



The City of Saint John

**Request for Proposals**  
**for**  
**Consulting Services – Funding Application**  
**Saint John, New Brunswick**

Request for Proposals No.: 2022-092203P

Issued: Tuesday, July 5, 2022

Submission Deadline: Thursday, July 21, 2022, 4:00:00 pm, ADT

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## PART 1 – INTRODUCTION

### 1.1 INVITATION TO PROPONENTS

- (a) This Request for Proposals (“RFP”) is an invitation to prospective proponents to assist in the preparation of a workplan and budget on behalf of the City of Saint John and Saint John Police for the Public Safety Canada - Building Safer Community Fund (BSCF). The program objectives and supplemental information have been included in the appendices. Further information included in Part 2 – The Deliverables.

### 1.2 BACKGROUND INFORMATION

The Public Safety Canada Building Safer Community Fund (BSCF) is directly relevant to two of Common Councils identified priorities. A successful proposal application is consistent with the “PERFORM” priority, specifically as it relates to the outcomes and objectives under Financial Health and leveraging viable opportunities to generate alternate sources of revenue.

The Public Safety Canada Building Safer Community Fund (BSCF) provides municipalities an opportunity to enhance community-based prevention and intervention strategies to tackle gun and gang activities. A successful proposal application is aligned with the Council Priority of “BELONG” as it relates to enhancing the quality of life and social well-being in a safe place to live; offering recreation, arts, and cultural opportunities that align with PlanSJ, Play SJ and other related plans.

### 1.3 RFP CONTACT PERSON

- (a) For the purposes of this procurement process, the “**City Contact**” shall be:

Monic MacVicar, CCLP, CPPB  
Supply Chain Management  
The City of Saint John  
Email: [supplychainmanagement@saintjohn.ca](mailto:supplychainmanagement@saintjohn.ca)  
Fax: (506) 658-4742

### 1.4 TYPE OF CONTRACT FOR DELIVERABLES

- (a) The City will issue a Purchase Order to the successful proponent for the scope of services detailed in this request for proposal.

## **1.5 NO GUARANTEE OF VOLUME OF WORK OR EXCLUSIVITY OF CONTRACT**

- (a) The City makes no guarantee as to the value or volume of the Deliverables. The contract to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for the same as or similar to the Deliverables or may obtain the same as or similar to the Deliverables internally.

**[End of Part 1]**

## PART 2 – THE DELIVERABLES

### 2.1 DESCRIPTION OF DELIVERABLES

The proponent shall prepare a comprehensive application on behalf of the City of Saint John and Saint John Police for the Building Safer Communities Fund (BSCF). The objective of the BSCF is to support Municipalities in combating gun and gang violence through community led initiatives.

The City of Saint John and Saint John Police have been granted allocated funding through the program which requires facilitated planning and engagement with all stakeholders to determine appropriate allocation. Initial ideas and projects have been drafted, however further research and development is required to fully explore the viability and budget. The successful proponent will be required to prepare a detailed four-year work plan and accompanying budget to be submitted to Public Safety Canada on the City of Saint John's behalf.

The workplan will be divided into two phases: Phase 1 to cover project planning which must be submitted and complete by the Federal fiscal year end of March 2023. Phase 2 will include the implementation of all projects and plans to begin in 2023 and be complete by March 2026.

#### A. Background Information

Public Safety Canada has available a targeted, time-limited contribution program that will provide up to \$250 million to municipalities to develop community-based prevention and intervention strategies to address gun and gang violence. Further information can be found in [Appendix D: BSCF Funding Submission Guide](#).

The BSCF has identified key objectives that must be met to qualify for funding. The intent is to equip Municipalities with funding to provide prevention and intervention strategies related to gun and gang violence. Eligible activities must support the achievement of the BSCF objectives and must be domestic in scope. These include but are not limited to the following:

- A. Development of a strategy on gun and gang violence.
- B. Development or enhancement of data systems to support data gathering/ reporting on gun and gang crime or on results achieved.
- C. Public awareness and education including outreach with intervention participants and collaboration and integration with related organizations.
- D. Development and delivery of prevention intervention of gun violence such as mentoring, counselling, and skills development with intervention participants.
- E. Recruitment of individuals required for development and delivery of the strategy.

#### Scope of work

In conjunction with organization representatives the proponent would complete the following:

1. Public Safety Canada: Building Safer Communities Fund Submission Form
2. BSCF Work Plan Templates
  - a. Phase 1 Work Plan
    - i. Fiscal Year 2022/ 2023 to be submitted by August 30, 2022
    - ii. Must include activities, outcomes, performance indicators, methodology and resources and a detailed timeline.

- iii. Budget allocation for Phase 1 Workplan using the BSCF Budget Template
- b. Phase 2 Work Plan
  - i. Fiscal Year 2023 through 2026 to be submitted by January 15, 2023
  - ii. Must include activities, outcomes, performance indicators, methodology and resources and a detailed timeline.
  - iii. Budget allocation for Phase 1 Workplan using the BSCF Budget Template

**[End of Part 2]**

## PART 3 – SUBMISSION AND EVALUATION OF PROPOSALS

### 3.1 TIMETABLE

- 1) The RFP timetable is tentative only and may be changed by the City at any time.

Milestones	Dates
Issue Date of RFP	Tuesday, July 5, 2022
Deadline for Questions	Wednesday, July 13, 2022, 4:00:00 pm, ADT
Deadline for Issuing Addenda	Thursday, July 14, 2022, 4:00:00 pm, ADT
Submission Deadline	Thursday, July 21, 2022, 4:00:00 pm, ADT
Rectification Period	3 Business Days
Anticipated Deadline for Selection of Top-Ranked Proponent	Friday July 29, 2022

### 3.2 SUBMISSION INSTRUCTIONS

#### A. Proposals Shall Be Submitted at the Prescribed Location

- 1) Proposals shall be submitted as follows:

Due to the Covid-19 Situation, all Proposal submissions will be received electronically before the submission deadline by emailing signed electronic documents in PDF format, complete with all mandatory forms to [supplychainmanagement@saintjohn.ca](mailto:supplychainmanagement@saintjohn.ca). The email subject must include the Request for Proposal No. and Title of Work.

#### B. Proposals Should Be Submitted in Prescribed Manner

- 1) Proponents should submit two PDF documents, one of the technical proposal and supporting information, and one of the financial proposal and supporting information. Each file should be labelled accordingly as: “**Technical Proposal: 2022-092203P – Consulting Services – Funding Application**” and “**Financial Proposal: 2022-092203P – Consulting Services – Funding Application**”.

