

ATLANTIC CANADA WATER AND WASTEWATER ASSOCIATION

Request for Proposals

For the Creation of Operator Course Manuals and Teaching Resources

April 16, 2018

1.0 INTRODUCTION

The Atlantic Canada Water and Wastewater Association (ACWWA) is committed to providing valuable operator courses to its members to obtain training and preparation in water and wastewater operations and certification. ACWWA is soliciting proposals for professional services from a qualified firm or individual to provide updated course manuals and presenter slides/materials for use by ACWWA instructors.

2.0 BACKGROUND

The Atlantic Canada Water and Wastewater Association (ACWWA) currently offers core operator certification courses to its members. The four topics covered are:

1. Water Distribution Level 1 & 2
2. Water Treatment Level 1 & 2
3. Wastewater Collection Level 1 & 2
4. Wastewater Treatment Level 1 & 2

Each course is offered on a bi-annual basis depending on the needs and interest of ACWWA members. The courses are generally instructed over a four-day period (32 training hours) and cover a wide range of material associated with each topic. The goal of each course is to provide attendees with sufficient background knowledge and education necessary for day-to-day operations in municipal water and wastewater collection, treatment and distribution systems, and to help students prepare for the Level 1 & 2 Operator Certification Exams.

The current course manuals and presenter slides were developed by, and are leased as needed from, the British Columbia Water and Wastewater Association (BCWWA), and edited by the ACWWA Executive Director and instructors to better suit Atlantic Canada's industry practices. This system of leasing has been successful to date, but is not optimal in the long-term due to associated leasing costs and potential inconsistencies in updating and delivering the courses. Therefore, we are inviting proponents to develop new Atlantic Canada teaching manuals, slides and instructor resources that can be adopted by ACWWA with the aim of providing consistent delivery across all courses and regions.

3.0 SCOPE OF WORK

Education is a significant mandate of the ACWWA and we are committed to delivering effective and professional training to members who enrol in our courses. The final documents resulting from this RFP shall exhibit detailed information related to the topics required for a four-day education course. They shall:

- Be suited for the Atlantic Canadian water and wastewater industry;
- Cover historical best practices as well as new technologies and methods;
- Be complete with clear pictures, graphs, figures, tables and diagrams to help aid students in understanding the core concepts discussed;
- Be complete with formulae, example questions and calculations to help students apply what they have learned into practice;
- Be supplied with confirmation tests to assess students understanding and application of the knowledge provided;
- Include, where possible, real-world local examples;

- Provide a methodology for updating material on an annual basis.

ACWWA represents the four Atlantic Provinces. Provisions should be made in the Cost Proposal to address regulations and province-specific issues for each province in all course materials.

New material created may be applicable in more than one of the four courses. Proponents are required to submit a Cost Proposal for work to develop course manuals and teaching materials for each course individually (Items 1, 2, 3 or 4 listed above). Proponents are further encouraged to submit additional Cost Proposals to develop courses grouped by Water (Items 1 and 2) and Wastewater (Items 3 and 4) subject matter, or to develop all four courses (Items 1, 2, 3 and 4). ACWWA reserves the right to award up to four contracts as a result of the RFP, with consideration given to awarding each course individually or in combination with other courses.

4.0 INFORMATION FOR PROPONENTS

4.1 Ownership of Materials

Proponents may assume that ownership of all materials that would be developed as a result of this RFP will rest entirely with ACWWA. ACWWA will not entertain the possibility of leasing teaching materials that are developed within Atlantic Canada.

4.2 Proposal Submission

The Proposal shall include as a minimum:

Section 1: Summary of work proposed to be performed describing the courses of interest

Section 2: Background, Experience and Qualifications of Key Personnel in relation to subject matter

Section 3: Description of the planned approach for creating new manuals and resources and associated timeline

Section 4: Content outlines for Course Manuals, Slides and additional Teaching Resources for each course of interest

Section 5: Cost proposal to perform the work of creating new manuals, slides and teaching resources for each course individually

Section 6: Cost proposal to perform the combined work of creating new manuals, slides and teaching resources for multiple courses if applicable

Information provided under each of the above sections should relate specifically to ACWWA. In selecting a proponent, due regard will be given to selection criteria which will provide expert professional services. However, cost of the service is also an important consideration.

