



**HALTON  
POLICE  
BOARD**  
EXCELLENCE IN GOVERNANCE

**Request for Proposals**  
**For**  
**PUBLIC SURVEY & STAKEHOLDER FOCUS GROUP FACILITATIONS**  
**For**  
**HALTON POLICE BOARD STRATEGIC PLANNING**

Request for Proposals No.: **RFP-01-23**

Issued: **24 April 2023**

Submission Deadline: **24 May 2023 at 4:00 pm local time**

Proposals must be submitted electronically to: [secretary@haltonpoliceboard.ca](mailto:secretary@haltonpoliceboard.ca)

**\*\*\*ELECTRONIC SUBMISSIONS ONLY\*\*\***

## 1.0 Invitation to Proponents

### 1.1 Overview

This Request for Proposals (the “RFP”) is an invitation by the Regional Municipality of Halton Police Services Board (“HPB”) to prospective proponents to submit proposals for the provision of Public Survey & Stakeholder Focus Group Facilitations.

HPB is responsible under the Police Services Act for ensuring adequate and effective policing in the Regional Municipality of Halton, and defines its role as “*ensuring that policing actions and consequences are congruent with community needs, values and expectations*”.

The HPB is also statutorily responsible for the establishment of a Strategic Plan for policing the jurisdiction, and it does so at least once every four years.

The purpose of this project is to solicit public opinion regarding the community needs, values and expectations for policing, by way of a public survey and several facilitated stakeholder focus groups. Survey and focus group responses will be used subsequently to inform the HPB’s development of its Strategic Plan for policing Halton Board in 2024-2027. The development of the Strategic Plan itself is not part of this RFP nor is an internal survey of employees; only the public survey and the public focus group facilitations are part of this RFP.

### 1.2 RFP Contact

Questions in relation to this RFP are to be addressed to the Board Secretary at [secretary@haltonpoliceboard.ca](mailto:secretary@haltonpoliceboard.ca)

### 1.3 RFP Timetable

Issue Date of RFP	<b>24 April 2023</b>
Submission Deadline	<b>24 May 2023, 4PM EDT</b>
Anticipated Contract Award	<b>2 June 2023</b>

The RFP timetable is tentative only and may be changed by HPB at any time.

### 1.4 Submission of Proposals

Proposals must be submitted electronically to: [secretary@haltonpoliceboard.ca](mailto:secretary@haltonpoliceboard.ca). Technical and Cost proposals are to be provided as separate electronic files. A confirmation-of-receipt email will be provided to each submitting proponent.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

Submissions by other methods will not be accepted.

Late submissions will not be accepted and will be disqualified as late.

## 1.5 Intellectual Property

All reports and other documents to be produced by the successful Proponent to this Request for Proposals shall, on submission to HPB, become the property of HPB.

## 2.0 Project Deliverables

### 2.1 Community Survey:

- Create, advertise and administer an on-line public community survey of 20-30 questions (including demographic information) regarding policing in Halton Region, that is accessible by both mobile devices and personal computers;
- Collate survey responses, and provide both collated and raw survey results; and
- Provide an analysis of key findings including common themes and major variances in survey responses.

### 2.2 Focus Groups:

- Design a one-hour facilitated focus-group discussion regarding policing in Halton Region;
- Facilitate up to ten one-hour discussions for focus groups to be identified by HPB, including but not limited to: groups representing Halton's diverse communities in Halton, First Nations, community organizations, youth, school boards, businesses, human services providers, and victim's assistance providers; and
- Provide a summary of key responses for each focus group, and identify of common themes among the various focus groups.

### 2.3 Project Timetable

Anticipated Contract Award	<b>2 June 2023</b>
Focus Groups complete and summary submitted	<b>30 September 2023</b>
Community survey opened	<b>1 September 2023</b>
Community survey closed	<b>30 September 2023</b>
Survey report submitted	<b>15 October 2023</b>

The project timetable is tentative only and may be changed by HPB at any time.

### 3.0 Proposal Evaluation

Proposals will be evaluated using the following rating system:

Proposal Evaluation Criteria	Weighting (Points)
Technical components:	
Corporate Profile and Relevant Experience	20
Understanding of the Assignment	30
Methodology	30
Subtotal – Technical components	80
Cost proposal **	20
<b>Total Points</b>	<b>100</b>

\*\* Cost proposal only considered if proponent scores a minimum of 56 points (70%) in the Technical components score.

#### 3.1 Corporate Profile and Relevant Experience

- Provide a narrative on why and how the proponent is best suited to provide the prime consultant services for this project; and
- Provide a description of experience in projects of similar type, scope and complexity in the past five (5) years within Canada.

#### 3.2 Understanding of the Assignment:

- Demonstrate understanding of the Project and the Deliverables;
- Demonstrate an understanding of HPB's relationship with the HRPS, and of HPB's relationship with the people of Halton Region; and
- Demonstrate an understanding of police board Strategic Planning requirements in Ontario, with emphasis on public input.

#### 3.3 Methodology

- Propose methodology to successfully complete the assignment; and
- Explain how integrity of the survey responses will be ensured, such that the responses of the people of Halton Region are accurately reflected.

#### 3.4 Cost Proposal

Cost proposals are to include proposed fees and any anticipated expenses in a Cost Proposal file that is separate from their Technical Proposal file. Cost Proposals will be scored in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times 20\% \text{ weighting} = \text{proponent's pricing points}$$