



City Contact: Jason Klinck, FCSS Specialist fcss@reddeer.ca

Grant Application Process

For

Preventive Social Programming - FCSS Grant

Proposals will be received up to 4:00:59 p.m. (Alberta Time) on April 6, 2023

Proposals must be received by the submission deadline outlined above, electronically, through the SmartSimple Portal. The closing time and date shall be determined by the SmartSimple Portal's web clock. Late submissions are not permitted.

Proponents are cautioned that the timing of the Proposal submission is based on when the Proposal is **received** by the SmartSimple Portal, **not** when a Proposal is submitted by a Proponent, as Proposal transmission can be delayed due to file transfer size, transmission speed, etc. For these reasons, it is recommended that Proponents allow sufficient time to upload their Submission and attachment(s) (if applicable) and to resolve any issues that may arise.

The City will not accept Proposals by fax, email or hard copy.

This Grant Application Process (GAP) is issued by The City of Red Deer (the "City"). This GAP consists of the following sections:

- 1. Instructions to Proponents and GAP Procedural Rules**
- 2. Terms of Reference**
- 3. Appendix A – 2024-2026 Funding Cycle Priorities**
- 4. Appendix B – 2024-2026 Indigenous Stream Funding Cycle Priorities**
- 5. Appendix C – What is Collective Impact?**

Section I – Instructions to Proponents and GAP Procedural Rules

GAP Non-Binding

- 1) The GAP 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. For greater certainty and without limitation:
 - a) the GAP 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, 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 the GAP.
- 2) The City may cancel or amend the GAP without liability at any time.

Proposals must be submitted in the Prescribed manner

- 1) Proponents must submit their bids **online only through the SmartSimple Portal**.

GAP Communications and Confidential Information

- 1) Proponents must examine all of the documents comprising this GAP and may direct questions or seek additional information” by emailing fcss@reddeer.ca. It is the responsibility of the Proponent to seek clarification on any matter it considers to be unclear. The City will not be responsible for any misunderstanding on the part of the Proponent concerning this GAP or its process.
 - a) A Proponent may not, at any time, directly or indirectly, communicate with the media in relation to the GAP or any contract awarded pursuant to the GAP without first obtaining the written permission of the City Contact.
 - b) All information provided by or obtained from the City in any form in connection with the GAP either before or after the issuance of the GAP:
 - i) is the sole property of the City and must be treated as confidential;
 - ii) is not to be used for any purpose other than replying to the GAP and the performance of any subsequent Contract;
 - iii) must not be disclosed without prior written authorization from the City; and
 - iv) shall be returned by the Proponents to the City immediately upon the request of the City.
 - c) 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 advisers 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 the GAP, questions are to be submitted to the fcss@reddeer.ca mailbox. Any proposal submitted is subject to the *Freedom of Information and Protection of Privacy Act*.

Conflict of Interest

- 1) For the purposes of this section, the term “Conflict of Interest” means:
 - a) In relation to the GAP, 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 GAP (including but not limited to the lobbying of decision makers involved in the GAP);
 - iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the GAP.

- 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.
- 2) The Proponent shall not engage in any Conflict of Interest communications.
 - a) A Proponent may not, in relation to this GAP 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).
 - b) Without limiting the generality of the above statement, at any time during the GAP, Proponents and proponent Team Members are prohibited from contacting, or attempting to contact, either directly or indirectly, any of the following persons or organizations on matters related to the GAP, the GAP documents, or the proposals:
 - i) any member of the evaluation committee;
 - ii) any person employed or engaged by the City, or any person who was previously employed by the City and who would have information relating to the procurement of the Deliverables, other than the City Contact (through the fcss@reddeer.ca mailbox);
 - iii) any member of the municipal council of the City or any member of a councillor's staff; or
 - iv) any other Proponent or Proponent representatives.

Amendment of Proposal

- 1) Proponents may amend their proposals after they have been submitted, but prior to the closing date and time. The Proponent is solely responsible to ensure that the re-submitted proposal is received by the SmartSimple Portal before the closing date and time. Proponents must email the fcss@reddeer.ca mailbox to indicate they would like their proposal returned.