#### C. Proposals Shall Be Submitted on Time

- 1) Proposals submitted after the Submission Deadline will be rejected.
- 2) In light of the pandemic, there will be no public opening. The names of the Proponents shall be published on the City’s website following the proposal closing.

#### D. Amendment of Proposals

- 1) Proponents may amend their proposals prior to the Submission Deadline by submitting an email in the same fashion as the proposal submissions. Any amendment should clearly indicate which part of the proposal the amendment is intended to affect.

**E. Withdrawal of Proposals**

- 1) At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To effect a withdrawal, a notice of withdrawal must be sent to the City Contact and must be signed by an authorized representative.

**3.3 EVALUATION CRITERIA**

- 1) The following is an overview of the categories and weighting for the rated criteria relevant to the evaluation of proposals under this RFP.

<b>EVALUATION CRITERIA PROCESS</b>	<b>SCORING (POINTS)</b>
<b>Meets the deliverables / objectives as outlined in Part 2:</b>	50
<b>Experience and Expertise of Proponent:</b> <ul style="list-style-type: none"> <li>• Demonstration of deliverables of a similar nature</li> <li>• Related education and experience of the proponent</li> <li>• Reference checks</li> </ul>	25
<b>Financial Proposal:</b> <ul style="list-style-type: none"> <li>• Pricing Form tables</li> <li>• Compensation model</li> <li>• Estimated total cost for the Deliverables</li> </ul>	25
<b>TOTAL POINTS FOR STAGE II</b>	<b>100</b>

**3.4 STAGES OF PROPOSAL EVALUATION**

The City may conduct the evaluation of proposals and selection of the top-ranked proponents in the following four stages described in further detail below:

- Stage I – Mandatory Requirements and Rectification;
- Stage II – Evaluation of Rated Criteria and Pricing;
- Stage III – Final Ranking and Selection.

**Submission Requirements**

- 1) Proponents should include the following information in respect of each of the rated criteria:
  - (a) How the proposed solution meets the deliverables listed in Part 2: – 50 Points
    - i. Effectively shows how each of the Part 2 deliverables are or are not met.
  - (b) Experience and Expertise of Proponent – 25 Points



- i. A history of the organization/ individual and experience completing similar deliverables. Include total amount awarded.
  - ii. Provide a CV of the individual (s) that will be responsible for delivery of outcomes
  - iii. References
- (c) Financial Proposal – 25 Points
  - i. completed Pricing Form as provided in Appendix C.
  - ii. proposed Compensation Model for Deliverables:
    - o proponents should provide information and details with respect to the compensation model(s) that it considers most suitable for delivery of the services (ex. fixed fees, hourly rates, volume discounts, capped fees, etc) and specific details with respect to its billing policies, including charging of travel expenses and other disbursements.
  - iii. estimated Total Cost of Deliverables:
    - o on the basis of the proposed compensation model(s), anticipated travel expenses and other disbursements, proponents should provide an estimate of total costs for the delivery of the required services for the Project, as described in Part 2 - Deliverables.

### **Stage I – Mandatory Requirements and Rectification**

#### (a) Submission and Rectification Period

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Proposals satisfying the mandatory requirements during the Rectification Period, as described in Part 3 – Section 3.1 – Timetable will proceed to Stage II. Proposals failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that the City issues its rectification notice to the proponents.

#### (b) Mandatory Submission Forms

Other than inserting the information requested on the mandatory submission forms set out in this RFP, a proponent may not make any changes to any of the forms.

#### (c) Submission Form (Appendix B)

Each proponent must complete the Submission Form and include it with their technical proposal. The Submission Form must be signed by an authorized representative of the proponent.

#### (d) Pricing Form (Appendix C)

Each proponent must complete the Pricing Form and include it with their financial proposal. The Pricing Form must be completed according to the instructions contained in the form. Rates must be provided in Canadian funds, inclusive of all costs, applicable duties, overhead, and insurance costs, except for HST/GST.

(e) Reference Form (Appendix D)

Each proponent must complete the Reference Form and include it with its technical proposal.

(f) Other Mandatory Requirements

Each proposal must:

- i. Be in English.
- ii. Be for the entire scope of work as described in Part 2 - The Deliverables. Incomplete proposals or proposals for only part of the Deliverables described in Part 2 may be disqualified.

**Stage II – Evaluation of Rated Criteria and Pricing**

Stage II will consist of a scoring by the City of each qualified proposal on the basis of the rated criteria and the pricing in accordance Part 3 – Evaluation Criteria.

**Stage III – Final Ranking and Selection**

The highest ranked proponent may be selected to enter into negotiations to finalize the agreement in accordance with the terms contained in Part 4.

**[End of Part 3]**

## **PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS**

### **4.1 GENERAL INFORMATION AND INSTRUCTIONS**

#### **A. Proponents to Follow Instructions**

- 1) Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable part, section, subsection or paragraph numbers of this RFP.

#### **B. Information in RFP Only an Estimate**

- 1) The City and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials or documents (electronic or otherwise) attached or provided to the proponents pursuant to this RFP.
- 2) The City and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the work. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **C. Proponents Shall Bear Their Own Costs**

- 1) The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, or costs of negotiation and submission of BAFO.

### **4.2 COMMUNICATION AFTER ISSUANCE OF RFP**

#### **A. Proponents to Review RFP**

- 1) Proponents shall promptly examine all of the documents comprising this RFP, and
  - (a) Shall report any errors, omissions or ambiguities; and
  - (b) May direct questions or seek additional information in writing by email to the City Contact on or before the Deadline for Questions. All questions submitted by proponents by email to the City Contact shall be deemed to be received once the email has entered into the City Contact's email inbox. No such communications are to be directed to anyone other than the City Contact. The City is under no obligation to provide additional information, and the City shall not be responsible for any information provided by or obtained from any source other than the City Contact.

- 2) It is the responsibility of the proponent to seek clarification from the City Contact on any matter it considers to be unclear. The City shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

**B. All New Information to Proponents by Way of Addenda**

- 1) This RFP may be amended only by an addendum in accordance with this subsection. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this RFP.
- 2) Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website ([www.saintjohn.ca](http://www.saintjohn.ca)) under the menu option "Tender and Proposals". In Appendix B, proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

**C. Post-Deadline Addenda and Extension of Submission Deadline**

- 1) If any addendum is issued after the Deadline for Issuing Addenda, the City may at its discretion extend the Submission Deadline for a reasonable period of time.

