

Appendix D – RFP Particulars

1. The Deliverables

- 1.1. ISI is looking for a Consultant to review and assess the Campus Facilities and provide a list of detailed issues and recommendations that would allow the ISI Participating Members to meet the Access-by-Design 2030 published by the Province of Nova Scotia. The assessment should be according to the Interim Accessibility Guidelines for Indoor and outdoor Spaces provided by Nova Scotia Accessibility Directorate April 2020 and any standards referenced therein (See Appendix G).
- 1.2. The Audit Report should be detailed with reference to each building, building area or room, priorities, and be accompanied with a Class D cost estimate to remove barriers. Reports should also include information as requested in the Interim Accessibility Guidelines (See Appendix G).

2. Material Disclosures

2.1. Member institutions:

- 2.1.1. The following is a list of ISI member institutions. Any one institution, any combination, or all of the below may be active participants in the ensuing agreement. Member institutions may be added, or deleted, as requirements may change throughout the contract period.

- 2.1.1.1. *Acadia University, Wolfville, NS
- 2.1.1.2. Atlantic School of Theology, Halifax, NS
- 2.1.1.3. *Cape Breton University, Sydney, NS
- 2.1.1.4. Dalhousie University, Halifax, NS and Faculty of Agriculture, Truro, NS
- 2.1.1.5. Holland College, Charlottetown, PEI
- 2.1.1.6. Memorial University of Newfoundland, St. John's, NL
- 2.1.1.7. Mount Allison University, Sackville, NB
- 2.1.1.8. *Mount Saint Vincent University, Halifax, NS
- 2.1.1.9. NSCAD University, Halifax, NS
- 2.1.1.10. Nova Scotia Community College, Various locations throughout NS
- 2.1.1.11. *Saint Mary's University, Halifax, NS
- 2.1.1.12. *St. Francis Xavier University, Antigonish, NS
- 2.1.1.13. St. Thomas University, Fredericton, NB
- 2.1.1.14. Université de Moncton, Moncton, NB
- 2.1.1.15. *Université Sainte-Anne, Church Point and Halifax, NS
- 2.1.1.16. *University of Kings College, Halifax, NS
- 2.1.1.17. University of New Brunswick, Fredericton and Saint John, NB
- 2.1.1.18. University of Prince Edward Island, Charlottetown, PEI

*Institutions who initially indicated their interests to participate in this agreement are marked above with an asterisk.

2.2. A list of buildings has been included for institutions marked with an asterisk (See Appendix H).

3. Stage I - Mandatory Submission Requirements

3.1. Submission Form (Appendix B; must be in **PDF** format)

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

3.2. Pricing (Appendix C; must be in **Excel** format)

3.2.1. Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3.3. References and Project History (Appendix E; must be in **Word** format)

3.3.1. Each proposal needs to complete and submit Appendix E.

3.4. Other Mandatory Submission Requirements

3.4.1. Sample Audit Report of a completed audit similar to this request (The submission format is optional). If your Sample Audit Report does not contain all the information we requested in 1.2 please note which fields are missing.

3.4.2. Each proposal should include responses that follow the same structure and numbering system as outlined in RFP Particulars (Appendix D; must be in **Word** format).

3.4.3. Each proposal must not exceed **10 pages** in length (Excluding Appendix requirements, a copy of professional certificate if applicable, and a Sample Audit Report).

4. Mandatory Technical Requirements

4.1. N/A

4.2. Pre-Conditions of Award

4.2.1. Provision of proof of insurance documents as identified as part of the Contract Documents listed in Appendix A.

5. Rated Criteria

5.1. The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Stage II will be completed and the top 2 or 3 proponents will move on to Stage III. Stage III may or may not be exercised. We may choose to do either References, Interviews, both or neither.

5.1.1. The award will be based on a review of proposals against all evaluation criteria and will not necessarily be awarded based on the lowest price offered.

5.1.2. Proposal exceeding the maximum pages will only be evaluated on the first 10 pages (Plus the Appendix forms, a copy of professional certificate if applicable, and a Sample Audit Report).

Rated Criteria Category	Weighting
Stage II:	
Company Profile and Qualifications	10
Key Local Personnel and Experience in the field (Preference given to Higher Education) – Appendix E	30
Quality of Approach, Proposal Methodology, Work Plan, Sample Audit Report, and Understanding of Objectives	20
Capacity for the Work	10
Pricing	30
Total	100
Stage III: (optional at the discretion of ISI: One or both options may or may not be used.	
References	25
Interview	25
Total (both Stages)	150

5.2. Company Profile and Qualifications

5.2.1. Each proponent should provide the following in its proposal:

- 5.2.1.1. A brief description of the proponent;
- 5.2.1.2. A description of its knowledge, skills and experience relevant to the Deliverables;
- 5.2.1.3. Preference given to those who are a certified RHFAC professional (Please provide a copy of your certificate if applicable); and
- 5.2.1.4. The roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.

5.3. Key Local Personnel and Experience in the Field

- 5.3.1. Provide a list of the key personnel that would be performing the campus evaluation and report and identify their experience in this field.
- 5.3.2. Outline if the proponent has the ability to provide bilingual services for the French speaking campuses.
- 5.3.3. Appendix E will be used to identify your previous experience providing a similar scope of work.

5.4. Quality of Approach, Proposed Methodology, Work Plan

5.4.1. Provide a project plan and your approach to the project.

5.4.2. Provide a Sample Audit Report.

5.5. Capacity for the Work

5.5.1. Identify your current project workload and any upcoming projects.

5.5.2. Provide your estimated timelines as per the table below assuming that the ensuing agreement starting date is April 15, 2021. This is intended to provide ISI the estimated duration to complete the audit report per member. These proposed schedules are tentative and may be adjusted as per each participating member's requirements.

Institution	Audit Project Start Date	Audit Project End Date	Audit Report Delivery Date	Additional Comments
Acadia				
CBU				
Mount St. Vincent				
King's				
Saint Mary's				
St. FX				
Ste. Anne				