

SEPTEMBER 9, 2025

SENT VIA EMAIL

PART I - REQUEST FOR QUOTATION

Quotations for: **RFQ FCS, 25.09.09 for Older Adult Resources (the "RFQ")**

Will be received by: Strathcona County ("the County")
Family and Community Services
Community and Social Innovation
RFQ Contact: Meghan Smook
Email of Contact Person: meghan.smook@strathcona.ca

Closing time and date for this Request for Quotation (RFQ) is **14:00 PM, Local time, Monday, September 29, 2025** ("Closing Date"). Quotations received by the County at the email address provided above after the Closing Date will not be considered by the County.

1. Summary of requirements.

The County invites Respondent to submit Quotations for Older Adult Resources.

The successful respondent shall provide the deliverables to the County no later than December 31, 2025.

The total value of this contract, including option terms, shall not exceed \$15,000.00, excluding GST.

2. Communication.

All inquiries regarding this RFQ should be made in writing and directed to RFQ Contact at the Contact email address above. Respondent and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the County, other than the RFQ Contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's quotation.

3. RFQ Documents.

The RFQ Documents are the basis upon which Quotations should be submitted. The RFQ Documents consist of this RFQ Document, including:

- Attachment 1 – Request for Quotation
- Attachment 2 – Submission and Pricing Form

- Attachment 3 – Deliverables: Scope
- Attachment 4 – TEMPLATE - Standard Regular Form Purchase Agreement
- Attachment 5 – Healthy Aging Strathcona County Framework

Respondent shall not use the RFQ Documents for any other purpose than in preparation for and submitting a Quotation, and in the case of the successful respondent, for performing its obligations under the Contract.

Any changes to this RFQ will be communicated to all Respondents by addendum.

4. Submission of Quotation.

- 4.1. Respondent should submit quotations by the Closing Time and to the Contact Person indicated above. The quotation should be submitted as an attachment to the email in the original format of the RFQ Submission Form, or as a PDF. Each quotation should include all information and documents requested in this RFQ.
- 4.2. The subject line of the email should include respondent's name and the RFQ number.
- 4.3. Respondent must ensure that the email is not larger than 20Mb in size. Emails including zip files or that are larger than 20Mb will be rejected by the County firewall and will not be received.
- 4.4. Respondent may amend their quotations on or before the submission deadline by submitting the amendment in the same manner as the original submission. The subject line of the email should also include the word "Amendment". Any amendment should clearly indicate which part of the quotation the amendment is intended to amend or replace.
- 4.5. At any time throughout the RFQ process a respondent may withdraw a submitted quotation by delivering a signed notice of withdrawal to the RFQ Contact.
- 4.6. If the County has established a maximum pricing threshold for this procurement in Appendix B, then quotations with pricing exceeding that maximum pricing threshold will be rejected.

PART II - RFQ TERMS OF REFERENCE

1. The RFQ process is not intended to create a formal, legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations.
2. The County may cancel or amend the RFQ process without liability at any time.
3. No legal obligation regarding the procurement of any good or service shall be created until either the County and the selected respondent have entered into a written agreement for the Deliverables, or the County has issued the selected respondent a purchase order for the Deliverables.
4. The respondent may withdraw a submitted quotation at any time during the RFQ process prior to entering into an agreement with the County or the County issuing the respondent a purchase order.
5. Neither the respondent nor the County shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of an agreement or purchase order, failure to award an agreement or purchase order, or a decision of the respondent to withdraw its quotation.
6. The respondent shall keep the RFQ and any agreement or purchase order that may result from the RFQ process confidential.
7. The respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation.
8. The respondent consents to the collection, use, and disclosure by the County of the information as contemplated under the RFQ for the uses contemplated under the RFQ.
9. When evaluating quotations, the County may request further information from the Respondent or third parties in order to verify, clarify, or supplement the information provided in the respondent's quotation, and the County may revisit, re-evaluate, and rescore the respondent's response or ranking on the basis of any such information.
10. In the event a respondent's pricing appears to be abnormally low in relation to the Deliverables, the County may require the respondent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the respondent is unable to satisfactorily account for the abnormally low pricing, the County may reject the quotation.