**D. Verify, Clarify and Supplement**

- 1) When evaluating responses, the City may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The City may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

**E. No Incorporation by Reference**

- 1) The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

**F. Proposal to Be Retained by the City**

- 1) The City will not return the proposal or any accompanying documentation submitted by a proponent.

**4.3 NEGOTIATIONS, NOTIFICATION AND DEBRIEFING**

**A. Selection of Top-Ranked Proponent**

- 1) The top-ranked proponent may receive a written invitation to enter into direct contract negotiations with the City.

## **B. Timeframe for Negotiations**

- 1) The City intends to conclude negotiations with the top-ranked proponent within 15 Business Days commencing from the date the City invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

## **C. Process Rules for Negotiations**

- 1) Any negotiations will be subject to the process rules contained in this Part 4 and Appendix B will not constitute a legally binding offer to enter into a contract on the part of the City or the proponent. Negotiations may include requests by the City for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the City for improved pricing from the proponent.

## **D. Terms and Conditions**

- 1) The terms and conditions described in Appendix A are expected to be included in the contract and form the starting point for negotiations between the City and the selected proponent.

## **E. Failure to Enter Into Agreement**

- 1) Proponents should note that if the parties cannot conclude negotiations of a contract within the allotted 15 Business Days, the City may invite the next-best-ranked proponent to enter into negotiations. In accordance with the process rules in this Part 4 and Appendix B, there will be no legally binding relationship created with any proponent prior to the execution of a written contract.
- 2) With a view to expediting contract formalization, at the midway point of the above-noted timeframe, the City may elect to initiate concurrent negotiations with the next-best-ranked proponent. Once the above-noted timeframe lapses, the City may discontinue further negotiations with the top-ranked proponent. This process shall continue until a contract is formalized, until there are no more proponents remaining that are eligible for negotiations or until the City elects to cancel the RFP process.

## **F. Notification to Other Proponents**

- 1) Other proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process. Once a contract is executed by the City and a proponent, the other proponents may be notified directly in writing and shall be notified by public posting on the City's website in the same manner that this RFP was originally posted of the outcome of the procurement process.

**G. Debriefing**

- 1) In addition to the notification as described in Part 4 – Section 4.3 - Subsection F – Notification to Other Proponents and upon written request from any proponent, the City may provide a more detailed oral debriefing either by phone or in person, as required by the proponent. The written request shall be submitted to the City Contact no later than 15 Business Days after such notification.
- 2) The acceptance of the successful proposal shall not be discussed during a debriefing.

**H. Procurement Protest Procedure**

- 1) The parties shall attempt to negotiate all disputes in good faith.
- 2) In the event the parties are unable through good faith negotiations to mutually resolve any dispute, controversy or claim arising out of, in connection with, or in relation to the interpretation, performance or breach of this RFP, such dispute, controversy or claim shall be referred to the dispute resolution procedure in accordance to Part 4 – Section 4.8 – Dispute Resolution Procedure.

**4.4 CONFLICT OF INTEREST AND PROHIBITED CONDUCT**

**A. Conflict of Interest**

- 1) The City may disqualify a proponent for any conduct, situation or circumstances, determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this section, “Conflict of Interest” has the meaning ascribed thereto in Appendix B – Section H – Conflict of Interest.

**B. Prohibited Proponent Communications**

- 1) A proponent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in Appendix B.

**C. Proponent Not to Communicate with Media**

- 1) A proponent may not at any time directly or indirectly communicate with the media or make any public comment in relation to this RFP, or any contract entered into pursuant to this RFP, without first obtaining the written permission of the City’s project manager. Proponents will notify the project manager of any requests for information or interviews from the media.

**D. No Lobbying**

- 1) A proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

## **E. Illegal or Unethical Conduct**

- 1) Proponents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud or collusion. Proponents shall not engage in any unethical conduct, including other inappropriate communications, offering gifts to members of Common Council, employees, officers or other representatives of the City, deceitfulness, submitting proposals containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

## **F. Past Performance or Inappropriate Conduct**

- 1) The City may prohibit a proponent from participating in the procurement process based on past performance or based on inappropriate conduct in a prior procurement process.
- 2) Such inappropriate conduct shall include, but not be limited to the following:
  - (a) All the conducts as described in Part 4 – Section 4.4;
  - (b) The refusal of the proponent to honour its pricing or other commitments made in its proposal;  
or
  - (c) Any other conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest.

## **4.5 CONFIDENTIAL INFORMATION**

### **A. Confidential Information of City**

- 1) All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP:
  - (a) Is the sole property of the City and must be treated as confidential;
  - (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract;
  - (c) Must not be disclosed by the proponent to any person, other than persons involved in the preparation of the proponent's proposal or the performance of any subsequent contract, without prior written authorization from the City; and
  - (d) Shall be returned by the proponents to the City immediately upon the request of the City.

### **B. Confidential Information of Proponent**

- 1) A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to the City's advisors retained for the purpose of evaluating or participating in the

evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the City Contact.

#### **4.6 PROCUREMENT PROCESS NON-BINDING**

##### **A. No Contract A and No Claims**

- 1) The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations.
- 2) For greater certainty and without limitation:
  - (a) This RFP shall not give rise to any Contract A based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
  - (b) Neither the proponent nor the City shall have the right to make any claims (in contract, tort, equity or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to this RFP.

##### **B. No Contract until Execution of Written Contract**

- 1) The RFP process is intended to identify prospective proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and the City by the RFP process until the successful negotiation and execution of a written contract for the acquisition of such goods and/or services.

##### **C. Non-Binding Price Estimates**

- 1) While the pricing information provided in responses will be non-binding prior to the execution of a written contract, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

##### **D. Disqualification for Misrepresentation**

- 1) The City may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

##### **E. Cancellation**

- 1) The City may cancel or amend the RFP process without liability at any time.



## 4.7 GOVERNING LAW AND INTERPRETATION

### A. Governing Law

- 1) The terms and conditions in this Part 4:
  - (a) Are included for greater certainty and are intended to be interpreted broadly and separately (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 New Brunswick and the federal laws of Canada applicable therein.

