



## REQUEST FOR PROPOSAL (RFP)

### CURVE LAKE FIRST NATION PROPANE HEATING SERVICES

CURVE LAKE FIRST NATION  
22 WINOOKEEDAA ROAD  
CURVE LAKE, ONTARIO K0L 1R0

## TABLE OF CONTENTS

|     |  |   |
|-----|--|---|
| 1.  | SUMMARY AND BACKGROUND .....                   | 2 |
| 2.  | PROPOSAL GUIDELINES .....                      | 3 |
| 3.  | PROJECT PURPOSE AND DESCRIPTION .....          | 4 |
| 4.  | PROJECT SCOPE.....                             | 4 |
| 5.  | REQUEST FOR PROPOSAL AND PROJECT TIMELINE..... | 5 |
| 6.  | BUDGET .....                                   | 6 |
| 7.  | BIDDER QUALIFICATIONS.....                     | 6 |
| 8.  | PROPOSAL EVALUATION CRITERIA .....             | 7 |
| 10. | PRIVILEGE CLAUSES.....                         | 8 |
| 11. | EXCLUSIONARY CLAUSES .....                     | 8 |

## 1. SUMMARY AND BACKGROUND

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified and experienced contractors specializing in propane heating services. Our objective is to identify a reliable and skilled service provider to meet the heating requirements of our community.

In response to the growing needs of our community, we are seeking a propane heating service that can deliver efficient, safe, and cost-effective solutions. Curve Lake First Nation is committed to ensuring the well-being of its members by maintaining a reliable heating system that meets both current and future demands.

Through this RFP process, we encourage prospective contractors to engage with our administrative staff to understand our specific heating needs and values. We aim to establish a long-term partnership with a provider that aligns with our goals of sustainability and adaptability in meeting the heating needs of Curve Lake First Nation.

As we continue to grow and evolve, it is essential for us to regularly assess and enhance our heating services to keep pace with our community's evolving requirements and aspirations. We invite qualified propane heating service providers to submit their proposals in support of our mission to ensure the well-being and comfort of our community.

Curve Lake First Nation is located on a peninsula situated between Buckhorn Lake, Harrington Narrows and Chemong Lake. It is affiliated with the Union of Ontario Indians and is one (1) of seven (7) Williams Treaties First Nations.

The total member population of Curve Lake First Nation is approximately 2,821. There are roughly 810 members who live on-territory while approximately 2,011 live off-territory.

The Council is comprised of one (1) Chief and eight (8) Councilors.

First Nation operations are currently organized into eight (8) departments - Finance and Administration, Consultation, Health & Family Services, Education, Justice, Economic Development, Employment & Culture, Lands & Environment, Capital & Public Works. Curve Lake First Nation employs approximately 100 full-time employees and 35 short-term contracts and sub-staff.

Several Council committees have been established to assist the operating departments. These include Finance, Health & Family Services, Education, Economic Development/Tourism & Employment, Public Works & Capital, Housing, Consultation, Lands, Environment and Rights & Resources, Governance & Nation Building and Kinomaagewapkong & Culture. Additional Council Committees include the Gaming Revenue Fund, Recreation, and Youth Council Advisory Group.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **12:00pm (EST) November 10, 2023**. Any proposals received after this date and time will be returned to the sender unopened.

If the individual or organization submitting a proposal must outsource or sub-contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the quotation must be all-inclusive to include any outsourced or sub-contracted work. The project cannot be totally outsourced, and the submitting firm must take total responsibility for all the work completed. Any quotation which calls for outsourcing or subcontracting work must include a name and description of the organizations being contracted along with the percentage of the work they will be completing.

All costs must be itemized and include a detailed explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of a successful quotation. All contractual terms and conditions may be subject to review by Curve Lake First Nation's selection panel and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **Proposal Inquiries**

All questions, requests for information, instructions, or clarifications regarding any part of this proposal document must be set out in writing and directed to:

Curve Lake First Nation  
re: Propane Heating Services  
22 Winookeedaa Street  
Curve Lake, ON K0L 1R0  
705-657-8045  
[Procurement@curvelake.ca](mailto:Procurement@curvelake.ca)

All questions related to this Request for Proposal (RFP) or any clarification with respect to this RFP must be made no later than three (3) business days prior to the closing date of this RFP in order for staff to have sufficient time to respond. Curve Lake First Nation reserves the right to extend the deadline for questions, if required, regarding this RFP.

Written answers or clarifications to issues of substance shall be shared with all proponents and shall be issued as part of the RFP in the form of an Addendum.

### **Quotation Submissions and Closing Date**

The **closing date for proposals is set for Friday, November 10, 2023 at 12:00pm (EST)**. Only proposals that are received by the closing date and time will be accepted. If packages are

mailed, they must arrive before the closing date and time. Packages should be clearly marked: “Request for Proposal – Propane Heating Services”.

Proposals should be submitted to the attention of:

Curve Lake First Nation  
re: Propane Heating Services  
22 Winookeedaa Street  
Curve Lake, ON K0L 1R0  
705-657-8045  
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### 3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The purpose of this RFP is to secure propane heating services for Curve Lake First Nation (CLFN) and ensure the provision of efficient and reliable heating solutions. The project scope encompasses the following essential areas:

1. Propane Heating Efficiency: Assessing the efficiency of the propane heating systems, including resource allocation and utilization, to optimize energy efficiency and cost-effectiveness.
2. Transparency and Accountability in Service Delivery: Evaluating the transparency and accountability of the propane heating service provider in delivering reliable and safe heating solutions to CLFN.
3. Alignment with Community Heating Needs: Ensuring that the propane heating services align with the evolving heating requirements and aspirations of the Curve Lake First Nation community.
4. Long-Term Sustainability of Heating Solutions: Promoting the sustainability of propane heating practices to guarantee the First Nation's long-term comfort and adaptability to changing heating needs.

