

## Saskatchewan Hatching Egg Producers

### Request for Proposal

#### Western Provinces Hatching Egg 2022 Strategic Planning Session

Alberta Hatching Egg Producers  
BC Broiler Hatching Egg Commission  
Manitoba Chicken Producers  
Saskatchewan Hatching Egg Producers

All enquiries related to this Request for Proposal are to be directed by email to the person below. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents.

BC Broiler Hatching Egg Commission  
210 – 1848 McCallum Road  
Abbotsford, BC V2S 0H9

Attention: Naylene Thompson  
Office Administrator  
Phone: (604) 850-1854  
Email: [naylene@bcbhec.com](mailto:naylene@bcbhec.com)

Proposals may be forwarded by email. Proposals should be clearly marked with the name of the Proponent and the Request for Proposal Title. Proposals received after the designated date and time will not be accepted.

One copy of each proposal must be received no later than Monday, June 6, 2022 at 4:00 pm to the email below:

Naylene Thompson  
[naylene@bcbhec.com](mailto:naylene@bcbhec.com)

## Proponent Section

**A PERSON AUTHORIZED TO SIGN ON BEHALF OF THE PROPONENT, AND TO BIND THE PROPONENT TO STATEMENTS MADE IN RESPONSE TO THIS REQUEST FOR PROPOSAL, MUST COMPLETE AND SIGN THIS PROPONENT SECTION, LEAVING THE REST OTHERWISE UNALTERED, AND RETURN THE ORIGINAL WITH THE FIRST COPY OF THE PROPOSAL.**

The enclosed proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this proposal, we agree to all of the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal including the administrative section and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

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Signature

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Legal Organization / Name of Proponent

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Name (Printed)

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Title

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Address of Proponent

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Date

## 1. Summary Requirement

- a. The four western provinces representing the hatching egg producers have begun critical policy reviews and engaging the national agency in change. To continue this necessary work, the provinces are looking to make this committee of provinces more organized and effective in influencing the outcomes presented at the national table and managing the West's production. As a result, the group is looking to engage a third party to conduct a three-day strategic planning session to establish mutual SMART goals that the group can work toward and measure their success by. The successful candidate should be prepared for four different organizations and focus on the western perspective rather than an individual province.
- b. Three-day (3), two-night (2) Strategic Planning Session
- c. Proponent's availability in September, early October, or November 2022.
- d. #210 – 1848 McCallum Road, Abbotsford BC

## 2. Request for Proposal Process

### a. *Receipt Confirmation Process*

Proponents are advised to fill out and return the Proponent Section copy of the Request for Proposal to inform participation in the Request for Proposal process. All subsequent information regarding this Request for Proposal, including changes made to this document will be directed only to those Proponents who return the form. Subsequent information will be distributed by method authorized on the Receipt Confirmation Form.

### b. *Enquiries*

All enquiries related to this Request for Proposal are to be directed, in writing by email, to the attention of the following individual:

**Naylene Thompson**  
**Office Administrator**  
**BC Broiler Hatching Egg Commission**  
**Email: [naylene@bcbhec.com](mailto:naylene@bcbhec.com)**

Enquiries must be made by email. Enquiries and responses will be recorded and may be distributed to all Proponents at the Committee's discretion.

### c. *Closing Date*

A copy of the proposal must be received by **Monday, June 6, 2022 at 4:00 pm** to the place specified on the cover page of this Request for Proposal.

