

TOWN OF HANOVER AND MUNICIPALITY OF WEST GREY

**REQUEST FOR PROPOSAL – STUDY AND ANALYSIS OF THE FEASIBILITY OF THE AMALGAMATION
OF THE HANOVER AND WEST GREY POLICE SERVICES**

Please submit the complete proposal, including the attached forms in sealed envelopes.

Closing: Wednesday, February 24, 2016 | 2:00 pm Local Time

To: Brian Tocheri, CAO/Clerk
Town of Hanover
341 10th Street
Hanover, ON N4N 1P5

Issued February 5, 2016

Deadline for Questions: Wednesday, February 17, 2016

Must be in writing to the attention of Brian Tocheri, CAO/Clerk, btocheri@hanover.ca

Lowest or any proposal will not necessarily be accepted.

All work shall be in accordance with the following scope of work/terms of reference, conditions/requirements and general requirements.

INTRODUCTION

The Town of Hanover and Municipality of West Grey established the Hanover West Grey Police Services Review Committee (the Committee) in November 2015 for the purpose of exploring the feasibility of amalgamating the Hanover and West Grey Police Services. The Committee has established and adopted a terms of reference (attached as Appendix B). The Committee is now seeking the services of a justice and/or security Proponent to analyze and assess the feasibility of amalgamating the Hanover Police Service and the West Grey Police Service. The analysis should include financial considerations, both short and long term, community impacts, and service standards, and make recommendations to the Committee according to the timelines described in this RFP.

SCOPE OF WORK

The Committee seeks proposals to analyze and assess the feasibility of a community policing service through the amalgamation of two police services (the Project). The Project will also include a study to evaluate service delivery as it relates to ensuring the amalgamation is in compliance with the five core functions contained within the “Adequate and Effective Policing Services” as it relates to Section 4 of the Police Services Act as listed below:

- Crime prevention
- Law Enforcement
- Victim assistance
- Public order maintenance
- Emergency response services.

As well, the Project will include analysis on the potential cost sharing formula.

The Proponent, by submitting a proposal, agrees that any cost incurred in response to this RFP or activities associated with this request, is borne by the Proponent and cannot be billed to either the Municipality of West Grey or Town of Hanover. It will be essential to:

1. Thoroughly understand the Police Services Act as it relates to the “five core functions” of community policing.
2. Understand the geography, demographics, crime and call statistics of West Grey and Hanover.
3. Thoroughly understand the current service delivery processes of the West Grey and Hanover policing service as it relates to deployment, staffing levels, service standards, service levels and accountability, and budget.

BACKGROUND

West Grey Police Service

The West Grey Police Service serves the Municipality of West Grey. The police service was formed in October 2001 following the amalgamation of the former Town of Durham, the surrounding townships of Glenelg, Bentinck and Normanby, and the villages of Neustadt and Ayton. Geographically, the Municipality is more than 1.25 times the size of Toronto with a population of approximately 12,500 residents.

The police service consists of the Chief of Police, Deputy Chief of Police, four Sergeants, 12 front line patrol officers, two part-time officers, one detective constable, one civilian records manager and six auxiliary officers. Certain officers are highly trained in specialized elements, including; criminal investigation, traffic management and road safety, scenes of crime investigation, and sexual assault investigation, to name a few.

Front line policing is divided into four platoons, each of which is supervised by a sergeant. Front line patrol is divided into three zones; the former township of Bentinck, the former township of Normanby, and the third zone consists of the former township of Glenelg and Town of Durham. Dispatch service is provided by the Owen Sound Police Service.

The service is overseen by a Police Services Board consisting of two council members, two provincial appointees and one member selected by municipal council.