The primary objective of this RFP is to identify a propane heating service provider that can address these critical areas and meet the heating needs of the Curve Lake First Nation community effectively and sustainably.

### 4. PROJECT SCOPE

The scope of this RFP involves soliciting propane heating services and acquiring a comprehensive solution for Curve Lake First Nation to address its heating needs efficiently.

The selected propane heating service provider will be responsible for the following tasks:

1. Conducting a thorough assessment of the current heating systems and infrastructure.
2. Identifying areas for improving heating efficiency and cost-effectiveness.
3. Evaluating the provider's transparency and accountability in delivering heating services.
4. Ensuring that the propane heating services align with the community's evolving heating requirements.
5. Proposing sustainable heating strategies to secure long-term comfort and adaptability.

The selected propane heating service provider will deliver the following outputs:

1. A detailed report outlining the assessment of the existing heating systems and recommendations for improvement.
2. Recommendations for enhancing transparency and accountability in the delivery of propane heating services to CLFN.
3. Alignment proposals to ensure that propane heating services closely match the evolving heating needs of the Curve Lake First Nation community.
4. A comprehensive plan for achieving long-term sustainability in propane heating operations, including cost-effective and environmentally responsible strategies.

This RFP seeks to identify a propane heating service provider capable of addressing these critical areas and delivering reliable, efficient, and sustainable heating solutions to meet the needs of the Curve Lake First Nation community.

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than **12:00 pm (EST) on Friday, November 10, 2023**

Evaluation of proposals will be conducted by **Friday, November 17, 2023**. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than **Friday, November 17, 2023**. Contract negotiations will be completed by **Friday, November 24, 2023**.

Notifications to bidders who were not selected will be completed by **Friday, November 17, 2023**.

**Project Timeline:**

Project must be completed by **December 31, 2023**.

## **6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. These costs shall be itemized to include costs associated with travel, accommodations, workshops, production of reports as well as the overarching cost for conducting the work itemized above.

NOTE: All costs and fees must be clearly described in each proposal.

## **7. BIDDER QUALIFICATIONS**

Bidders are required to include the following components in their proposal for consideration when providing propane heating services:

1. Letter of Introduction: A formal letter introducing the bidding company and expressing their interest in providing propane heating services to Curve Lake First Nation.
2. Qualifications of Service Team: Detailed information about the qualifications, expertise, and experience of the proposed service team members who will be involved in delivering propane heating services.
3. Client References: References or testimonials from previous clients or projects that demonstrate the bidding company's competence and effectiveness in delivering propane heating solutions.
4. Relevant Experience: An overview of the bidding company's relevant experience in providing propane heating services, including details of similar projects.

5. Past Work with First Nation Communities: Details of any prior work or collaborations with First Nation communities, highlighting experience in delivering propane heating services to such communities.
6. Sub-Contractors and Partners: An inventory of all sub-contractors or partners who will be involved in delivering propane heating services, along with their qualifications and roles in the project.
7. Detailed Cost Estimate: A comprehensive and transparent cost estimate, with no hidden costs, for providing propane heating services to Curve Lake First Nation.
8. Project Timeline: A detailed project timeline outlining the schedule for delivering propane heating services, including milestones and key deliverables, to ensure clarity on project progress and deadlines.

These components will assist Curve Lake First Nation in evaluating and selecting a qualified and experienced bidder for propane heating services, ensuring that the chosen company can effectively meet the heating needs and requirements of the community.

## **8. PROPOSAL EVALUATION CRITERIA**

To ensure consideration for this RFP seeking propane heating services, your proposal should meet the following criteria to be evaluated by Curve Lake First Nation:

- Overall Proposal Suitability: Your proposal must align with the scope and requirements outlined in this RFP and should be presented in a clear and well-organized manner.
- Organizational Experience: Bidders will be assessed based on their relevant experience, qualifications, and expertise as they relate to the provision of propane heating services.
- Previous Work: Evaluation will be based on examples of your past work, particularly in the context of providing propane heating services or similar projects.
- Value and Cost: Bidders will be evaluated on the cost-effectiveness and value of the proposed propane heating services in accordance with the project's scope and needs.
- Experience with First Nation Communities: Consideration will be given to bidders with experience in successfully delivering propane heating services to First Nation communities, demonstrating an understanding of their unique requirements and challenges.

Meeting these criteria will enhance your proposal's chances of being considered by Curve Lake First Nation for the provision of propane heating services.



## **9. PREPARATION OF SOLICITATION**

If a proposing company, individual, or subcontractor was involved in the preparation of the RFP solicitation that proposal is disqualified.

## **10. PRIVILEGE CLAUSES**

Curve Lake First Nation reserves its right:

1. Not to award the contract;
2. Not to award the contract necessarily to the lowest priced bidder, but rather to the best "value";
3. To conduct negotiations with one or more bidders in the event the negotiations with the first bidder are unsuccessful;
4. To conduct a survey of potential bidders to obtain clarification of their proposals as part of the evaluation process;
5. To cancel and reissue the RFP; and
6. To extend any deadlines and amend the proposal process.

## **11. EXCLUSIONARY CLAUSES**

The proposal writer shall be liable for all costs associated with preparation and submission of the proposal up to the final award of the contract.

Curve Lake First Nation shall not be liable for any costs, expenses, loss or damage incurred, sustained or suffered by any bidder prior, or subsequent to, or by reason of the acceptance or the non-acceptance by CLFN of any proposal, or by reason of any delay in acceptance of a proposal, except as provided in the tender documents.