



**Invitation to Quote  
Age-friendly Community Plan  
Issued: February 25<sup>th</sup>, 2015**

**1. Introduction**

The District of Sparwood (**Sparwood**) is seeking quotes from interested parties (**Respondents**) to develop a Sparwood Age-friendly Community Plan. The Age-friendly Community Plan will entail a comprehensive review of the current 'age-friendliness' of Sparwood and encompasses a review of policies, bylaws, community infrastructure, community services, supports and transportation systems etc.. The review will include recommendations on future initiatives, policies and directives which will lead the Sparwood to achieving an age-friendly designation.

**2. Scope of Work**

2.1. The Respondent will be responsible for the development of a work plan in which to gather the needed information to complete a full review of the Sparwood's current level of age-friendliness in relation to the parameters set out in the Age-friendly Rural and Remote Communities Guide; Global Age-friendly Cities: A Guide; Becoming an Age-friendly Community: Local Government Guide; and, current industry standards.

2.2. The Respondent will be responsible for the development of a comprehensive report on Sparwood's current age-friendly status, provide recommendations and a plan of action which will lead Sparwood to achieving an Age-friendly Designation.

The report will include, but is not limited to; executive summary, introduction, findings, outdoor spaces & buildings, transportation, housing, communication and information, social participation & employment opportunities, community support & health services, civic policies, social inclusion, dialogue results (e.g. survey data, feedback, discussions, planning), general observations, recommendations & action plan, appendices.

**3. Key Qualifications**

Respondents should have a connection to the community, experience in engaging communities and a high level of ability in report writing. They must be able to communicate effectively both orally and in writing, and be effective in engaging both seniors and adults.

**4. Quote Details**

Responses must include:

- Respondent Qualifications
- References
- Total cost to complete the project broken down by:
  - Number of hours required to complete the project
  - Hourly rates of the Respondent
  - Respondent disbursements

**Note:** Facility, meeting space, catering costs and advertising will be billed directly to Sparwood and should not be included in this quote.

## **5. Evaluation and Selection**

Quotations will be evaluated by an evaluation team made up of one or more representative(s) from Sparwood. The evaluation team will give a recommendation for the selection of a preferred Respondent to Sparwood.

The evaluation team will compare and evaluate quotations in order to determine the quotation which is most advantageous to Sparwood, using the following criteria:

- Price/Rates
- Qualifications
- References
- Understanding of the project

The evaluation team may, at its discretion, request clarifications or additional information from a Respondent with respect to any quotation or invite some or all of the Respondents to appear before the evaluation team to provide clarifications or additional information. The evaluation team will be entitled to consider in its evaluation or quotations any clarifications or additional information received in a Respondent's response or in an interview.

If Sparwood elects to proceed with obtaining the goods and select a preferred Respondent, then Sparwood will enter into discussions with that Respondent to clarify any outstanding issues and negotiate the terms of a final contract, including financial terms. If discussions are successful, Sparwood and the selected Respondent will then enter into a contract. If at any time Sparwood reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time then Sparwood may give the Respondent notice to terminate discussions, in which event Sparwood may then either open discussions with another Respondent or terminate this Invitation to Quote and obtain the Goods in some other manner.

## **6. General Terms**

The following general terms apply to this ITQ:

6.1. This ITQ is not a tender nor commits Sparwood in any way to select a preferred Respondent or to award a contract for the Goods, and Sparwood reserves the right to accept any quote, enter into contract negotiations with any Respondent or multiple Respondents, or reject any or all quotes and terminate this ITQ process and proceed with obtaining the Goods in some other manner, including by commencing a new procurement process.

6.2. Respondents are solely responsible for ensuring their quotations are received, including the risk that any email and any email attachments will be properly received by the addressee's email system.

6.3. Respondents are solely responsible for their own expenses in preparing and submitting quotations, and for any meetings or discussions with Sparwood or its representatives relating to this ITQ. Sparwood and its representatives will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Respondent in preparing and submitting a quotation, or participating in negotiations for a contract, or other activity related to or arising out of this ITQ.

6.4. All quotations become the property of Sparwood and will not be returned to the Respondents. All quotations will be held in confidence by Sparwood unless otherwise required by law.

## **7. Submissions and Contact Information**

Quotes must be submitted via email to [dlawrence@sparwood.ca](mailto:dlawrence@sparwood.ca) no later than 1:00 pm MST, March 23<sup>rd</sup>, 2015. Respondents may submit print copies by mail or in person to Box 669, 367 Pine Ave. Sparwood, BC, V0B 2G0. All inquiries and submissions should be directed to:

Duane Lawrence  
**Director of Community & Facility Services**  
**District of Sparwood**  
[dlawrence@sparwood.ca](mailto:dlawrence@sparwood.ca)  
250.425.0552