On October 19, 2015, West Grey Council passed a resolution requesting *“the West Grey Police Service Board work in cooperation with the Hanover Police Service Board to form a Steering Committee for the purpose of investigating the possibility of amalgamating the West Grey Police Service and the Hanover Police Service and further; to investigate other policing options.”*

Hanover Police Service

The Town of Hanover is policed by a municipal police service located at 203 10th Street, Hanover, Ontario. The service was originally established in the early 1900s. In 2001, the Hanover Police Service amalgamated with the Town of Walkerton Police Service to form the South Bruce Grey Police Service. In 2003, the amalgamated Service dissolved after the Town of Walkerton accepted a policing contract with the Ontario Provincial Police. After the disbandment of the South Bruce Grey Police Service, the Hanover Police Service was re-established and continues to provide policing service to the Town of Hanover.

The Hanover Police Service has 14 full-time uniform members comprising of a Chief of Police, Inspector, Sergeant and eleven constables. There are also two part-time constables and five auxiliary constables. The uniform members are assigned to general patrol duties, including; a full range of criminal investigations, drug investigations, provincial statute and by-law enforcement, general deterrence of criminal activity, and community/school education programs. There is one constable assigned full time as the Court Case Manager in the Walkerton Courts and is responsible for managing the court files for the Hanover Police Service, West Grey Police Service, and the Saugeen Shores Police Service. The police service has two civilian members consisting of a Records Manager and an Administrative Secretary with dispatch services contracted to the Owen Sound Police Service.

The service is overseen by a Police Services Board consisting of two council members, two provincial appointees and one member selected by municipal council.

On October 19, 2015, Hanover Council passed a resolution recommending *“that the Hanover Police Service Board be directed to work in cooperation with the West Grey Police Service Board to form a Steering Committee for the purpose of investigating the possibility of amalgamating the Hanover Police Service and the West Grey Police Service.”*

OBJECTIVES

The Project will result in a report to Hanover and West Grey Councils prior to December 19, 2016 that includes a comprehensive review of the amalgamation of the police services to address the following objectives:

1. To develop and outline assumptions to guide the study and report.
2. To identify current levels of service of policing and determine the required staffing levels, which will form the basis of the organizational structure and costs.
3. To review a number of similar sized police services to review staffing levels, rank structure, shift scheduling, back up, workload statistics.

4. To identify excessive or substandard levels of service and recommend system improvements to maximize the investment in community policing and the overall safety of the area to be serviced, in consideration of both current and future needs.
5. To review organizational requirements and options, including:
 - Governance
 - Staffing structures and levels (supervisory, uniform, civilian, contract policing, part-time)
 - Communication/dispatch
 - Accommodations
 - Equipment
 - Technology
 - Level of service, including:
 - Core police functions
 - O. Reg. 3/99 of the Police Services Act
 - Specialized services
 - Shift schedules
 - Patrol coverage
 - Backup and safety
6. To examine cost projections, including:
 - Annual operational costs
 - One time startup expenses
 - Revenue
7. To determine the requirements for a new or renovated facility/headquarters.
8. To recommend a stakeholder engagement strategy.
9. To propose a preliminary transition plan.

The Project will also result in a report that indicates the following:

1. Comprehensive review of current and future costs and provide analysis on overall costs of providing community policing under an amalgamated service, including proposed cost sharing formula.
2. Analysis outlining all advantages and disadvantages of each amalgamation option proposed (if more than one).
3. Recommendation on overall feasibility.

STEERING COMMITTEE

The Proponent will work closely with the Hanover West Grey Police Services Review Committee for clarification as well as direction of the Terms of Reference. The Committee consists of representatives of the Hanover Police Services Board, the West Grey Police Services Board, Hanover and West Grey Chief Administrative Officers, and the Police Chief of each service. The CAO/Clerk of the Town of Hanover will serve as the Proponent's first point of contact. Proponents should account for three meetings with the Committee. Any responsibilities of the Committee beyond what is described in this section should be identified in the proposals.

PROJECT BUDGET

The maximum budget for this Project is \$20,000 including all taxes and disbursements. Proponents are encouraged to propose a scoped approach or methodology that they feel is appropriate and effective to meet the objectives.

Special Requirements

1. On-site presentation of the final report to the Committee prior to December 15, 2016.
2. Ten (10) hard copies of the final report as well as an electronic version of the report.

