 200, then result will be estimated only.

## Request for Proposals

### Appendix H – Evaluation Criteria

STATEMENT OF WORK INDICATOR / EVALUATION	YES	NO
Provide all necessary <u>facilities</u> , <u>labour</u> , <u>supervision</u> , <u>material</u> and <u>equipment</u> to provide bacteriological analysis as and when requested.		
All analysis performed by a qualified/trained Bacteriologist or Microbiologist.		
Methods for analysis in accordance with latest version of <i>Standard Method for the Examination of Water and Wastewater</i> .		
Ability to commence analysis within 12 hours of receipt in the laboratory or within 30 hours of actual sampling.		
Minimum analysis procedures conducted.		
Reporting of results within two (2) days of test completion.		
Immediate reporting procedures for microbiological results requiring public health action.		
Electronic reporting to the WaterTrax™ Agency Service, ESIMS/LIMS reporting systems.		
Confidentiality of results.		
Professional consultation for EPHS field staff, special projects, and special training.		
Provide sample containers, sampling procedures, storage and shipment of samples and reagents, and special instruction as required, to EPHS distribution points in BC.		
Subcontractors identified and acceptable.		
BC PHO or equivalent and EWQA approval for microbiological parameters.		
EWQA proficiency testing reports submitted quarterly.		
CALA/SCC or ILAC member accreditation for microbiological parameters identified in Appendix F, OR demonstration that accreditation is being sought and equivalent standards implemented.		
Analysis methods submitted annually and as updated.		
Laboratory Quality Manual available to First Nations Health Authority.		

## Request for Proposals

### Appendix I – Estimated Number of Bacteriological Samples Per Year by Region

Region	Estimated Number of Bacteriological Samples Per Year
Vancouver Coastal Region includes: <ul style="list-style-type: none"> <li>• Lower Mainland - Vancouver, Squamish, Coquitlam</li> <li>• Northern Coastal - Prince Rupert, Haida Gwaii, Terrace, Nass Valley, Dease Lake</li> </ul>	1,830
Fraser Region includes: <ul style="list-style-type: none"> <li>• Fraser Valley, Chilliwack, Abbotsford</li> </ul>	2,560
Interior Region:	4,670
Northern Region includes: <ul style="list-style-type: none"> <li>• Prince George, Fort St. John, Williams Lake, Quesnel</li> </ul>	3,500
Vancouver Island Region:	1,670
<b>TOTAL</b>	<b>14,230</b>

\* Approximate amounts based on Annual regular sampling schedule. It is understood that the above amounts are subject to increase or decrease based on requirements.

## RFP Evaluation Criteria Weighting - Mandatory Criteria

Any criteria which is mandatory, and Proponent is unable to meet these requirements/timeframes/services/deliverables, then they will AUTOMATICALLY be disqualified from the remainder of the assessment by the Assessment Panel.

