



Government of the Northwest Territories

REQUEST FOR INFORMATION

Procurement Shared Services

Project Title:	Temporary Warming Shelter
Program Department:	Health and Social Services
Event ID:	0000005239
RFI Call Date:	Friday, July 30, 2021
Submission Deadline:	15:00 (Local Time) Friday, August 20, 2021

REQUEST FOR INFORMATION

The Government of the Northwest Territories (GNWT) is requesting Submissions from interested Respondents for the provision of services as outlined in this Request for Information (RFI).

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SECTION 1**GENERAL INFORMATION AND INSTRUCTIONS****1. ANNOUNCEMENT**

The Government of the Northwest Territories (GNWT) on behalf of Department of Health and Social Services (HSS) is requesting information from interested parties regarding potential solutions for the provision of a physical space for a Temporary Warming Shelter within Yellowknife. Responses are expected to typically include a description of the physical space on offer (size, building occupancy classification, available amenities, parking, and associated costs), its civic address, and availability.

This Request for Information is intended to gather information that could assist the GNWT in the development of a future procurement process. In the event that sufficient information is received, the GNWT may, but is not obligated to, initiate a competitive bidding opportunity.

2. POINT OF CONTACT

2.1 All questions or enquiries (“Enquiries”) concerning this RFI must be in writing and be submitted no later than five (5) Business Days prior to the Submission Deadline and be directed to the following (the “Contact Person”):

Attention: **Contracts Administrator**

Address: **Government of the Northwest Territories
Department of Finance
Procurement Shared Services**

Phone: **(867) 767-9044**
Facsimile: **(867) 920-4112**
Email: **psstenders@gov.nt.ca**

2.2 Verbal responses to any question or enquiry cannot be relied upon and are not binding on either party.

3. RFI SUBMISSION DEADLINE

3.1 Submissions must be received prior to 15:00 local time on **Friday, August 20, 2021** (The “Submission Deadline”).

4. RFI SUBMISSION INSTRUCTIONS AND GENERAL INFORMATION

4.1 Submissions may be put forward using one of the following methods:

a) The GNWT Contract Event Opportunities Website

Submissions will be accepted through the Contract Event Opportunities website under the following conditions:

- the Submission is received prior to the Submission Deadline specified and is uploaded through the Contract Event Opportunities website;

- the Submission should be submitted in Portable Document Format (PDF), unless otherwise specified by the GNWT;
- the Submission does not exceed 100 megabytes in size; and
- the GNWT shall not accept liability for any claim, demand or other action for any reason whatsoever, including where an uploading process is interrupted, a Submission is not received in its entirety, is illegible in whole or in part, or which is uploaded to an incorrect event or website.

Submission uploads may not necessarily be immediate and can experience delays. Respondents should ensure that their Submission is uploaded with sufficient time to account for any delay; four (4) hours prior to the Submission Deadline is recommended. Respondents are encouraged to confirm their Submission has been successfully uploaded by signing back into the system and viewing their Submission.

Note: To amend a Submission prior to the Submission Deadline, Respondents must cancel their original Submission and upload the revised Submission.

b) By Facsimile Transmission

Submissions will be accepted by facsimile transmission under the following conditions:

- the Submission is received in its entirety prior to the Submission Deadline at the following facsimile number: **(867) 920-4112**;
- the Respondent acknowledges that the GNWT cannot guarantee the confidentiality of information contained in a Submission sent by facsimile transmission; and
- The GNWT will not be liable for any claim, demand or actions for any damages whatsoever should a facsimile transmission be interrupted, not received in its entirety, received after the specified submission deadline, received by any other facsimile unit other than that stated herein, or for any other reason.
- Submissions should include a facsimile cover/transmission page that identifies the total number of pages, the Respondent's name, the RFI Event ID, the RFI title, and the Submission Deadline

4.2 After the Submission Deadline has passed, Respondents who have submitted a facsimile version of their Response may be contacted and provided with instructions for the submission of an electronic version of the Response. The electronic version of the Submission then must be submitted within the specified time period.

4.3 In the event of any discrepancies or conflicts between the faxed version of the Submission and the electronic version of the Submission, the faxed version shall govern.