PROPONENT'S RESPONSIBILITIES

If a Proponent finds discrepancies, omissions, irregularities or is in doubt as to any meaning, the Proponent shall contact Brian Tocheri, CAO/Clerk for the Town of Hanover who may issue an addendum. The Committee cannot be held liable for any oral explanation or interpretation provided.

Proponents must register with the Town of Hanover. Failure to do so will result in disqualification. All Proponents are required to remit the following information to Brian Tocheri at btocheri@hanover.ca:

- Name of company
- Name of contact person
- Phone and email

Where the Committee deems that an explanation or interpretation is necessary or desirable, an addendum may be issued, in writing, and submitted to registered Proponents. It is the responsibility of the Proponent to include all addenda issued. Acknowledgement of Addenda on the Form of Proposal is a mandatory requirement.

SUBMISSION

All proposal submissions are to be submitted in **two separate envelopes** with a covering page supplied (see attached). Both separately sealed envelopes shall be submitted at the same time.

The successful Proponent will be selected based on the weighted quality and fee factors. The requirements for the Detailed Work Plan and Cost Limit are outlined.

Envelope 1

The first envelope shall be identified as the '**Detailed Work Plan**' and shall consist of the Form of Proposal (Appendix A), one electronic copy (PDF Format) and eight (8) hard copies, with one (1) copy being an original document with original signatures. Proponents are required to provide a detailed work plan to address the following within their bid submissions:

1. Indication of why you are interested in the Project and the Proponent's understanding of the nature of the issue.
2. Description of experience in projects of this nature.
3. Identification of the principal Proponent and any sub-consultants that may be involved with a description of roles and responsibilities, qualifications, relevant experience, and references. Curriculum vitae should be attached.
4. Proposed timelines, details of the onsite hours, non-onsite hours and key milestone dates.
5. A discussion of issues and opportunities related to this Project and suggested ways of dealing with these.
6. Identification of resources and support required from the Committee.
7. Anticipated format, contents and timing of meetings and reports.
8. Copy of a similar report completed for a previous client, if available.

Proponents must also provide a profile of the organization/individuals working on the project. This includes:

- The legal name of the organization;

- Include a brief description of the Proponent’s corporate history, identification of main business fields, ownership structure, management structure, legal and financial representation. Proponents must include a company profile, corporate brochure or recent annual statement in the Appendices;
- List of key team members, their qualifications, and their specific involvement in the proposed contract. The Proponent should indicate the process that will be followed for changing or adding key personnel or business partners to the project;
- Identify the firm’s main contact person to liaise with the Committee’s Project contact; and
- A summary of why the Proponent is qualified to undertake the Project as described in this RFP. This should also include evidence of previous experience in policing/security analysis. Provide a minimum of three client references, including the Company Name, Title of the Project, a brief description of Project size, scope, Contact Person(s), Contact Title, Phone Number and Email Address.

Envelope 2

The second envelope shall be identified as ‘**Cost Estimate**’ and shall contain one (1) copy of the Cost Estimate to undertake this assignment. The cost estimate must be separated and detailed and shall include staff hourly rates, all fees and disbursements required.

The approved budget is up to \$20,000, inclusive. Proponents must clearly indicate all total Project costs, as well as applicable taxes and a proposed payment schedule.

Disbursements such as telephone, facsimile, printing, courier, travel, meals, etc., are considered to be included in the Cost Estimate. Computer and office charges are considered part of the overhead and shall not be invoiced as disbursements other than in exceptional circumstances.

The Cost Estimate shall be submitted in a sealed envelope separate from the Detailed Work Plan. Please note that the cost envelope will only be opened for those proposals that meet the requirements of the Project as detailed in Envelope 1.

DELIVERY AND OFFICIAL CLOSING TIME OF PROPOSALS

All submittals shall be in sealed envelopes with covering pages and delivered to:

Brian Tocheri, CAO/Clerk,
Town of Hanover
341 10th Street
Hanover, ON N4N 1P5

Proposals must be received no later than 2:00 p.m. Wednesday, February 24, 2016. The time clock in the front office of the Town of Hanover Civic Centre is the official time for the deadline for submission. The Committee is not responsible for submissions which arrive late or are not properly marked.

