



First Nations Health Authority
Health through wellness

Request for Proposals (RFP)	
Scope of Service	Office Accommodation Furniture
RFP #	2016RFP-41
RFP issued by	First Nations Health Authority (FNHA)
Issue date	February 05, 2016
Closing date/time	Proposals must be received before 12:00 P.M. (12:00 noon) Pacific Time on: February 15, 2016
FNHA Contact Information and Questions	<p>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.</p> <p>FNHA will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the FNHA's option.</p>
Delivery of proposals	<p>Hard copies: Four (4) hard copies and one (1) electronic copy (saved on a CD/USB in a Microsoft compatible format) of their proposal to the following address:</p> <p style="text-align: center;">First Nations Health Authority, Attention: Contracts 540 – 757 West Hastings Street, Vancouver, BC V6C 1A1</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.</p> <p>Electronic copy: Alternatively, you may submit your proposal electronically to the following email address: fnha.contracts@fnha.ca.</p>
Short Listed Proponents	For those Proponents which have not been contacted by end of business day on February 16, 2016 , will serve as notice that their proposal submission was unsuccessful.
Successful Proponent(s) Notified	February 16, 2016
Proponent's submissions	A person authorized to sign on behalf of the proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.

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

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1. Summary of the Requirement

The First Nations Health Authority (FNHA) is seeking a proponent for the provision of supply, delivery and installation of 61 systems furniture workstations fit up in approximately 9062 sq.ft. of office space at Suite 305 - 1166, Alberni Street, Vancouver in the Province of British Columbia.

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, D, E, F 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 and Specific Scope of the Requirement

The FNHA is responsible for providing the delivery of health services to First Nations communities across British Columbia. The First Nations Health Authority (FNHA) is seeking a proponent for the provision of Supply, delivery and installation of 61 systems furniture workstations fit up in approximately 9062 sq.ft. of office space at Suite 305 - 1166, Alberni Street, Vancouver in the province of British Columbia.

2.1 Furniture Specifications

2.1.1 Systems Components:

a. Systems Furniture Panel Specs

- i. All panels: 52"-54"H unless in front of exterior glazing then drop to 36"H.
- ii. Panel construction shall be of steel frame and capable of supporting cantilevered work surfaces or 'C' legs.
- iii. Panels shall be shipped complete with top caps and base raceway covers.
- iv. Panels shall be acoustical and "tackable" – which are inherent properties and not a modification.
- v. Panel skins must be available in fabric or HPL laminate options, and must be removable in the field, and be non-progressive (not disrupting other panels in the system).
- vi. Connectors shall permit the connection of panels of similar and dissimilar heights without damage to the panels. Panels shall be construction with a panel to panel connecting system assuring rigid and stable connections, both in line and at right angles.
- vii. Connector blocks should be universal for use on 2, 3, and 4 way connections, and ordered as An assembled unit as per conditions of project. Multiple joints are not acceptable.
- viii. Standard panels shall utilize full height panel connectors than join in multiple points.
- ix. All connectors shall include covers.
- x. Panel sizes shall be unitized, such as two 36"w panels for the overall 72" width of the workstation.
- xi. Panels shall have UL approval for flame and smoke, class A fire rated.
- xii. Fabric grade 1 to body of panel
- xiii. Levelling glides must provide up to 2" of uniform height adjustments without penetrating the floor.
- xiv. Accessory rails and attachments to be offered as optional items (but not part of this tender).

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b. Systems Electrical

- i. End feed to powered spine. (Furniture whip feed by electrical contractor).
- ii. The electrical shall be CSA rated and meet the requirements of the BCBC latest edition.
- iii. The electrical components should be non-directional and non-handed, and have lay-in cabling installation.
- iv. 8 wire system and raceways shall have the capacity for each station to receive:
 - a. 2 duplex
 - b. 2 data feed
 - c. 1 voice

c. Workstation Type 1: 55 units

- i. Desks: 30" by 72"
- ii. Return: 24" by 42"
- iii. BBF Pedestal – free standing - locking, pencil tray, file bars for legal or letter Configuration. Steel or ¾" wood with HP laminate.
- iv. 2 drawer, 30" Lateral file cabinet. Steel or ¾" wood with HP laminate.
- v. File bars for legal or letter configuration.
- vi. Finishes: grade 1 HP Laminate to work surfaces.
- vii. Laminate tops with matching flat PVC edge trim.
- viii. Storage: HP laminate or painted steel.
- ix. Cantilever brackets shall be constructed of painted steel.
- x. Provide grommets if desk height electrical not provided.
- xi. Locks shall be standard and keyed alike within each workstation.
- xii. Storage components shall have adjustable levelling glides.
- xiii. Workstation should have the future capability of having an adjustable keyboard tray or monitor mounts.
- xiv. Coat Hooks- include panel mounted, moveable, coat hooks to match workstation finishes. One per station.

d. Workstation Type 2: 6 units (Touchdowns)

- i. Desks: 30" by 72"
- ii. BBF Pedestal –free standing - locking, pencil tray, file bars for legal or letter configuration. Steel or ¾" wood with HP laminate.