## 4.8 DISPUTE RESOLUTION PROCEDURE

- 1) Any disputes and controversies arising out of, or in any manner relating to this RFP shall be subject to the following dispute resolution procedure:
  - (a) All disputes arising out of, or in connection with, this RFP, shall within two Business Days of notice to the City Contact be referred for resolution to the dispute resolution monitor.
  - (b) If the dispute resolution monitor cannot resolve a dispute within ten consecutive days, such dispute shall be documented in writing and identical copies shall be submitted for resolution to a qualified mediator agreeable to both parties.
  - (c) The mediator shall be entitled to establish his or her own practices and procedures. Each party shall co-operate fully with the mediator and shall present its case to the mediator orally and/or in writing within ten consecutive days following the mediator's appointment. The mediation shall not be in the nature of arbitration as contemplated by the *Arbitration Act* (1992), New Brunswick, and the mediator's decision shall not be binding upon the parties, but shall be considered as a *bona fide* attempt by the mediator to judiciously resolve the dispute.
  - (d) The decision of the mediator shall be rendered in a written report, not to exceed two pages in length, delivered to the parties within ten consecutive days following the last of such presentations. The fees of the mediator shall be shared equally by the parties.
  - (e) The mediation shall be terminated upon: (i) the execution of a settlement agreement by the parties; (ii) a written declaration of one or more parties that the mediation is terminated; or (iii) a written declaration by the mediator that further efforts at mediation would not be useful.
  - (f) The place of mediation shall be the City of Saint John and Province of New Brunswick.

- (g) If mediation is unsuccessful either party shall be entitled to pursue such other remedies as permitted by law.

**[End of Part 4]**

## APPENDIX A – SUBMISSION FORM

### A. Proponent Information

Please fill out the following form, and name one person to be the contact for your response to this RFP and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code/Zip Code:	
Phone Number:	
Fax Number:	
Company Website (If any):	
RFP Contact Person and Title:	
RFP Contact Phone:	
RFP Contact Facsimile:	
RFP Contact E-mail:	

### B. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal

relationship or obligations created until the City and the selected proponent have executed a written contract.

**C. Ability to Provide Deliverables**

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under this RFP. The proponent represents and warrants its ability to provide the Deliverables required under this RFP in accordance with the requirements of this RFP for the rates set out in Appendix C and has provided a list of any subcontractors to be used to complete the proposed contract.

**D. Mandatory Forms**

The proponent encloses as part of the proposal the mandatory forms set out below:

<b>FORM</b>	<b>INITIAL TO ACKNOWLEDGE</b>
<b>Submission Form</b>	
<b>Pricing Form (in separate envelope marked “Financial Proposal”)</b>	
<b>Reference Form</b>	

**Notice to proponents:** There may be forms required in this RFP other than those set out above. See the Mandatory Requirements section of this RFP for a complete listing of mandatory forms.

**E. Non-Binding Price Estimates**

The proponent has submitted its rates in accordance with the instructions in this RFP and in Appendix C. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

**F. Addenda**

The proponent is deemed to have read and accepted all addenda issued by the City prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent confirms that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: \_\_\_\_\_ . Proponents who fail to complete this section will be deemed to have received all posted addenda.

**G. No Prohibited Conduct**

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

**H. Conflict of Interest**

For the purposes of this RFP, the term “**Conflict of Interest**” means:

- (a) In relation to the RFP process, the proponent 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 City in the preparation of its proposal that is not available to other proponents; (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including, but not limited to, the lobbying of decision makers involved in the RFP process); or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or
  
- (b) In relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent’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.

If the box below is left blank, the proponent will be deemed to declare that:

- (a) There was no Conflict of Interest in preparing its proposal; and
  
- (b) There is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in this RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in this RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

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**I. Disclosure of Information**

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the City’s advisors retained for the purpose of evaluating or participating in the evaluation of this proposal.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

I have the authority to bind the proponent.

## APPENDIX B – PRICING FORM

### A. Proposed Compensation Model for Deliverables

- 1) Identify the proposed compensation model considered most desirable for the delivery of the Deliverables. Additional information and details may be attached as necessary.

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### B. Estimated Total Cost of Delivery

- 1) Provide total cost estimate on the basis of the proposed compensation model for the Deliverables. Estimates are to be exclusive of HST/GST. For greater clarity, if applicable, proponents are to separate hourly rates, travel and other expenses when submitting their estimated total cost of delivery.

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## APPENDIX C – REFERENCE FORM

Each proponent is requested to provide three references from clients who have obtained services similar to those requested in this RFP from the proponent in the last three years.

### Reference #1

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment, including deliverables:</b>	

### Reference #2

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment, including deliverables:</b>	

### Reference #3

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment, including deliverables:</b>	



## **APPENDIX D – BSCF FUNDING SUBMISSION GUIDE**

See attached Public Safety Canada – Building Safer Communities Fund: Funding Submission Guide (17 pages)

BUILDING A **SAFE AND RESILIENT CANADA**



**Public Safety Canada**  
**BUILDING SAFER COMMUNITIES FUND (BSCF)**  
Funding Submission Guide

Program Submissions  
Starting Spring 2022

# Introduction

This document is your step-by-step guide to provide information and guidance in completing a submission for funding under the BSCF. It is meant to be opened at the same time as you complete the submission form.

## Before submitting your plans

Review the information in this Funding Submission Guide carefully, noting all of the required information and supporting documentation. Please note **that submissions must be complete before they can be considered for funding**. If you have any questions about the submission process, please reach out to a Program Advisor who will be able to provide you with assistance.

## Contents

This funding submission guide consists of six main components:

[Part 1:](#) Program Overview

[Part 2:](#) Submission Requirements and Deadline

[Part 3:](#) Submission Assessment Process

[Part 4:](#) Helpful Resources

[Part 5:](#) Contact Information

[Part 6:](#) Submission Form Questions

## Part 1: Program Overview

Public Safety Canada is working to build a safe and resilient Canada through the Initiative to Take Action Against Gun and Gang Violence (ITAAFFV) and the Building Safer Communities Fund (BSCF), a targeted, time-limited contribution program that will provide \$250 million to municipalities and Indigenous communities to develop community-based prevention and intervention strategies to tackle gun and gang activities.

BSCF is a pan-Canadian program. Public Safety officials developed a methodology to ensure that the funding was equitably distributed to large, small, rural and Indigenous communities across Canada. Communities demonstrating an acute history of gun and gang-related harm have been identified to receive funding directly to develop custom community driven initiatives to address gun and gang activities.