Proposals shall be officially opened after closing time by the Clerks Department. No prices are to be read out, with prices being included in a separate envelope bearing the name “Cost Estimate”.

A Proponent may request that their Proposal be withdrawn only prior to the Proposal closing time. Withdrawal shall only be allowed if the Proponent makes the request in writing through a letter signed by a company officer and is delivered in hard copy or electronically to the Town of Hanover CAO/Clerk. Proposals confirmed as withdrawn shall be returned unopened to the Proponent. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal prior to the closing time.

Questions/Inquiries

Inquiries regarding the RFP process or format of the response must be directed, in writing, to Brian Tocheri, CAO/Clerk, by e-mail to btocheri@hanover.ca

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Inquiries must not be directed to other Committee members, Municipal or Police Service employees or boards, or Council members.

PROPOSAL EVALUATION PROCESS AND CRITERIA

The review committee will be comprised of members of the Committee. An onsite interview may be requested for those proponents shortlisted. The Committee retains the option to evaluate proposals based on other criteria or considerations that may emerge as the RFP and proposal process proceeds.

The criteria involved in the evaluation are as follows:

Rated Criteria	Maximum Points (weight)
Phase 1 of Scoring – Detailed Work Plan	
Completeness of Proposal	10
Experience with projects of similar scope	20
Specific Justice/Security experience and knowledge	20
Project Plan/Ability to Meet Deadline	10
TOTAL	60
Phase 2 of Scoring – Cost Estimate	
Adherence to Cost Budget	20
TOTAL	80
Phase 3 of Scoring (if required) – Interview	
Onsite Interview	20
TOTAL	100

The evaluation team will score each proposal in the following manner:

All criteria outlined in Phase 1 will be scored out of 10 for simplicity and consistency (irrespective of the actual score/weight of the particular criterion). Following the consensus session, the scores will be determined by multiplying the evaluated score (out of 10) x maximum score x .1 to get a final score.

For consistency, the following table describes the characteristics attributable to particular scores between 0-10.

0	Submission is unacceptable' demonstrates little understanding of requirements; criterion is absent from submission;
1-4	Submission is not adequate; misses key points;
5-6	Submission meets expectations; basic requirements;
7-8	Submission meets expectations; demonstrates an understanding of program requirements and how they will be met;
9-10	Submission exceeds expectations; clearly demonstrates an understanding of program requirements and how they will be met.

Phase 2 – The lowest fee proposed shall be awarded the full amount of the points available for the fee portion of the evaluation (20). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

Lowest Proposed Fee (LPF) ÷ Proposed Fee (PF) x maximum points for proposed Fee = points for Proposed Bid.

- It is emphasized that pricing is only one of the factors being considered in determining the most suitable Proposal.
- In submitting a Proposal, the Proponent acknowledges the Committee's right to accept other than the lowest priced Proposal and expressly waives all rights for damages or redress as may exist in common law stemming from the Committee's decision to accept a Proposal which is not the lowest price Proposal, if it is deemed to be in the Committee's best interest to do so.
- All qualified proposal submissions will be reviewed and evaluated. Additional information may be requested if necessary.

Other Conditions

Proponents should also be aware of the following conditions when submitting proposals:

- Submission of a Proposal indicates acceptance by the Proponent of all of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the Committee and the Proponent.
- Proposals are subject to a formal contract being negotiated, prepared and executed. This RFP shall form the basis of the form of contract. The Committee reserves the right to negotiate the terms and conditions of the contract.
- All submissions shall become the property of the Committee.

TIMETABLE

Friday, February 5, 2016	Date of RFP Issue
Wednesday, February 17, 2016	Deadline for Questions
Friday, February 19, 2016	Deadline for Issuing Addenda
Wednesday, February 24, 2016 2:00 pm	Bidders Submission deadline (closing)
February 25 to March 4, 2016	Review Period Notice of interviews – shortlist
March 7 and/or 8	Proponent interviews (if required)
March 11, 2016	Proponent selected and notified

Although every attempt will be made to meet all dates, the Committee reserves the right to modify any or all dates at its sole discretion.