Amendments to the GAP by Way of Addenda

- 1) The GAP may be amended only by an addendum in accordance with this section. If the City, for any reason, determines that it is necessary to provide additional information relating to the GAP, such information will be communicated to all Proponents by addenda. Each addendum forms an integral part of the GAP. Such addenda may contain important information, including significant changes to the GAP.
- 2) No Addenda shall be issued later than 2 business days prior to the closing date. If an Addendum is required beyond 2 business days prior to the closing date, the City shall extend the closing date by the same Addendum for a number of days determined solely by the City.

Withdrawal of Proposal

- 1) Proponents may withdraw their proposal submission online prior to the closing date and time. Proponents must email the fcss@reddeer.ca mailbox to indicate they would like to withdraw their proposal.

Evaluation and Selection

- 1) Proponents should carefully note the mandatory requirements listed in Section 2. Proposals that do not meet the mandatory requirements at the submission deadline will be disqualified.
- 2) The successful Proponent will be determined by evaluation criteria as set out in Section 2 of this GAP and advised in writing by the City's Community Development Department.
- 3) When evaluating proposals, the City may request further information from the Proponent or third parties in order to verify and clarify the information provided in the Proponent's proposals. The City may revisit and re-evaluate the Proponent's response or ranking on the basis of any such information.

Proponent Costs

- 1) Proponents shall bear their own costs associated with or incurred in the preparation and presentation of its proposals, including, if applicable, costs incurred for interviews or demonstrations.

Debriefing

- 1) Unsuccessful Proponents may request a debriefing after receipt of a notification of award.
- 2) All requests must be in writing to the City Contact and must be made within thirty (30) days of notification of award.
- 3) The intent of the debriefing information session is to aid the Proponent in presenting a better proposals in subsequent procurement GAP opportunities.
- 4) Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement GAP process.

Governing Law

- 1) Procedural terms of the GAP are:
 - a) 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) 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) to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

Notification of Award

- 1) Proponents will be notified of the outcome of the procurement process GAP through email.

Section 2 – Terms of Reference

Introduction

- 1) The GAP is an invitation by the City, on behalf of the Red Deer & District Family and Community Support Services (FCSS) Board to submit non-binding proposals for the provision of Preventive Social Programming (the Deliverables) as set out in this section of the GAP. The selected Proponent will be requested to enter into negotiations for an agreement with the City for the provision of the Deliverables.
- 2) Optional Information Sessions (Questions regarding SmartSimple Portal are welcome):
 - a) **March 13, 2023 from 1:30-2:45pm Alberta time at Red Deer City Hall, Second Floor, Crimson Star Room**

OR

- b) **March 17, 2023 from 10:00-11:15am Alberta time at Red Deer City Hall Second Floor, Crimson Star Room.**
- 3) The term of the contracts will be for a period of approximately 36 months, beginning January 1, 2024 ending December 31, 2026.

Background Information

- 1) The City of Red Deer acts as the administrator for the Red Deer & District FCSS Board.
- 2) Locally, the Red Deer & District Family and Community Support Services Board acts as the decision making authority on the allocation of Preventive Social Programming for the residents of and within the following municipalities:

City of Red Deer
Red Deer County
Town of Bowden
Town of Penhold
Village of Delburne
Village of Elnora

- 3) FCSS enhances the social well-being of individuals, families and community through prevention.
- 4) Red Deer & District FCSS has adopted the following funding principles to assist with funding allocation decisions:
 - a) Early Prevention Focus – Funding is focused on prevention before problems can be seen or where action is needed to prevent problems that are beginning from become worse.
 - b) Multi-Stream Approach – Multiple funding streams support local service delivery, capacity building, community development, regional planning, and a broader community reach.
 - c) Responsive – Consideration is given to the need for stable funding and the ability to address emerging issues.
 - d) Focused on Local Priorities – Local knowledge and consultation inform funding priorities and decision making.
 - e) Place Based – Funding acknowledges and adapts to local community context within the multi-municipal partnership.
 - f) Accountable – Outcomes are assessed through monitoring, evaluation, and project performance.