Mandatory Criteria	Has the Proponent Provided Information?		Final Weighting in Percentage (%)
	Yes	No	
<b>1. Corporate</b>			
Experience. Describe experience in providing services to Federal/Provincial Government Agencies and/or departments? <b>1</b> departments? <b>2</b> How long has your company been in business? Minimum of 3 (three) years required. <b>3</b> Financial stability? <b>4</b> Outstanding litigation or investigations or pending or in process? <b>5</b> Company's incorporation type? (e.g. LLC, Partnership, Sole Proprietorship)			<b>10%</b>
<b>2. Financial</b>			
<b>1</b> Legal Name of Business. GST & Incorporation Number included. <b>2</b> Appendix E - Distribution Points. Has this been completed by the Proponent? <b>3</b> Appendix G - Basis of Payment. Has this been completed by the Proponent?			<b>30%</b>
<b>3. Services</b>			
<b>1</b> CALA/SCC or ILAC member accreditation for microbiological parameters identified in Appendix F, OR demonstration that accreditation is being sought and equivalent standards implemented. BC PHO or equivalent and EWQA approval for microbiological parameters? <b>2</b> Are all analysis performed by a qualified/trained Bacteriologist or Microbiologist? <b>3</b> Are methods for analysis in accordance with latest version of <i>Standard Method for the Examination of Water and Wastewater</i> ? <b>4</b> Ability to commence analysis within 12 hours of receipt in the laboratory or within 30 hours of actual sampling? <b>5</b> Any reporting of results within two (2) days of test completion? <b>6</b> Able to provide immediate reporting procedures for microbiological results requiring public health action? <b>7</b> Confidentiality of results. Does it state how the Proponent keeps information confidential? <b>8</b> Provide sample containers, sampling procedures, storage and shipment of samples and reagents, and special instruction as required, to EPHS distribution points in BC? <b>9</b> Provide all necessary <u>facilities</u> , <u>labour</u> , <u>supervision</u> , <u>material</u> and <u>equipment</u> to provide bacteriological analysis as and when requested. <b>10</b> Laboratory facility location permits receipt of samples from Distribution Points (Appendix E) to the facility in less than 24 hours to comply with analytical requirements (microbiological). <b>11</b> Minimum analysis procedures conducted. <b>12</b> Reporting of results within 2 days (microbiological) and 10 days (chemical). <b>13</b> Ability to provide Electronic reporting to the WaterTrax™ Agency Service, ESIMS/LIMS reporting systems. Provide sample containers, sampling procedures, storage and shipment of samples and reagents, and special instruction as required, to EPHS distribution points in BC. <b>14</b> Cost of shipping sample bottles, coolers, and freezer packs to Distribution Points (Appendix E) included in cost. <b>15</b> cost. <b>16</b> Subcontractors identified and acceptable. <b>17</b> Professional consultation for EPHS field staff, special projects, and special training. <b>18</b> EWQA proficiency testing reports submitted quarterly. <b>19</b> Analysis methods submitted annually and as updated. <b>20</b> Laboratory Quality Manual available to First Nations Health Authority.			<b>60%</b>

## CORPORATE - EVALUATION CRITERIA

ID	Area	Questions	Mandatory
1	Experience	Describe your experience in providing services to Federal/Provincial Government agencies and/or departments.	Yes
2	Experience	How long has your company been in business?	Yes
3	Financial Stability	Please provide documents that prove your organization's financial stability (e.g.: current financial statement, copy of an independent audit conducted within the last year, documentation of cash reserves)	Yes
4	Financial Stability	Does your firm have any outstanding litigation or investigations against your company that are pending or in process?	Yes
5	Corporate Structure	What is your company's incorporation type? (e.g. LLC, Partnership, Sole Proprietorship)	Yes





## FINANCIAL - MULTIPLE LOCATION

Proponent Name:	Accreditation Body	
Parameters	Costing	
	Location 1	Location 2
<b>Routine Samples:</b>		
Total Coliform/100ml		
Ecoli bacteria/100ml		
<b>Specified Samples</b>		
General bacterial population/100 ml		
Fecal coliform/100ml		
Aeromonas hydrophila/100ml		
Pseudomonas aeruginosal/100ml		
escherichia coli/100ml		
Heterotrophic plate counts/100ml		
Escherichia coli (LTB-EC MUG method MPN/100ml)		
Escherichia coli (NA-MUG lift method counts/100ml)		
Quality Control Verification - Colilert™ Reagent		
Ecoli culture, E.earogenes culture, E.feacalis culture, Sterile sample		
<b>Other Fees</b>		
Rush Samples		
Sample fee disposal		



## SERVICES - TECHNICAL AND MANAGEMENT EVALUATION

	<b>Criteria</b>	<b>Page number(s)</b>
1	Ability to provide professional consultation with Environmental Public Health Services field personnel with regards to sampling procedures, storage of samples, analysis results, and special projects; and participation in training for field personnel.	
2	Contingency Plan in the event of equipment failure or laboratory shutdown.	
3	Organization, including: Provide background information about your company, including its legal name and the province in which the company is incorporated.	
4	Relevant Organization Experience, including: Describe your company's capacity and experience in this field.	
5	Proposed Team, including: Identify the proposed personnel, including Project Manager, who will be assigned to this contract, describe the role they will be performing, including the amount of direct time dedicated to the project by principals and/or senior personnel, and explain why they are well suited for the work, referring to their qualifications, certifications, education and experience.	
6	Proposed Team, including: Extensive knowledge and experience in conducting physical, chemical, and biological analysis of water samples.	
7	Resumes of proposed team personnel.	