Proposals must be received no later than 2:00 pm local time Wednesday, February 24, 2016.

GENERAL TERMS AND CONDITIONS

Rights of the Committee

- a) The Municipality of West Grey and the Town of Hanover are not liable for any costs incurred by the Proponent in the preparation of their response to the Request for Proposal or selection interviews, if required. Furthermore, the Municipalities shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Committee of any bid or by reason of any delay in the award of the contract.
- b) The Committee reserves the right to accept/reject any or all responses and/or reissue the Request for Proposal in its original or revised form.
- c) The Committee reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the Request for Proposal.
- d) The Committee reserves the right to substitute components where the Committee considers that an alternative may be more suitable.
- e) The Committee reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of the contract.
- f) The Committee reserves the right to cancel this Request for Proposal at any time, without penalty or cost to West Grey or Hanover. This Request for Proposal should not be considered a commitment by the Committee to enter into any contract.
- g) The Committee reserves the right to enter into negotiations with the selected Proponent. If these negotiations are not successfully concluded, the Committee reserves the right to begin negotiations with the next selected Proponent.
- h) Proposals shall remain open and subject to acceptance for a period of ninety (90) days from closing date.

- i) In the event of any disagreement between the Committee and the Proponent regarding the interpretation of the provisions of the Request for Proposal, the Chief Administrative Officers of Hanover and West Grey or an individual acting in that capacity, shall make the final determination as to interpretation.

General Notes to Proponent

The Proponent is not to act on verbal instruction from the Committee on work they consider to be extra to their contract scope. **Extra work can only be authorized by the Committee and in a written format only.** The written form must also include that this work is an extra to the contract scope and the method by which extra costs will be tabulated.

This Proposal is made by the Proponent without any connection, knowledge, and comparison of figures or arrangement with any other person or persons submitting a Proposal for the same services, and is in all respects fair and without collusion or fraud.

Conflict of Interest

Each Proponent shall include a statement indicating whether or not the firm or any individuals working on the Project has a possible conflict of interest (e.g. employed by the Municipality of West Grey or Town of Hanover) and, if so, the nature of that conflict. The Committee reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the Proponent. The Committee's determination regarding any questions of conflict of interest shall be final.

Character and Employment of Workers

The successful Proponent shall employ only orderly, competent and skilful employees to ensure that the services are carried out in a respectful manner.

In the event that any person employed by the successful Proponent in connection with the service arising out of this Proposal gives, in the opinion of the Committee just cause for complaint, the successful Proponent upon notification by the Committee in writing shall not permit such person to continue in any future service arising out of this Proposal.

Termination of Contract

Either party may terminate this agreement at any time upon giving notice in writing at least thirty (30) days prior to the date of termination without penalty or recourse. In the event of such termination, the Proponent shall be paid for services up to and including the date of termination.

Sub-Contracts

The Consultant shall identify any sub-contractors who will be carrying out any part of this project in the "Detailed Work Plan". The Consultant shall identify the names of the proposed sub-contractors and for what work each sub-contractor will be responsible. The Committee has the right to reject any of the sub-contractors so named. In this event, the Consultant shall arrange to have the work done by such other sub-contractor as may be approved by the Committee.

Insurance and Indemnification

General Liability Insurance on an occurrence basis for an amount not less than Two Million, (\$2,000,000) dollars, and shall include the Corporation of the Municipality of West Grey and the Corporation of the Town of Hanover as an additional insured with respect to the Proponent's operations relating to its obligations under this Agreement, such policy to include but not limited to bodily injury, personal injury, property damage including loss of use thereof, contractual liability, owners' and contractor's protective, products and completed operations, non-owned automobile, contingent employers liability and contain a cross liability and severability of interest clauses.

Professional liability insurance (Errors & Omissions) in an amount not less than One Million (\$1,000,000) per claim. Such insurance shall provide coverage for all errors and omissions made by the professional in the rendering of, or failure to render, professional services in connection with this Agreement. Upon completion of the work the policy shall remain in force for twelve (12) months

- Automobile Liability on all vehicles owned, operated or licensed in the name of the Proponent in the amount of not less than two million (\$2,000,000) dollars on an occurrence basis.
- The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Committee in writing at least thirty (30) days prior to the effective date of cancellation or expiry.