Purpose of Project/Service and Deliverable

- 1) Funding is available for projects providing *Preventive Social Programming* for residents of the Red Deer & District FCSS region.
- 2) Eligible organizations are school boards, municipalities, or non-profit organizations.
- 3) As a reference, current projects are listed in the Family and Community Support Services Program Handbook <http://humanservices.alberta.ca/documents/FCSS-Program-Handbook.pdf>.
- 4) The following projects are **ineligible for funding**:
 - a) Capital initiatives including renovations and motor vehicles;
 - b) Services that are primarily for recreational needs or leisure time pursuits;
 - c) Services that offer direct assistance (e.g. food, shelter, money, etc.) to sustain an individual or family;
 - d) Services that duplicate those ordinarily provided by government or a government agency.
- 5) The External Project Funding Stream identified in the *Red Deer and District Family and Community Support Services (FCSS) Funding Guide* is available for application through this GAP. There are 2 categories within the External Project Funding Stream:
 - a) Prevention Projects: Includes all projects to be considered for FCSS funding. This could include:
 - i) Collective Impact project (see Appendix C).
 - ii) Playschools: Includes all Playschools to be considered for FCSS funding.
 - b) Indigenous Projects: Includes projects that are Indigenous led for the Indigenous community.

Reference Documents

- 1) Proponents are encouraged to read these reference documents:
 - a) City of Red Deer:
 - i) www.reddeer.ca/fcss
 - b) Social Policy Framework:
 - i) <http://www.reddeer.ca/city-government/plans-and-projects/ongoing-plans-and-projects/social-policy-framework/>
 - c) Family and Community Support Services Program Handbook:
 - i) <http://humanservices.alberta.ca/documents/FCSS-Program-Handbook.pdf>
 - d) 2021 Red Deer & District FCSS Annual Report
 - i) <https://www.reddeer.ca/about-red-deer/social-well-being-and-community-initiatives/family-and-community-support-services/about-red-deer--district-fcss/fcss-reports/>
 - e) Red Deer & District Family and Community Support Services (FCSS) Funding Guide September 2019
 - i) <https://www.reddeer.ca/about-red-deer/social-well-being-and-community-initiatives/family-and-community-support-services/red-deer--district-fcss-funding-/fcss-funding-guide/>

Proposal Requirements

- 1) All mandatory fields must be completed before the application can be successfully submitted.

Evaluation

- 1) The City will endeavour to complete the evaluation of all compliant proposals received within 30 days of the closing deadline. The evaluation process will occur in the following stages:
 - a) **Stage I – Mandatory Requirements:**
 - i) Stage I will consist of a review to determine which proposals comply with all the mandatory requirements. Proposals do not comply with all the mandatory requirements as of the submission deadline will, subject to the express and implied rights of the City, be disqualified and not evaluated further.
 - b) **Stage II – Evaluation of Rated Criteria and Pricing:**
 - i) Stage II will consist of a review of all compliant proposals to determine the highest-ranking proponent based on the rated criteria evaluation set out below.

For: Prevention and Indigenous Projects:

Rated Criteria Category	Weighting (Points)
Project Information*:	55
Organization and Team Capacity	15
Risk identification and mitigation plan	5
Financial Information and budget	25
Total Points	100

*Project information for Indigenous Projects includes cultural content

Cultural component for Indigenous Project will be scored in the project information section

For: Playschools:

Rated Criteria Category	Weighting (Points)
Project Information:	60
Organization and Team Capacity	5
Financial Information and budget	35
Total Points	100

The Red Deer & District FCSS Board has several specific rated requirements to this GAP that proponents will need to be aware of.