2.1.2 Steelcase Answer Finishes:

Panel width	-	3"
Panel Fabric	-	P200 New Rice
Panel Frame/Trim	-	Metallic Paint 4799 Platinum
Storage Finish	-	Metallic Paint 4799 Platinum
Glass	-	6530 Frosted
Electrical location:		Kick plate raceway

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2.1.3. Teknion TOS Finishes:

Panel Height -	54" (Thin)
Panel width -	3"
Panel fabric -	GRADE 1,
Panel Frame/Trim-	Foundation Mica
Work surface -	Foundation, Storm White
Storage finish -	Foundation Mica
Glass -	Frosted
Electrical location:	Fabric covered door to raceway at work-surface height.

2.1.4. Configuration of Workstations:

Refer to Appendix D for layout and configuration of the workstation pods.

2.1.5. Systems Furniture:

Please note all systems furniture is related to Teknion or Steelcase only. No other furnishings will be considered.

2.1.6. Break out pricing:

Provide pricing on Appendix F for the following:

- a) Provide break out pricing for stack on glazing sections to panels along the interior corridor. Frosted, approx. 15" high and full panel width. Overall panel height not to exceed the 52" to 54" range. Cost should indicate total up charge all inclusive.
- b) Offsite storage costs per week - if required. Location to be identified.

2.1.7. Finish Selection:

The proponents shall meet with the FNHA to confirm all selections, options, and with the furniture items prior to finalizing the order. The FNHA reserves the right to make adjustments and changes to or from items list on the original proposal.

3. Furniture General Requirements

The proponents should provide the following information:

- a) Provide total cost for attached floor plan and workstation drawing Appendics.
- b) Total cost shall be based on costs up to and including complete installation. Also include the cleaning and maintenance of the site, free from accumulation of waste material and/or rubbish caused by the Proponent's/employees, to the satisfaction of the FNHA. The successful proponents to supply own garbage containers and are responsible for its removal.

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3.1. Royalties

The successful proponent shall pay all Royalties or any other fees related to patents, and shall save the FNHA harmless from any claim or infringement of Patents and the Performance of the Work.

3.2. Warranty

- 3.2.1 The FNHA shall consider that unless otherwise specified, all furniture items shall have a lifetime warranty from the date of acceptance of delivery in normal operating condition. All charges for warranty work will be borne by the successful proponent.
- 3.2.2 The proponents are expected to have local repair facilities and guarantee ready availability of spare parts.
- 3.2.3 Electrical goods if offered must be CSA approved and so marked. Warranty to commence at complete installation and after approval of installation by the FNHA.

3.3. Delivery, Handling and Storage of Materials

- 3.3.1 FNHA will not provide the Storage area to the successful proponent. The successful proponent will be responsible to install the furnishings as outlined on installation schedule; no storage or demurrage costs will be incurred by the FNHA.
- 3.3.2 The successful proponent will be required that all cartons and packages be clearly identified (tagged) with the item and order number.
- 3.3.3 The successful proponent shall commence deliveries of materials only after approval by the FNHA and shall coordinate with FNHA Project Manager who will liaise with building owner for building access.
- 3.3.4 The successful proponent shall take every precaution to protect all materials supplied under this Proposal from damage or loss from any cause whatsoever occurring.
- 3.3.5 The successful proponent to confirm with manufacturer that all components have been shipped and are in good working order prior to delivery to site.

3.4 Scope of Work Outline

Furnish all labour, materials, services and equipment necessary for the supply and installation of new furnishings, in accordance with the General Conditions which include, but are not limited to the following: supply, packaging, delivery, unloading, hoisting, unpacking, checking storage, filing for damage claims, installation, assembly, removal of debris all F.O.B. job site.

3.5 Product Standards

All proposed products must meet or exceed ANSI/BIFMA standards.

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3.6 Subcontractors

The successful proponent for this project shall not assign or sublet the ensuing contract without the consent of FNHA, and this approval must be obtained in writing.

3.7 General Terms

It is agreed and understood that:

- 3.7.1 The information set forth on this form constitutes the full and complete agreement with respect to performance and payment.
- 3.7.2 The successful proponents will comply with all applicable laws in providing the materials/services specified.
- 3.7.3 The provision of such materials/services does not and will not create a conflict of interest either for or between the proponent and the FNHA.
- 3.7.4 All information relevant to any subsequent order is subject to full disclosure upon proper inquiry.