Proposals should be clearly marked with the name of the Proponent and the Request for Proposal Title.

d. *Late Proposals*

Late proposals will not be accepted.

e. *Eligibility*

Proposals will not be evaluated if the Proponent's current or past corporate, or other interests, may, in the Committee's opinion, give rise to a conflict of interest in connection with this project.

f. *Negotiation Delay*

If a written contract cannot be negotiated within thirty (30) days of notification of the successful Proponent, the Committee may, at its sole discretion at any time, thereafter, terminate negotiations with the Proponent and either negotiate a contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a contract with any of the Proponents.

g. *Signed Proposals*

The proposal must be signed by a person authorized to sign on behalf of the Proponent using the Proponent Section of the Request for Proposal cover page.

h. *Irrevocability of Proposals*

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contract with the Committee.

i. *Proponent's Expenses*

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Committee, if any. If the Committee elects to reject all proposals, the Committee will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

j. *Debriefing*

At the conclusion of the Request for Proposal process, all Proponents will be notified.

k. *Currency and Taxes*

Prices are to be quoted in Canadian dollars, and exclusive of the Goods and Services Tax.

### 3. Proposal Evaluation and Award

#### a. *Opening of Proposals*

The proposals will remain unopened until the deadline has passed, at which time the Committee will open the emailed packages and announce the name, address and bid of each potential Proponent to the Committee members present. No bids from potential Proponents are disqualified at the opening.

#### b. *Evaluation of Proposals*

The Committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all mandatory criteria will then be assessed and scored against the desirable criteria. The Committee's intent is to enter into a contract with the Proponent who has the highest overall ranking.

##### i. *Qualifications and Experience*

The Proponent must demonstrate that it is a duly incorporated company registered in the Province of British Columbia with certified and experienced staff.

Please attach a copy of your incorporation certificates.

##### ii. *Deliverables*

See Section 1.b. – Scope of Services

##### iii. *Mandatory and Desirable Criteria*

Proposals not meeting the mandatory criteria will be rejected without further consideration. Proposals that do meet all mandatory criteria will then be assessed and scored against the desirable criteria. The Committee's intent is to enter into a contract with the Proponent who has the highest overall ranking.

Please see Appendix A for an evaluation chart of mandatory and desirable criteria.

#### c. *Awarding of Proposal*

A contract award may be approved any time after the closing of tenders, but a Proponent is not bound to accept the award if it is offered after the specified tender acceptance period.

##### i. *Contract Award*

The Proponent is notified of the award and all conditions and changes by email or sending a copy of the signed contract.

ii. *Notification of Unsuccessful Firms or Individuals*

The Committee will advise all other Proponents of the name of the firm or individual that has been awarded the contract, by email. If an unsuccessful Proponent requests, a meeting with the Committee may be scheduled to answer questions. The unsuccessful Proponent will only be provided with the name and price of the successful Proponent. If necessary, the Proponent may be advised of the weak areas of the bid while the details of the other bids will be kept confidential.

d. *Proposal Format*

The following format and sequence should be followed in order to provide consistency in the Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered and must include:

- i. *A table of contents including page numbers*
- ii. *A short (one or two page) summary of key features of the proposal*
- iii. *The body of the proposal, including:*
  - a. Firm profile outlining size of organization and brief history including experience with similar organizations and testimonials
  - b. Plan for meeting all requirements along with timelines for follow-up reports, expectations and number of onsite / remote hours included
  - c. Additional ad hoc services able to be provided by the company
  - d. Price breakdown for the services specified in Section 1.b. – Scope of Services

## Appendix A

<b>Mandatory Criteria – All proposals must:</b>	<b>Yes or No</b>
Be written in English	
Be accompanied by the cover page of the Request for Proposal and signed by an authorized person of the Proponent	
Be submitted via email	
Include two professional references from current companies and/or corporate clients	
Includes resumes of key personnel, including owner/manager of the company	
Demonstrate relevant and significant previous experience	

<b>Desirable Criteria – Proposals that meet the mandatory criteria will be further assessed against the following:</b>	<b>Score</b>
<b>Proponent Qualifiers</b>	
Knowledge and applicable experience	35%
Timeliness of response	25%
Geographical proximity/accessibility of business operations	5%
<b>Proposal</b>	
Quality and clarity of proposal	5%
Management/organizational plan	5%
<b>Costs and Work Levels</b>	
Proponent and staff time commitment under the proposal	10%
Value for money	15%
<b>Total</b>	<b>100%</b>