Sections 5 and 6 shall include proponent's firm fixed unit prices for required services. Price will not be the sole determining factor for award. Proposers should include with the Cost Proposal, details of all individual costs of the proposed services on company letterhead.

4.3 RFP Contacts

Questions about this RFP should be directed to the individual listed below **in writing only**. Information that is obtained from any other source is not official and may be inaccurate.

Clara Shea
ACWWA Executive Director
Email: contact@acwwa.ca
Telephone: 902-434-6002

4.4 Confidentiality

All information, whether transmitted orally, electronically or in written form which the Proponent or the Proponent's representatives have received and may receive from ACWWA for the purpose of the proposal and/or in the process of performing the terms of a contract resulting from a proposal submission and which may include, but is not limited to, all data, reports, interpretations, statements (financial or otherwise), specifications, performance and/or technical information is confidential. The selected proposer agrees not to release or in any way cause to release any confidential information of ACWWA unless they have been specifically approved to do so in writing.

Current BCWWA manuals, slides and teaching resources are protected by copyright and have been copied by and solely for the educational purposes of ACWWA under licence. Proponents may not sell, alter or further reproduce or distribute any part of this material to any other person or organization. Failure to comply with the terms of this warning may expose you to legal action for copyright infringement.

4.5 Address for Submission

The proposals shall be delivered in a sealed envelope marked "Request for Proposals #P01.2018 – ACWWA Teaching Materials Review", no later than 4:30 pm., Friday, June 1, 2018 to:

Clara Shea
Atlantic Canada Water and Wastewater Association
Box 28141
Dartmouth, NS
B2W 6E2
Phone: (902) 490-4998

Under no circumstance will proposals received after the Submission Closing Date and Time be accepted.

4.6 Hard Copies

All proposals must be in hard copy form. No facsimile transmissions will be accepted. However, amendments to the original document will be accepted by facsimile or email, if received before the Submission Closing Date and Time. Originals must be forwarded to ACWWA so that they may be attached to the original hard copy for validity.

4.7 Proposal Evaluation

The evaluation process will be carried out by an evaluating committee who will establish the ranking of all proposals received and produce a recommendation to the ACWWA Board of Directors. One or two short listed proponents may be invited to make a brief presentation prior to formal award.

The Financial component shall exclude HST. Do not include any Provincial or Federal sales tax. All prices to be quoted in Canadian dollars.

4.8 Award of Proposals

ACWWA reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

This Request for Proposal should not be construed as a contract to purchase goods or services. ACWWA is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria.

Subsequent to the submission of proposals, interviews may be conducted with some of the proponents, but there will be no obligation to receive further information, whether written or oral from any proponent.

ACWWA will not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

Provided that at least one of the received proposals meets the approval of the Evaluation Team, a recommendation on Contract award will be made on the basis of the evaluation and overall best value to ACWWA and its members. All awards are subject to the approval of the ACWWA Board of Directors and the availability of funds.

Written communication to the Successful Proponent of notification of award shall result in a binding Contract without further action by either party. ACWWA may accept an offer whether or not there are negotiations after its receipt. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by ACWWA.

5.0 GENERAL INFORMATION

5.1 Billing and Payment Terms

Payment shall be based on Net 30 Days from date of invoice or receipt of goods/services, whichever is later. Invoices are to be sent to:

ACWWA/Clara Shea
Box 28141
Dartmouth, NS
B2W 6E2

5.2 Termination

Termination for Convenience: ACWWA may terminate a contract, in whole or in part, whenever ACWWA determines that such a termination is in the best interest of ACWWA, without showing cause, upon giving written notice to the proponent. ACWWA shall pay all reasonable costs incurred by the proponent up to the date of termination. However, in no event shall the proponent be paid an amount which exceeds the proposed price for the work performed. The proponent shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: When the proponent has not performed, or has unsatisfactorily performed, the contract, ACWWA may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of ACWWA. Failure on the part of the proponent to fulfill the contractual obligations shall be considered just cause for termination of the contract. The proponent will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by ACWWA in re-procuring and completing the work.

5.3 Non-assignment of Contract

The proponent shall not assign the contract, or any portion thereof, except upon the written approval of ACWWA.

5.4 Contract Agreement

The successful proponent elected will be required to enter into a contract agreement with ACWWA.