The Committee reserves the right to request such higher limits of insurance or other types of policies appropriate to the work, as the Committee may reasonably require.

The successful Proponent shall not commence work until such time as the required evidence of insurance has been filed with and approved by the Committee. The successful Proponent shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

The successful Proponent shall indemnify and hold the Town of Hanover and the Municipality of West Grey harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the Proponent, its agents, officers, employees or other persons for whom the Proponent is legally responsible.

Health and Safety and WSIB

The successful Proponent is required to conform with the Occupational Health and Safety Act as it relates to the performance of the contract. In addition, the successful Proponent will be required to supply the Committee with a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every ninety (90) days.

Committee Not Employer

The Proponent agrees that the Committee is not to be understood as the employer to any successful proponent nor to such proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this bid document. Also, in accordance with the Occupational Health and Safety Act, the successful Proponent herewith agrees to be the "constructor" as defined under this act.

Protection of Committee

The successful Proponent shall at all times well and truly save, defend, keep harmless and fully Indemnify the Municipality of West Grey and the Town of Hanover and its servants, employees and agents, from and against all actions, suits, claims, demands, loss, costs, charges, damages and expense, brought or made against or incurred by the Municipality, its servants, employees or agents, in any way relating to goods, materials, articles or equipment, supplied or the supplying thereof, or work or services performed, or the performing thereof, pursuant to this Proposal or relating to inventions, copyrights, trademarks or patents, or rights thereto, used in supplying such goods, materials, articles, equipment, or in performing such work or services or arising out of the subsequent use or operation of such goods, materials, articles, equipment or work.

If the Committee receives a claim that any product or part thereof (herein called the “product”) manufactured or supplied by the Proponent infringes a Canadian patent, it shall notify the Proponent promptly in writing and give the Proponent information, assistance and exclusive authority to evaluate, defend and settle such claim. The Proponent shall then at the Proponent’s own expense and option (1) settle such claim or (2) procure for the Committee the right to use such product as is (3) replace or modify it to avoid infringement, or (4) defend against such claims.

Invoicing

The normal payment terms offered are net 30 days. Payment terms shall only be modified at the sole discretion of the Committee.

We are requesting firm pricing for the term of the contract. Price changes caused by Government Tax Legislation will be accepted, but these changes must be submitted in writing and accepted by the Committee prior to being invoiced. No other price changes will be accepted. All prices quoted shall be in Canadian funds.

Standards and Legislation: Failure to Comply

The successful Proponent may be required to provide written documentation that all material proposed meet Municipal, Provincial and Federal Government standards, legislation and laws. Also, the successful Proponent must comply with all laws, legislation, regulations, and provisions of the Federal, Provincial, Municipal Governments or any governmental agency as they pertain to the work described herein. Failure by the successful Proponent to comply with these laws, legislation, regulations and provisions shall be just cause for the Committee at its discretion to stop performance of this contract, until such times as the successful Proponent complies with these laws, etc. Also the Committee may at its discretion award the contract to any other proponent or may re-issue the Proposal. The Committee may assess against the successful Proponent any damages whatsoever as a result of failure to comply.

Compliance with Laws, Notices, Permits and Fees

The successful Proponent shall comply with all Federal, Provincial and Municipal Laws, statutes, regulations and by-laws, relevant to this Proposal.

The successful Proponent shall obtain the necessary permits, licenses and certificates and pay the fees required for the performance of the work which are in force at the date of the Proposal closing.

The successful Proponent shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are or become in force during the performance of the work.

Errors and Omissions

The Committee shall not be held liable for any errors or omissions in any part of this RFP. While the Committee has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Committee nor is it necessarily comprehensive or exhaustive. Nothing in the Proposal is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

Freedom of Information

All information obtained relative to this Request for Proposal is the property of the Committee. All written Proposals received by the Committee become a public record. Once a Proposal is accepted by the Committee, and a contract is signed, all information contained in them is available to the public, including personal information.