3.8 Order Status & Delivery

- 3.8.1 Delivery & installations schedule to be submitted by the successful proponent 3 weeks prior to delivery date.
- 3.8.2 FNHA reserves the right to determine delivery & installation schedule.
- 3.8.3 The proponent shall commit to delivery of all specified furnishings as outlined in the installation specifications.
- 3.8.4 Delivery to FNHA site before March 31, 2016. Earlier delivery may be accommodated upon approval by FNHA.

4. Site Management

4.1 Installation

- 4.1.1 The Installer shall provide an efficient supervisor to be on site at all times for the duration of installation, employ experienced tradesmen, and shall use their best skill and attention to expedite the work to satisfactory completion of the project.
- 4.1.2 Before commencing installation of the furnishings, shall review all details in connection with the installation with the FNHA or contracted representatives and ensure that drawings, specifications and quantities are up to date and in agreement with the FNHA intentions. Provide installation schedule to the FNHA for review and approval prior to commencement.
- 4.1.3 All materials shall be delivered to the site with the Manufacturer's wrappings and labels and shall be marked clearly with location coding (to be provided prior to order) so that the installation staff can distribute easily.

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- 4.1.4 No publicity, advertising, photographing or showing shall be undertaken by the successful proponent, for any part of this project, without prior approval from the FNHA.
- 4.1.5 All installations to be completed in accordance with manufacturer's recommended instructions.
- 4.1.6 Installer Shall Be Responsible For The Following:
- a) Make arrangements to inspect the site before commencing installation;
 - b) Maintain the work in a neat, clean and workmanlike manner at all times;
 - c) Remove all debris and wrappings from floor once per day and carry outside of building area and dispose of in a manner suitable to the FNHA and Successful proponent. The successful proponent to supply own garbage containers and be responsible for removal to off site location;
 - d) Clean-up and removal of all debris attributed to the work as determined and as or when directed by the FNHA or contracted representatives; and
 - e) Final clean-up of all work carried out to the FNHA's satisfaction and at no cost to the FNHA.
- 4.1.7 If the Installer fails to carry out any responsibilities stated above, after being instructed to do so by the FNHA representative, the FNHA, may upon and after eight (8) hours-notice in writing, proceed to fulfil any and all of the responsibilities of the Installer set out above, with the cost of such work being deducted from monies due to or becoming due to the Installer.
- 4.1.8 Wrappings of furnishings shall be removed at time of installation only and shall be cleared from each location-coded area along with debris, as the installation progresses.
- 4.1.9 The Installer shall be responsible for any elevator cost during installation and any required damage deposit.
- 4.1.10 The Installer shall perform the installation in accordance with the drawings, specifications and written instructions provided by the FNHA. To do so, the Installer shall use only skilled tradesmen knowledgeable of all aspects and procedures of furnishings installation. The number of these tradesmen shall be sufficient to satisfy the FNHA that the installation will proceed in accordance with a schedule drawn by the successful proponent, and will occur during normal working hours at no cost to the FNHA.

4.2 Completion

- 4.2.1 Any damages that may occur to the flooring, wall areas and ceiling, as well as, to other equipment present on the premises, after the Installer starts work and prior to the FNHA acceptance of that work shall be the Installer's responsibility.
- 4.2.2 Install all furnishings so as to give a consistent appearance of quality and workmanship and in accordance with manufacturer's recommendations.
- 4.2.3 All components shall be installed level, plumb, square and in proper alignment with adjoining furniture and in accordance with manufacturer's installation procedures.
- 4.2.4 Use plastic sheets in sufficient quantity to cover and protect any existing upholstered furnishings until the FNHA signifies its final acceptance. These plastic sheets shall be supplied by the Manufacturer as part of original wrapping materials.

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- 4.2.5 Ensure that all units and dividers are securely in place and ready to be used.
- 4.2.6 Any damage to furniture pieces during shipment or installation will be the responsibility of the Vendor and will be replaced at no cost to the FNHA. The successful proponent will identify delivery times for additional pieces to FNHA immediately.
- a) The successful proponent/Installer shall leave all furnishings dust free, grease free, and generally clean so that FNHA may inspect them for preliminary acceptance. Any dirt or debris around workstations shall be vacuumed and wall scuffs cleaned off. Wall damage requiring repair caused by furniture installation is the responsibility of the vendor.
 - b) The Installer shall clean any spots or marks following Manufacturer's recommendation.

4.3 Walk Through

The Successful proponent's Team lead to complete walk through post installation with FNHA's project manager. An itemized deficiencies list to be provided to FNHA within three business days of post installations walk through.