4.4 Amendments to Submission submitted using the facsimile method may also be submitted by facsimile and will be accepted under the following conditions:

- the amendment is received prior to the specified Submission Deadline at the facsimile number stated in paragraph 3;
- the GNWT will not accept liability for any claim, demand or other actions for any reason should a facsimile transmission be interrupted, not received in its entirety, received after the stated Submission Deadline, received by any other facsimile unit other than that stated herein, or for any other reasons; and

- the GNWT cannot guarantee the confidentiality of information contained in the amendment.
- 4.5 Respondents may not amend their Submission after the Submission Deadline, unless as a result of negotiations commenced by the GNWT, but may withdraw their Submission at any time.
- 4.6 E-mail submissions will not be accepted.
- 4.7 Submissions received after the specified submission deadline will be rejected and returned to the respondents unopened.
- 4.8 The GNWT has the right to cancel this RFI at any time and to reissue it for any reason whatsoever without incurring any liability and no respondent will have any claim against the GNWT as a consequence.
- 4.9 Addenda issued prior to the Response Submission Deadline are incorporated into and form part of this RFI. By submitting a Response the respondent acknowledges having received all Addenda issued with respect to this RFI. It is the responsibility of all Respondents to contact the Contact Person referenced in Section 2, of this RFI to ensure receipt of all Addenda prior to submitting a Response.
- 4.10 The GNWT is not liable for any costs of preparation or presentation of Responses even if this RFI is cancelled.
- 4.11 The Response and accompanying documentation submitted by the respondents will not be returned.
- 4.12 It will be a term of the resultant agreement that the provisions of the GNWT's *Harassment Free and Respectful Workplace Policy* are applicable to and govern the relations between the successful respondent and its employees, agents and representatives and any employee of the GNWT for the term of the contract. A copy of the *Harassment Free and Respectful Workplace Policy* can be found at the following website: <http://www.hr.gov.nt.ca/policy/>.
- 4.13 All responses to this RFI become the property of the GNWT and will be held in confidence, subject to the provisions of the *Access to Information and Protection of Privacy Act*. This Act allows any person a right of access to the records in the custody or under the control of a public body subject to limited and specific exemptions. Respondents to this RFI consent to the GNWT incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the GNWT. The GNWT will not be responsible for any costs incurred by any vendor in responding to this RFI.

5 ANTICIPATED CONTRACT TERM & RENEWAL OPTIONS

- 5.1 If subsequent competitive bidding opportunities are issued, the GNWT will endeavor to advise any vendor responding to this RFI. Vendors are advised to monitor the GNWT Contract Event Opportunities website (<http://contracts.fin.gov.nt.ca>) for any such opportunities, which will be open to all vendors regardless of whether or not a response to this RFI has been submitted.

SECTION 2

TERMS OF REFERENCE

1. BACKGROUND

In the fall of 2018, the Northwest Territories' Government opened a Combined Shelter consisting of an improved and expanded Day Shelter and a Sobering Centre in a leased building. This shelter is currently facing capacity issues and a supplemental location is required until such time that a larger permanent facility can be developed.

2. OBJECTIVES

The objective of this RFI is to determine if any temporary solutions are available in Yellowknife for the provision of a warm, dry place for a warming shelter until a permanent facility can be developed. The space should be big enough to house about 30+ people (at approximately 3.4m²/person) (including staff) and should include at minimum two bathrooms, a kitchenette with a fridge, microwave, dishwasher, sink, and counter space. The requirements are kept to a minimum to ensure any and all spaces are considered.

3. SCOPE OF WORK

In terms of space requirement, it is estimated that about 200 m² is required, but we are open to a larger or slightly smaller space provided the requirements outlined in this document are met and affordable. The initial leasing term is proposed at (3) three years, with an option to extend the lease by six months at least twice.

We request high level cost estimates for budgeting purposes. Please note that these costs would not be considered during a competitive process.

The preferred location is downtown Yellowknife, but other locations can be considered.

3.1 WHAT WE WOULD LIKE TO BE INCLUDED IN THE RESPONSE TO THIS RFI

Please include the following information for each proposed property:

- Floor Plan identifying entrances, exits, rooms, amenities etc.
- The current occupancy classification of the building (as per the City of Yellowknife).
- The physical address.
- Identification of any proposed non-commercially standard leasing terms and conditions.
- Minimum duration you are willing to sign a lease for.

The response at minimum should include:

- Estimate of expected costs.
- Location.
- Size of building and any associated outdoor space / parking.

**SECTION 3
RESPONDENT INFORMATION**

1. COMPANY PROFILE

Description of the Company

Please provide a brief description of your company, including but not limited to the following. A brochure or website may also be included:

- a) Name of Company
- b) Brief Company Profile
- c) Name of a key contact person, including telephone numbers, and email address
- d) The services that your company could provide related to the proposed solution.