- 1) Project Information: Section C: Project Details: FCSS Funded
 - This question speaks to the historical performance of projects. Previously funded projects that have not been compliant with the Funding Agreement reporting requirements in the past will be scored negatively.
- 2) Project Information Section C: Project Details: Funding Cycle Priorities
 - This question speaks to the Priorities selected through the community Priority Setting process for the 2024-2026 Funding Cycle.
- 3) Financial Information and Budget: Amount Allocated to FCSS Funding Request
 - This section was included to identify the amount of the FCSS Annual Funding Request that proponents are assigning to administrative costs. Administrative costs include: Salaries and wages for administrative staff (e.g. Executive Director, Admin Support, Bookkeeper depending on role with the project); Accounting and Audit; Computer/Equipment Repair/Maintenance; Furniture/Equipment Rental; Insurance (not included for Playschools); Janitorial; Mailing and Postage; Subscriptions and Publications; Utilities (Gas, Power & Water).
 - Administrative costs allocated to the FCSS Annual Funding Request that exceed 20% will be negatively scored and those that are below 20% will be scored positively.

- 4) **Financial Information and Budget: 80/20 Cost Sharing Basis**
 - The FCSS Funding Annual Request is based upon an 80/20 Cost Sharing partnership between the proponent and FCSS, in which funds can be applied for to cover up to 80% of the total project budget. The budget document will not allow an FCSS Funding Annual Request to be submitted that is over the 80% of the total project budget.

- c) **Cumulative Score:**
 - i) At the conclusion of the evaluation process, all scores for the rated criteria will be added together to determine the Proponent with the highest score.
 - ii) Red Deer & District FCSS Board will invite highest-ranked Applicants that fall within its available funding to enter into a standardized Funding Agreement with The City for their project, according to timelines determined by The City. However, at its sole discretion, the Red Deer & District FCSS Board may also take the following into account during their selection process:
 - (1) the Board’s assessment and prioritization of regional needs;
 - (2) FCSS funding model principles; and
 - (3) FCSS priority protective factors and overall mandate.

- d) **Tie Score:**
 - i) In the event of a tie score, the selected proponent will be determined by the proponent whose services have the highest score in following category:
 - (1) Proposed Service Delivery model; then
 - (2) Team Capacity, Expertise, Experience.
 - ii) If the City is unable to determine which Proponent has the highest score as above, then the tie will be resolved by way of a coin toss.

- e) **Notification to Other Proponents:**
 - i) Other Proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process.
 - ii) Once a contract is executed between the City and a Proponent, the other Proponents may be notified directly in writing and shall be notified by email.