Submissions of Bids as a result of this Proposal are in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

Release of information contained in the Proposal may be requested by anyone under the MFIPPA unless they contain either a trade secret or information that if disclosed would result in harm to the Proponent. This would include scientific, technical, financial or labour relations information.

All requests for information must be made in writing and submitted to Brian Tocheri, CAO/Clerk @ btocheri@hanover.ca

Proponents may mark any part of their submission as confidential except the Total Contract Price and their name. A watermark or rubber stamp imprint is suitable for this purpose. The Committee will use its best efforts not to disclose any information so marked, but shall not be liable to a Proponent where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law.

Default by Proponent

If the Proponent commits any act of bankruptcy; or if a receiver is appointed on account of its insolvency or in respect of any of its property; or if the Proponent makes a general assignment for the benefit of its creditors; then, in any such case, the Committee may, without notice, terminate the Contract.

Any termination of the Contract by the Committee as aforesaid shall be without prejudice to any other rights or remedies the Committee may have.

All statements made under the General Terms and Conditions of this RFP shall be read as if the “Municipality” or “Town” or “Committee” includes “The Municipality of West Grey and Town of Hanover” as may be applicable. In all instances, this RFP and the resulting contract with the successful proponent shall be inclusive of the Committee.

Appendix A: Form of Proposal

RFP for the Study and Analysis of the Feasibility of the Amalgamation of the Hanover and West Grey Police Services.

Proponents must complete this form and include with the Proposal Submission.

I/We the undersigned authorized signing officer of the Proponent, HEREBY DECLARE that no person, firm or Corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in the Proposal.

I/We further declare that all statements, schedules and other information provided in this Proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We declare that this Proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a Proposal and is in all respects fair and without collusion for fraud.

I/We further declare that no employee of the Municipality of West Grey or Town of Hanover is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived there from.

I/We further declare that if awarded the Contract, I/We will agree and adhere to the following:

- a) That submission of a proposal indicates acceptance by the Proponent of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in a subsequent contract between the Committee and the Proponent (s) selected.
- b) That the Proponent acknowledges and agrees that the findings and finished materials provided under the terms of the Contract have been specially ordered or commissioned as work-made-for-hire for use by the Committee and that the Committee shall own the right, title and interest thereto.
- c) That the Proponent agrees that the Committee has unlimited use of the materials and ideas generated by the Proponent through the course of the project.
- d) That the materials or information developed by the Proponent and/or its employees and/or agents will not be designed in such a way as to bind the Committee to the Proponent either directly or indirectly for the supply of future materials or services.
- e) That, upon termination of the Contract, the Proponent will deliver to the Committee, all copies of available working papers, files, and other documentation in its possession and which are applicable to this agreement, and return to the partner municipalities all files and other materials belonging together with all copies thereof, wherever located without demand or notice.
- f) That the proposal and all prices contained within are valid for ninety (90) days from the RFP closing date.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the representatives, relative to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

1.	Company Name	
2.	Bidder's Contact	
3.	Address (including Postal Code)	
4.	Office Phone #	
5.	Office Fax #	
6.	Email address	
7.	Website	
8.	HST Account #	

Acknowledgement of Addenda

The following Addenda are acknowledged _____ for a total of _____

(eg. 1, 2, 3, or 4 or 1 - 4 for a total of 4 Addenda)

Check here if NO addendum received.

Proposal submitted by:

Bidder Signature	
Name and Position	
Date	

NOTE: Failure to sign and return Appendix A: Form of Proposal will result in non-acceptance of this Proposal

Hanover West Grey Police Services Review Committee

Terms of Reference

Purpose

The purpose of the Hanover West Grey Police Services Review Committee is to explore the feasibility of amalgamating the Hanover and West Grey Police Services.