### BSCF Objectives

The BSCF has three principal objectives:

- a. Support municipalities and Indigenous communities to develop community-based prevention and intervention strategies and initiatives to tackle gun and gang activities.
- b. Increase the knowledge of the nature, scope and challenges of the identified recipients

to tackle gun and gang activities.

- c. Support recipients to develop a plan to sustain successful prevention and intervention activities upon completion of the five-year program.

## **Eligible Recipients**

An evidence based funding methodology was developed to identify municipalities and Indigenous communities at greatest risk for gang-related firearm violence to receive funding. This evidence-based methodology is based on two major elements: crime severity (using a set of statistical indicators), and population data.

Contributions may be provided to the following classes of recipients in support of the objectives of the BSCF:

- Municipal governments or Indigenous (First Nation, Inuit or Metis) governments, including a Council of a Band within the meaning of subsection 2(1) of the Indian Act, R.S.C. 1985, c.I-5, or a government established under the authority of a self-government agreement, which has been approved and has force of law under an act of Parliament or a legislature.
- Municipalities and Indigenous recipients are eligible to redistribute their funding to organizations running programs aimed at engaging children, youth and young adults in skill-based activities, trauma-recovery, and/or focusing on departure from gangs. Wherever possible, these organizations should be incorporating crime prevention models that have been proven to work in the Canadian context.
- Recipients may choose to redirect funding to national organizations that provide services within their jurisdictions.

If a Recipient further distributes funding to one or more eligible entities:

- The Recipient has independence in the choice of those entities and will not be acting as an agent of the government in making further distributions.
- The Recipient funding agreement will address the provisions in [Appendix G \(27-34\)](#) of the Directive on Transfer Payments.

Please note that police services or authorities are not eligible to receive funding (or re-distributed funds) under the BSCF.

## **Eligible Activities**

Eligible activities must support the achievement of BSCF objectives and must be domestic in scope. This includes:

- Development of a strategy on gun and gang violence

- Development and delivery of prevention intervention initiatives addressing risk factors associated with gun and gang violence, including but not limited to mentoring, counselling, skills development and recreational opportunities;
- Development or enhancement of data systems to support data gathering/reporting on gun and gang crime or on results achieved;
- Development of knowledge to fill gaps at the community/recipient level, including research, and sharing of information and/or best practices related to gun and gang violence;
- Outreach and recruitment of preventative initiatives or intervention participants;
- Public awareness and education;
- Collaboration and integration of horizontal initiatives related to gun and gang violence;
- Development of a plan to sustain successful preventative initiatives or intervention activities beyond the end of the contribution agreement;
- Any other prevention and intervention initiatives as developed in consultation with the program authority.

Funds cannot replace or displace existing federal or provincial funding and cannot be used to fund ongoing core activities, which includes costs already supported through existing police service agreements (i.e. Police Advisor salaries, incremental and general policing services).

### **Eligible Expenditures**

Funds may be used only for expenditures directly related to the activities of the program identified in a budget approved by the Department for contributions.

For a full list of eligible and ineligible expenditures, please refer: the BSCF program terms and conditions, the BSCF Fact Sheet, the Budget and Submission Form Templates.

### **Ineligible Expenditures**

BSCF funding is not to be used for any costs already supported through existing police service agreements.

Funding received under the BSCF may not be used by eligible recipients to fund ongoing core activities, which includes police Advisor salaries.

### **Maximum Amount and Period**

Public Safety Canada provides **time-limited funding**. Recipients have been identified using a funding methodology which was also used to identify a funding allocation which provides a funding amount for each recipient.

The maximum contribution payable shall not exceed \$20,000,000 per recipient.

## Part 2: Submission Requirements and Deadline

As the BSCF is a targeted, evidenced-based approach, **there will not be a formal call for proposals**. Communities identified through the funding methodology will be contacted directly by Public Safety Program Advisors to begin discussions.

There is no hard deadline for submissions for the BSCF program, however, the faster you are able to submit your strategy/plan, the more time you will have to implement your initiatives once approved.

**Public Safety Canada is looking to sign contribution agreements with recipients as soon as possible.** The earlier submissions are received and contribution agreements signed, the earlier recipients can start implementation so recipients are encouraged to submit their plans as soon as possible.

As this is not a competitive process, recipients are strongly encouraged to discuss program ideas and work through their submissions with a Program Advisor in their area before completing a submission. Submission form questions can be found in Part 6 of this funding guide.

If a recipient feels they do not have the resources/capacity to submit a wholesome plan without additional support, there is an option to submit a single year developmental work plan outlining the activities the recipient plans to implement with the first year of funding. This approach provides recipients with flexibility to hire a dedicated project coordinator to further develop the remaining detailed strategy/plan for the duration of funding (until March 31, 2026). In these instances, the additional plans must be submitted at least 4 months prior to the expiration of the single year contribution agreement in order to process an amendment to include the remaining years of funding, work plan and budget.

A completed submission form consists of:

1. Electronic Funding Submission Form (For single year work plan/budget submissions, sections 1-10 and 12 of the Funding Submission Form is still required).
2. Program Budget Template
3. Single year Developmental Work plan (if required)

**Incomplete submissions will be sent back to recipients by a regional Program Advisor from your jurisdictional office for follow up.**

Completed submissions are to be sent via email to your regional Public Safety Office General Inbox with the following Subject Line: **“BSCF Submission – (name of municipality/Indigenous Community)”**

<b>Public Safety Regional Office:</b>	<b>General Inbox:</b>
Ontario Regional Office	<a href="mailto:psontario-spontario@ps-sp.gc.ca">psontario-spontario@ps-sp.gc.ca</a>
Quebec & Nunavut Regional Office	<a href="mailto:info-psc-csp-qc-nu@ps-sp.gc.ca">info-psc-csp-qc-nu@ps-sp.gc.ca</a>
Prairie & Northwest Territories Regional Office (Manitoba, Alberta, Saskatchewan & Northwest Territories)	<a href="mailto:priarieregion-regiondesprairies@ps-sp.gc.ca">priarieregion-regiondesprairies@ps-sp.gc.ca</a>

Pacific Regional Office (British Columbia & Yukon)	<a href="mailto:pacificregionregiondupacifique@ps-sp.gc.ca">pacificregionregiondupacifique@ps-sp.gc.ca</a>
Atlantic Regional Office (New Brunswick, Nova Scotia, Prince Edward Island & Newfoundland and Labrador)	<a href="mailto:csp.atlantic-psc.atlantique.sp@ps-sp.gc.ca">csp.atlantic-psc.atlantique.sp@ps-sp.gc.ca</a>

## Part 3: Submission evaluation and Assessment Process

### Assessment Criteria

As recipients have already been identified for funding, regional program Advisors are available to assist you through the submission process. As this is not a competitive process, the assessment will not look like those for other programs with scores and ranking.