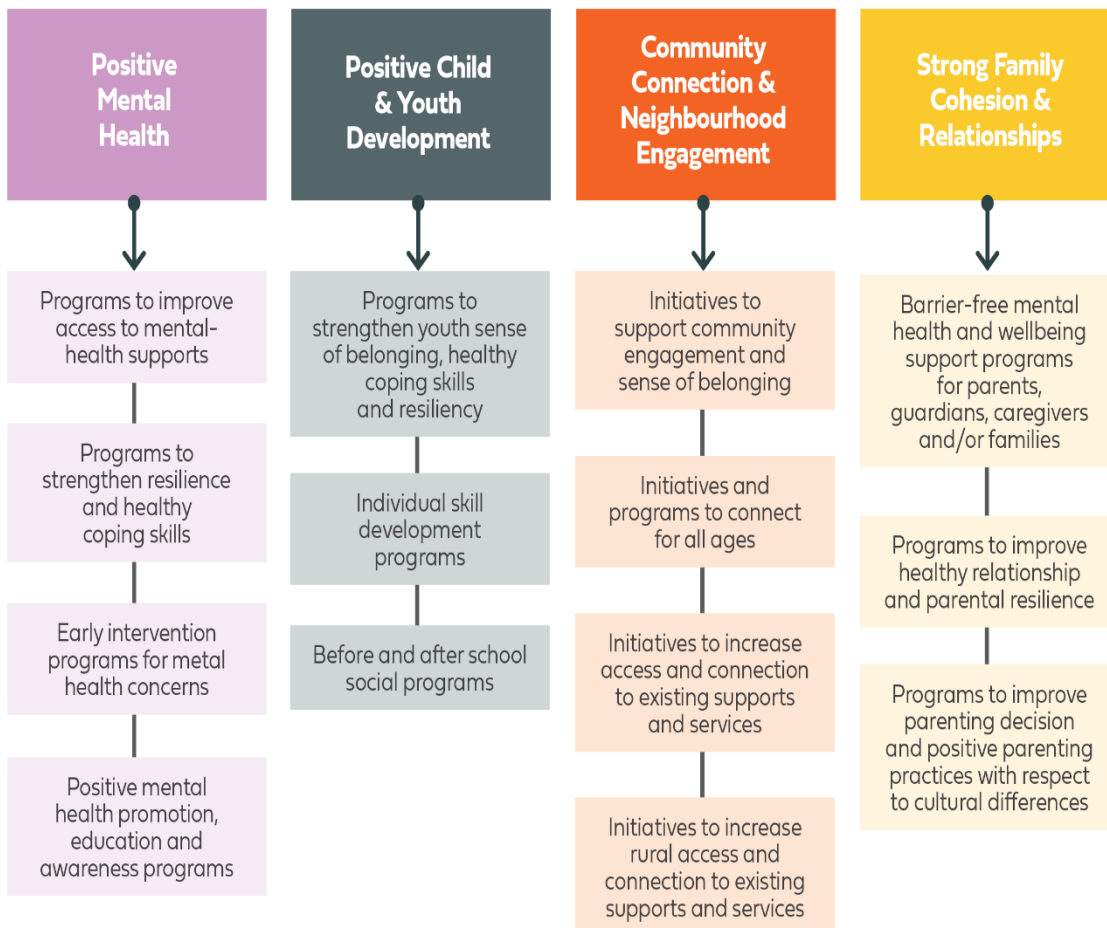
GAP Process Timelines

Application Open	March 1, 2023
Deadline for Questions	March 31, 2023
Deadline for Issuing Addenda	April 3, 2023
Submission Deadline	April 6, 2023 4:00:59 PM, MST
Anticipated Award Date	June 6, 2023

The GAP timetable is tentative only and may be changed by the City at any time.

Appendix A – 2024-2024 Funding Priorities

2024-2026 Funding Cycle Priorities



Appendix B – 2024-2026 Indigenous Funding Priorities

2024-2026 Indigenous Stream Funding Cycle Priorities

Culture and Connection as Prevention

When an individual is connected to their culture, they are rooted in their own identity through who they are as a people, and to their families, communities, and nations.

Initiatives build these connections to culture and community to enhance social well-being, using approaches such as the ones below. This restores balance and helps people to heal from past trauma and to prevent future trauma.

Requirements

- Applicants must be Indigenous led organizations
- All initiatives must incorporate Indigenous cultures in a consistent way

Hands-on/Experiential: Using hands, mind and heart to build cultural knowledge and skills (making regalia, learning medicines, ceremony)

Life Skills: Prevention based programs that build good habits at home and outside

Role Modelling: Indigenous guides/mentors teaching values and building positive relationships

Training for Knowledge Keepers



Peer Groups: Community brokers/liasons who nurture organic relationships in small groups in safe, creative spaces

Trauma-Informed Healing: Using Indigenous cultural practices to

Staff trained in trauma-based practice

Appendix C – Collective Impact

Collective Impact vs Collaboration

Your project is considered part of a Collective Impact if it checks these requirements:

- Your project came about because a group of individuals from different sectors are committed to a common agenda to prevent and/or mitigate a specific social issue.
- All agencies and sectors involved work towards common shared outcomes (i.e. a single set of goals, measured in the same way).
- Unlike most collaborations, collective impact projects involve a centralized infrastructure, a dedicated team from different sectors, a backbone organization, and a structured process that leads to: a common agenda, shared measurement, continuous communication, and mutually reinforcing activities among all project team members.
- Cross-sector coordination is a key component; a collective approach is favoured over any individual organization's agenda.
- Your project utilizes a systemic approach to social impact that focuses on the relationships between organizations/sectors and the progress toward shared objectives.

Collective Impact is different from Collaboration. Your project is part of a collaboration (and not a Collective Impact) if:

- Your project was already created within one agency/sector, then another agency or agencies agreed to partner with your project in a joint effort to achieve your project's outcomes.
- The focus of your project is on its individual impact to prevent and/or mitigate a social issue.
- The focus is on your project within your individual organization, in partnership with one or more other organizations.