4.4 Installation Schedule

Dates of installation to be determined between the FNHA project manager and the successful proponent based upon status of construction/renovation schedule of the project.

4.5 Exclusions

Requirements do not include:

- a) Lunch room furniture
- b) Individual office furniture
- c) Task or Guest Chairs
- d) Furniture for meeting rooms
- e) First Aid room furniture
- f) Other free standing furniture

5. Other Requirements

- a) The proponents are required to provide the most current manufacturer's printed price list in Canadian dollars for all proposed products;
- b) The proponent shall provide FNHA with one printed copy and on electronic copy of the manufacturer's maintenance recommendations. These shall be on the Manufacturer's letterhead and accompanied by the proponents' written acknowledgement of the procedures;
- c) The successful proponent is required to provide shop drawings and detailed component list for review and sign off by FNHA prior to the order being placed;
- d) The successful proponent shall provide proof of current WorkSafeBC coverage and that all assessments under the Worker's Compensation Act are paid in full; and
- e) Addenda or corrections issued during the time of quoting shall become part of the quotation/proposal.

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6. Responsibility and Work performed by FNHA Staff

The successful proponent will:

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

The FNHA will:

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

7. Evaluation

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

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

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

7.1 Mandatory Criteria

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

- a) The Proponents proposal must be received at the closing location before the specified closing time;
- b) The Proponents proposal must be in English and MUST NOT be sent by mail, facsimile or email;
- c) Proponents must submit four (4) hard copies and one (1) electronic copy (saved on a CD/USB 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 1A1**

- d) Proponents must submit one (1) *Request for Proposals cover page*, with the *Proponent Section* in its original form, unaltered, fully completed and signed;
- e) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business;
- f) Corporate Strength;
- g) Proponent's proposal must include unit prices and total prices inclusive of all the taxes for all items for each workstation as identified in section 2.0 and Appendix D & E;
- h) Content summary of the proposal should include the related page number for each evaluation criteria. Please refer attachment, Appendix F- Evaluation Criteria.
- i) The successful Proponent should be able to complete the project within the timeframe stipulated by FNHA; and
- j) Proponents must include delivery & installation schedule, cut sheets & images with their proposal.

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7.2 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, Work Experience – working with First Nations organizations and/or First Nations; and
- f) Knowledge of First Nations culture is an asset.

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.

7.3 Evaluation Scoring

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

- a) All responses must satisfy the Regulatory and Security Environments described herein to be considered;
- b) 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; and
- c) The FNHA may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

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Evaluation Criteria	Description	Weight
1.0 Corporate Strength	Proponents must demonstrate that they are positioned so that services and support can be provided to FNHA over the long term.	10.0%
2.0 Financial	Proponents are to provide the solution that provides the best value for FNHA's investment, and provides the required services and functionality for the lowest total cost of ownership.	50.0%
3.0 Service Requirements	Proponents are to demonstrate, in detail, how the proposal will meet all of FNHA's service requirements including timelines of delivery and installation.	30.0%
4.0 First Nations Ownership	First Nation's ownership of proponent company.	10.0%
Total		100%

7.4 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.

8. Proposal Format

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

- a) One (1) unaltered and completed *Request for Proposals cover page*, including Proponent Section completed in original form as per instructions;
- b) Table of contents including page numbers;
- c) A short (one or two page) summary of the key features of the proposal;
- d) The body of the proposal, including pricing, i.e. the "Proponent Response"; and
- e) The completed RFP response workbook using the specified response template. This is to be submitted electronically and in print.
- f) A detailed description of all costs associated with the requirements listed in this RFP.
- g) Proponents are to provide their response electronically by USB and also in print (4 copies).
- h) Front End specification documents for Sections D & E.
 - i. Appendix D - Workstation layout Plan.
 - ii. Appendix E - Floor layout plan

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.

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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; MERX at www.merx.com; and FNHA at 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.

Request for Proposals – Office Accommodation Furniture

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 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.

21. 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.

22. 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.

23. 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.

24. Use of RFP

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

25. 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.

Request for Proposals – Office Accommodation Furniture

26. 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 – Office Accommodation Furniture

Appendix C - Receipt Confirmation Form 2016RFP – 41 Office Accommodation Furniture

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.

CLOSING DATE/TIME OF RFP: Proposals must be received before **February 15, 2016** at 12:00 P.M. (12:00 noon) Pacific Time.

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR FIRM AND FAX TO (604) 689-1177

Company: _____

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

Please refer to attachments for

Appendix D – Workstation Layout

Appendix E – Floor Layout

Appendix F – Evaluation Criteria