Assessment of submission from recipients will consider the following:

- Completeness of submission (detailed project descriptions, anticipated reach/target populations and expected results as well as how the project(s) meet BSCF program objectives and priorities as outlined in the program Terms and Conditions);
- Value for dollar (itemized budget for projects, expected expenses and value of project);
- Demonstrate need for community based intervention and prevention programming to combat gun and gang activities;
- Demonstrate how the recipient’s project(s) to be funded is within the scope of eligible activities;
- Does the submission include a plan for monitoring, regular reporting, evaluation and dissemination of final results for the project(s) to be funded?
- Will the project activity, event(s) or training contribute to enhanced public safety to effectively combat gun and gang activities?

### Assessment Process

The submission assessment process will consist of:

- Initial review by Program Advisors to verify that mandatory information has been provided (completeness), and basic eligibility criteria are met (see Part 2: Submission Requirements);
- Detailed review to assess the submission against the above criteria

### Program/Initiative Evaluation

A Crime Prevention Inventory (CPI) was developed in collaboration with provinces and territories, and is a searchable database of crime prevention programs that work best in the Canadian context and are identified as successful/promising practices. Municipalities and Indigenous recipients will be encouraged to use this data in developing their programs. The CPI supports the National Action Plan on Crime Prevention, a commitment made by Federal, Provincial and Territorial Ministers responsible for Justice and Public Safety to develop the knowledge base of effective crime

prevention approaches in Canada. A link to this CPI can be provided by your Program Advisor upon request.

Recipients are encouraged to incorporate the research, and prevention and intervention best practices as illustrated in the Public Safety Crime Prevention Inventory into their programming/submissions. In addition to the regular performance monitoring and reporting required for all projects funded under a contribution program, recipients are strongly encouraged to use **standard program evaluation processes in their own evaluation of projects carried out by the ultimate recipients** in order to have these projects included in the Public Safety Crime Prevention Inventory. Program evaluation results contribute to building the evidence and knowledge about effective crime prevention practices.

### **Communication of Results**

Eligible recipients will be contacted by Public Safety Canada with the results of the assessment.

## **Part 4: Helpful Resources**

- [Project Planning and Evaluation](#)
- [Crime Prevention: Community Readiness and Mobilization](#)
- [Overview of Direct Intervention Approaches to Address Youth Gangs and Youth Violence](#)
- [Youth Gang Prevention Fund Projects: What Did We Learn About What Works in Preventing Gang Involvement](#)
- [Youth Gangs in Canada: A Review of Current Topics and Issues](#)
- [Research Summary - Crime Prevention Programs in Canada: Examining Key Implementation Elements for Indigenous Populations](#)
- [Crime Prevention Programs in Canada: Examining Key Implementation Elements for Indigenous Populations](#)
- [Research Summary - Incorporating Gender-Based Analysis into Crime Prevention](#)

## **Part 5: Contact Information**

For all questions or if you would like to speak with a Program Advisor in your area regarding your submission, please contact:

Ontario: [Ontario Regional Office](#)

Quebec & Nunavut: [Quebec & Nunavut Regional Office](#)

Manitoba, Alberta, Saskatchewan & Northwest Territories: [Prairie & Northwest Territories Regional Office](#)

British Columbia & Yukon: [Pacific Regional Office](#)

New Brunswick, Nova Scotia, Prince Edward Island & Newfoundland and Labrador: [Atlantic Regional Office](#)



## **Part 6: Submission Form**

Recipients are strongly encouraged to work with a program Advisor in your regional Public Safety office to discuss the preparation of your submission form and supporting documentation. For ease of reference, the questions on the submission form have been transcribed below with reference on how to complete the submission form.

### **Section 1: Recipient Contact Information**

#### **Question 1.1 – Recipient Information**

Complete each section below regarding your community's information:

##### **Recipient's Operating Name**

Provide the operating name if it is different from your Organization's legal name.

##### **Recipient's legal name**

Provide the legal name of your organization. Typically this would be the name associated with your registration with Canada Revenue Agency (CRA); or the name that would appear on funding cheques.

##### **Recipient Website**

If your community has a dedicated website, please provide the link.

##### **Type of Recipient**

As per the Program Terms and Conditions, municipal governments and Indigenous Governments are eligible for BSCF funding. For full explanation of eligible recipients, please refer to the program Terms and Conditions.

*Please select one of the following:*

- Local (municipal) government
- Indigenous government

##### **Recipient address**

Please provide a complete address in a format recognized by Canada Post:

- Street address
- City,
- Province/Territory,
- Postal code

#### **Question 1.2 - Primary contact for this submission:**

Please provide the main contact for the purposes of communicating with your organization about this submission. This could be a Chief Operating Advisor/Officer, Program Manager, an Executive

Director or someone else. Typically, the person(s) responsible for the administration of the plan/strategy submitted will have signing authority.

You are required to provide the organizational contact

- Given name
- Surname
- Position/Title
- Email address
- Daytime phone number (e.g. 555-555-5555)
- Cell/Alternate number (optional) (e.g. 555-555-5555)

Please note you will need to inform Public Safety Canada (PS) should the primary contact for your organization change.

**Does the organizational contact person have signing authority on behalf of the organization?**

You are required to answer yes or no. If you select no, you will be required to provide the name of the individual with signing authority:

- Given name
- Surname
- Position/Title
- Day phone number
- Cell phone number (optional)
- email address (mandatory)

**Is the organization's contact address the same as the one provided for the organization?**

You are required to answer yes or no. If you select no you will be required to provide the organization contact's address. Please complete the address in a format recognized by Canada Post.

- Street address
- City
- Province/Territory
- Postal code

**Question 1.3 Would you like to sign up for the Program Mailing List in order for you to receive future information and notifications regarding the Program?**

You are required to answer yes or no.

The program may have additional information to share throughout the program lifespan regarding program updates and resources you may find useful.

### **Question 1.4 Has your community ever received funding from Federal/ Provincial/Territorial or Municipal governments?**

You are required to answer yes or no. If you select yes you will need to provide the government and department that you received funding from previously.