11. The County may disqualify a respondent for any conduct that compromises the integrity of the competitive process, as solely determined by the County.
12. The County may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading, or incomplete information.
13. For the purposes of the RFQ, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:
 - (a) in relation to the RFQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to: (i) having or having access to confidential information of the County in the preparation of its quotation that is not available to other Respondents; (ii) having been involved in the development of the RFQ, including having provided advice or assistance in the development of the RFQ; (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFQ; (iv) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process); or (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair;
 - (b) in relation to the performance of its contractual obligations under an agreement or purchase order for the Deliverables, the respondent's other commitments, relationships, or financial interests: (i) could or could be seen to exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair, or be incompatible with the effective performance of its contractual obligations; or
 - (c) the respondent is engaged in actual or reasonably apprehended litigation, or in any other dispute against or contrary to the County.
14. The County may elect not to consider a respondent if, as solely determined by the County, any conduct, situation, or circumstance places the respondent in a Conflict of Interest in respect of submitting a response to the RFQ or in providing the Deliverables.
15. These RFQ Terms of Reference: (a) are included for greater certainty and are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

1. MATERIAL DISCLOSURES

Not applicable

2. CONTENT OF QUOTATION

Respondent should include the following information in their Quotations:

1. Contact Information
 - Respondent legal name
 - Respondent contact information, including contact person name, business address, telephone number, and email address.
2. Pricing information, including:
 - ATTACHMENT 2 - SUBMISSION AND PRICING FORM
3. Non-pricing information, including:
 - ATTACHMENT 2 - SUBMISSION AND PRICING FORM
1. Additional documents, including:
 - all information, documents, or materials required pursuant to section E (Evaluation Criteria) of this Appendix B

3. PRICING SUBMISSION INSTRUCTIONS:

Rates must be provided in Canadian funds and must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

GST should be itemized separately.

4. D. PRE-CONDITIONS OF AWARD

Within the timeframe specified by the County when it notified the selected respondent (which is typically not more than seven (7) days), the selected respondent must deliver the following documents to the County:

- Certificate of Insurance: A valid and current certificate(s) of insurance evidencing that the insurance required by the agreement or purchase order is in place and is in full force and effect.
- WCB Clearance Letter: Evidence of an account in good standard with the Workers' Compensation Board - Alberta (typically in the form of a clearance

letter) or exemption letter for the respondent, dated no earlier than the date the County notified the selected respondent.

PART IV - EVALUATION AND AWARD

1. Scoring.

All Quotations will be evaluated and scored by the County. Quotations will be evaluated and scored on the basis of the rated evaluation criteria set out below.

Rated Evaluation Criteria Category	Sub Criteria Weighting	Weighting (Points)
1. Pricing		25
2. Non-Price		
<i>2.1 Experience and Qualifications</i>	<i>15</i>	
<i>2.2 Workload and Capacity</i>	<i>25</i>	
<i>2.3 Proposed approach</i>	<i>35</i>	
Non-Price Total		75
Total Points		100

The scores for all evaluation criteria will be added together for the total score.

2. Price.

Pricing will be evaluated based on the pricing submitted within ATTACHMENT 2 - SUBMISSION AND PRICING FORM Section 1. Pricing will be scored based on a relative pricing formula. Each respondent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{respondent's price} \times \text{weighting} = \text{respondent's pricing points}$$

3. Final ranking of Quotations.

The County will determine the final ranking of Quotations based on each Quotation's total score. The respondent with the highest total score will become the selected respondent. Ties will be resolved using lowest price.

4. Negotiations.

The County will provide the preferred respondent with a written invitation to enter into negotiations (if negotiations are necessary) with the County. The attached Contract will be the starting point for negotiations. There is no binding agreement between the County and the preferred respondent until the purchase order

incorporating the attached Requirements and Terms and Conditions is signed by both parties. If the County and the preferred respondent are unable to reach an agreement, the County may cease negotiations with the preferred respondent and begin negotiating with the respondent who submitted the second highest total score, who will become the new preferred respondent.

- 5. Award to successful respondent.** Once an agreement is reached between the County and the selected respondent, both the County and the selected respondent will sign the form of agreement incorporating the attached Requirements and Terms and Conditions.
- 6. Debriefs.** Respondents may request a debrief in writing within 30 days of receiving notification of non-award.

PART V - FORM OF AGREEMENT

Attached is a draft copy of the Form of Agreement:

- Attachment 1 – Standard Form Contract