Membership

The following or their designates will be voting members of the Committee: Warren Dickert-Chair, Hanover Police Services Board; Kevin Eccles-Chair, West Grey Police Services Board, Don Smith, member Hanover Police Services Board; Bev Cutting, member West Grey Police Services Board; Brian Tocheri-CAO, Town of Hanover, Larry Adams, CAO/Deputy Clerk Municipality of West Grey; Hanover Police Chief, Chris Knoll and West Grey Police Chief, Rene Berger.

Representatives of the Hanover and West Grey Police Association or their designates, will be non-voting members of the Committee. This will be assessed after six months.

Appointment of Chair and Vice Chair

The Chairs of the Hanover and West Grey Police Service Boards will act as Co-Chairs with each chairing the meetings held within their respective communities.

Secretary

The Secretaries of the two Police Boards will alternate duties by recording the minutes of meetings. Catherine McKay will take minutes in Hanover and Heather Webb will take minutes in West Grey. There will be a central repository for Committee records.

Meeting Schedule

The Committee will conduct two hours meetings every two weeks, alternating between Hanover and West Grey. Hanover meetings will be held on the third Monday of the month at 10:00 a.m. and West Grey meetings will be held on the first Monday of the month at 3:00 p.m.

Communications

The Co-Chairs will act as media spokesperson's for the Committee and will communicate with each other to ensure a co-ordinated approach.

Scope of Committee

The review to include but not limited to issues such as S.W.O.T. analysis, workload analysis, comparison of similar Services, implementation, organizational requirements, cost projections and a transition plan. (Please refer to Appendix "A" for more details and proposed timeline for delivery)

Hanover West Grey Police Review Committee
Terms of Reference

<u>Key Tasks</u>	<u>Delivery Date</u>
<ul style="list-style-type: none"> • Advantages/Disadvantages (SWOT Analysis) 	December 2015
<ul style="list-style-type: none"> • Workload Analysis <ul style="list-style-type: none"> ○ To determine required staffing levels, which will form the basis of the organizational structure and costs 	February 2016
<ul style="list-style-type: none"> • Comparator Police Services <ul style="list-style-type: none"> ○ Look at a number of similar size Police Services to review staffing levels, rank structure, shift scheduling, back up, workload statistics. Determine requirements for new or renovated facility. 	February 2016
<ul style="list-style-type: none"> • Implementation Options <ul style="list-style-type: none"> ○ Look at organizational options available; staffing levels and supervisory structures, contract policing, part time, etc. 	February 2016
<ul style="list-style-type: none"> • Organizational Requirements <ul style="list-style-type: none"> ○ Governance ○ Uniform Staffing ○ Civilian Staffing ○ Communication/Dispatch ○ Accommodations ○ Equipment ○ Technology ○ Level of Service <ul style="list-style-type: none"> ▪ Core police functions ▪ O.Reg. 3/99 of the PSA ▪ Specialized Services ▪ Shift Schedules ▪ Patrol coverage ▪ Backup and safety 	June 2016
<ul style="list-style-type: none"> • Cost projections <ul style="list-style-type: none"> ○ Annual operational costs ○ One time startup expenses ○ Revenue 	September 2016
<ul style="list-style-type: none"> • Report to Council for decision 	December 2016
<ul style="list-style-type: none"> • Transition Plan 	to be determined

(target dates subject to change)

Affix this address label sheet to the front of your envelope / submission.

PROPOSAL SUBMISSION

From: _____

Contact: _____

Telephone: _____

Deliver to: Brian Tocheri, CAO/Clerk
Town of Hanover
341 10th Street
Hanover, ON N4N 1P5

SEALED PROPOSAL

PROPOSAL: Study and Analysis of the Feasibility of the Amalgamation of the Hanover and West Grey Police Services.

CLOSING DATE AND TIME: Wednesday, February 24, 2016 |2:00 pm

DESCRIPTION: Request for Proposal for Study and Analysis of the Feasibility of the Amalgamation of the Hanover and West Grey Police Services.

Envelope #1 - Detailed Work Plan (no fees are to be included in this envelope)

Note: The address label sheet must be affixed to the front of your envelope / submission. The Municipality will not be held responsible for submissions that are not labeled.

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Envelope #2- Cost Estimate

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