### **Does your community have outstanding amounts owing to the Government of Canada?**

You are required to answer yes or no. If you answer yes, you are required to indicate the amounts owing and to provide the name of the department or agency it is owed to.

**Please note:** that responding yes to this question will not invalidate your submission.

## **Section 2: Recipient Jurisdiction**

Please indicate all the towns, cities, hamlets, municipalities, reserves, or other populations, etc within the jurisdictional boundary of your municipality/community. Your plan should detail how you will address the gun and gang prevention/intervention needs of these populations. Your municipality/community was identified for funding based on crime statistics and population levels obtained for your municipality/community so you are expected to consider the needs of your entire population when developing your submission.

## **Section 3: Demonstrated Need for the Strategy**

Please provide information pertaining to the gun and gang issues in your community and the priority issue(s) to be addressed by your strategy/initiative(s). Please provide information on why there is a need for the strategy/project(s) in the area that is being proposed. Describe the challenges and frequency/prevalence of the gun and gang activity in your specific municipality/community. It's possible that not all areas within your jurisdiction have gun and gang activity or concerns. Programming should be developed based on need (where the programming is needed most) to obtain results.

Please also demonstrate that there is a reasonable expectation of strategy success. Please ensure sources of evidence are included and that they support the objectives/priority issue(s) of your strategy.

Describe the gaps in services or knowledge that this strategy will be addressing. Are there other similar services or activities currently being implemented in your jurisdiction? Please indicate how your strategy/plan differs from other programs/services being implemented.

**Please note: sources of evidence must be included.**

## Section 4: Strategy Initiatives

Identify (list) the names of all the initiatives or projects your municipality/community plans to implement or re-distribute funds to organizations to implement (further details on each initiative or project will be entered in Section 11 of the Submission Form).

## Section 5: Experience & Readiness to Implement the Strategy/Initiative(s)

Please describe how your organization has the resources, experience and expertise to carry out the proposed strategy/initiative(s)/program(s). If applicable, include any experience with Public Safety Canada (PS) or other Government departments, your experience working with grants and contributions, and the results of those project(s). Provide a description of your organization's experience and expertise in administering similar initiatives or projects. You may wish to highlight related past achievements in addition to describing current expertise, activities or projects.

You could also describe past partnerships/relationships with community based organizations implementing programs aimed at engaging children, youth and young adults in skill-based activities, trauma-recovery, and/or focusing on departure from gangs.

**Strategy/Initiative/Program planning:** Has your municipality/community engaged with key stakeholders, done an environmental scan or a needs assessment that helped identify the need for the project?

**Please note:** this information will be used by Public Safety Canada (PS) to assess your organization's capacity to manage and deliver the strategy/initiative(s)/project(s) activities and achieving the expected results.

## Section 6: Risk Mitigation Strategy

***Identify any potential project risks and describe any mitigation strategies:***

Identify any potential project risks (situations or occurrences) that could put the project implementation in jeopardy such as lack of qualified program managers to contract, lack of experience or knowledge implementing crime prevention initiatives/programs/projects, etc) and describe the steps you will take to reduce the severity of the impact and/or probability of their occurrence.

If there are no risks to be identified please provide a rationale to validate why.

## Section 7: Work plan, Budget and Sustainability Plan

Please note incomplete submissions will be sent back to recipients for follow up by a regional program advisor. The completed submission must include the following mandatory attachments:

- Consolidated Budget (with roll up of all eligible cost categories for all initiatives/projects combined)

For municipalities/Indigenous communities who feel they are unable to complete a comprehensive submission (including Section 11 of the Submission Form), then please request a single year developmental work plan template from the regional public safety office in the Province/Territory you operate.

This single year developmental work plan is meant to be completed instead of Section 11 of the Submission Form. For example, you may wish to contract a project coordinator who would consult community partners on project planning and identify community based organizations to whom you will redistribute funds to implement the required gun and gang prevention/intervention initiatives to meet BSCF program goals and objectives. Please complete the single year developmental work plan and indicate in the comment box on the submission form that you have attached a copy to your submission.

## Section 8: Disclosure

Question 8.1 - Will your strategy/plan include the services of a former public servant either as an employee or as a member of the Board of Directors who has left the federal government in the last twelve months? If yes, please provide assurance that the public servant (or former public servant) is in compliance with the [Values and Ethics Code for the Public Service](#), and the [Conflict of Interest Act](#) (S.C. 2006, c.9) or the [Parliament of Canada Act](#) (R.S. 1985, c.P-1.01). Yes or No:

If yes, please provide details of assurance (response required):

Question 8.2 - Will your strategy/plan include the services of a lobbyist? If yes, please provide assurance that, where lobbyists are used, they are registered in accordance with the [Lobbying Act](#) (R.S.C., 1985, c44 (4th supp.)) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding). Yes or No:

If yes, please provide details of assurance (response required):

Question 8.3 – Will a Federal official participate on an advisory committee or board? Yes or No:

If yes, please describe the role of the Federal Official (response required):

Question 8.4 - Please note that in order to enter into a contribution agreement with Public Safety Canada for BSCF funding, you will be required to submit an annual performance report containing BSCF related program data in a template provided by Public Safety Canada.

Note: you must be willing to report on the program to the Government of Canada in order to be awarded funding. If you click "No", your submission will be ineligible for funding.

## Section 9: Declaration

Check the box to acknowledge you understand that:

- Submissions can be shared with other Federal Departments, Provincial and Territorial governments, and relevant stakeholders;
- The information provided in this submission may be accessible under the Access to Information Act (R.S.C., 1985, c. A-1); and
- The municipality/community will be required to comply with the terms and conditions set out in a Contribution Agreement.

If you check off the box that states: “You acknowledge that you understand and do not agree with the statements above” then your submission would be ineligible for funding.

## **Section 10: Signature Page**

Please provide us with following information related to the authorized municipality/community representative authorized to provide this submission to Public Safety Canada for consideration:

Write the full name for the municipality/community representative:

Write the position/title for the municipality/community representative:

Write the municipality/community representative name:

Write the date the submission was completed and signed:

Provide the signature for the municipality/community representative:

## **Section 11: Initiative/Project Information and Summary**

This section is to be repeated (cut and paste the sections) for each separate initiative/project you plan to implement through your strategy (for each initiative/project identified in Section 4 above).

Question 11.1 – What is the name of the initiative/project or model program to be implemented

Question 11.2 – Provide contact information for the end recipient (organization to whom funds will be redistributed) who will be responsible for direct implementation of the project/initiative.

Question 11.3 – The BSCF program has three strategy objectives. Please select the BSCF Program objective(s) to be addressed through this initiative/project (check all that apply). There should be direct linkage between the BSCF program objective, the initiative/project objective, the identified target population, the initiative/project activities and the desired outcomes. This should be demonstrated through the following sections.

The BSCF has three principal objectives:

1. Support municipalities and Indigenous communities to develop community-based prevention and intervention strategies and initiatives to tackle gun and gang activities.
2. Increase the knowledge of the nature, scope and challenges of the identified recipients to tackle gun and gang activities.
3. Support recipients to develop a plan to sustain successful prevention and intervention activities upon completion of the five-year program.

Question 11.4 – Identify which type of program/project or initiative is being implemented.

*Please select one of the following:*

- Public Safety Crime Prevention Inventory (CPI) identified model program
- New or innovative program or initiative
- Existing program or initiative with an incremental change
- Other model program or initiative (please specify)
- Not applicable (no direct prevention or intervention program will be implemented)

If you select Existing program or initiative with incremental change, in the Initiative/Program/Project Descriptions, you will be asked to provide further details about the Existing project as well as identification of how the submission is implementing an incremental change to the existing initiative or program. BSCF funding cannot be used to fund pre-existing programs. If you have questions regarding identification of project(s) for your identified target population, concerns of duplication of existing programs and identification of incremental changes, please consult the regional program advisor in your jurisdiction for support.

#### Question 11.5 – Initiative/Program Objectives

Identify the objectives

#### Question 11.6 – Initiative/Program Description

Please describe the initiative/program or project, purpose, scope and objectives. The project description should include clear and achievable objectives that are described in terms of quantifiable and measurable goals to be achieved through the project.

**Please note:** Objectives are statements describing what should be accomplished, and provide a context in which progress can be monitored and success can be measured.

*Describe the linkages the project has to the BSCF Program objectives as found in the Terms and Conditions of the funding Program (and selected in Question 7.3).*

The initiative/program or project objectives must be clearly linked to the objectives of the funding program you are applying for. The program guide, Terms and Conditions, objectives, activities, and results (outputs and outcomes) information provided in this guide. Please provide in detail how your initiative/program or project objectives and activities will meet the objectives of the funding program.

#### Question 11.7 – Target Population(s) (For Direct Prevention and Intervention projects only)

If a specific target population will benefit from the initiative/program, provide a description of the demographic categories as applicable from the below list.

- Ethnicity
- Gender
- Sexual Orientation
- Age
- Religion
- Disability
- Immigration Status

Identify any and all age(s) of the target participants:

- Ages 6-11
- Ages 12-17
- Ages 18-26
- A combination of the above (specify)
- Unspecified (no direct prevention and intervention participants)

Also identify the gender of participants (such as):

- Male
- Female
- Non-binary gender
- Transgender
- Unspecified

Identify the ethno-cultural breakdown of the participants.

- White
- South Asian (e.g. East Indian, Pakistani, Sri Lankan, etc.)
- Chinese
- Black
- Filipino
- Latin American
- Arab
- Southeast Asian (e.g. Vietnamese, Cambodian, Laotian, Thai, etc.)
- West Asian
- Korean
- Japanese
- Indigenous (e.g. First Nation (Status and Non-Status), Métis and Inuit)
- Unspecified
- Other (please specify):

What is the estimated total number of participants that the initiative/program will serve throughout the duration for the project?

Indicate whether or not the target population provided input on the project and if so, the extent of their input (if applicable).

#### Question 11.8 Initiative/Program Activities

The eligible BSCF program activities are identified, please indicate which activities the specified initiative or program will address by checking all that apply from the list identified.

#### Question 11.9 Initiative/Program Outcomes and Measures

***Identify your proposed outcomes and describe the links with the project activities:***

Referencing evidence from the demonstrated need above (Section 3), describe how and why the activities listed (Section 11.8) link to the anticipated project outcomes.

Please identify the Initiative or project proposed outcomes and links to the activities. Project activities are the steps that will be taken to meet the objectives of the project and are described and



included in Question 11.8. Outcomes are the short-term, intermediate and long term changes that are expected to occur as a result of the project, and that it is possible to have more than one outcome directly related to an objective.

How do you plan to measure success of the initiative/program or project?

#### Question 12.1 – Official Languages

What will your municipality/community (or organization to whom funds are re-distributed to) do to address official languages requirements for linguistic minorities, as per the [Official Languages Act](#), with respect to this project?

Describe how the needs of the official language group will be addressed. If there are none to be considered, provide a rationale as to why.

#### Question 12.2 – Gender Based Analysis + (GBA+)

How will your project assess/address the potential impacts of policies, programs, services, and other initiatives on diverse groups of women and men, taking into account gender and other identity factors. The "plus" refers to other intersecting factors beyond gender such as age, education, language, geography, culture and income.

Describe how the needs of the above groups will be addressed. If there are none to be considered, provide a rationale as to why.

#### Question 12.3 – Evaluation

Will/does your municipality/community intend to undertake evaluation activities related to the proposed initiatives/projects? Yes, No or To be determined.

Has your municipality/community been involved in evaluation activities in the past? Yes or No.

Does your municipality/community currently gather data on existing programs (e.g., participant attendance, participant and/or stakeholder survey results, and program financial records)? Yes or No.

#### Question 12.4 Sustainability Planning

Please note the BSCF provides time-limited funding. Have you have included sustainability planning activities in your program work plan? Yes, No, To be determined or Not applicable.

- Yes – You have completed a sustainability plan with your submission or you have sustainability activities identified in your submission form.
- To be determined – You have not added sustainability planning activities in your submission, but you are interested in identifying possible sustainability planning activities in your program in the developmental phase.
- Not applicable – Your initiative or project does not require sustainability planning activities (it is time limited with a clear start and end date).
- No – you do not have any intention of including a sustainability plan or including sustainability activities in your submission/project.

## Question 12.5 Initiative/Project Budget

Each municipality/community has been allotted a funding allocation based on a funding methodology allocation. You should have received a letter from your Public Safety Regional Office indicating your funding allocation. The total of your whole strategy, including all initiatives and projects should not exceed this funding allocation.

**If you have any questions regarding this guide, your submission package or the BSCF program, please consult the regional program advisor in the Public Safety Office in your jurisdiction (contact information provided in Section 5 of this guide).**