

MARYMOUND INC.

REQUEST FOR PROPOSALS (“RFP”) FOR The Reducing Youth Justice Involvement Social Impact Bond Project

RFP #: 6773-2021/2

Issued By: Marymound Inc.

Issue Date: April 20, 2022

Submission Deadline:
May 04, 2022
4:00:00 PM (Central CST Time)

Submission Address:
Email: NParker@marymound.com
Subject Line: Reducing Youth Justice Involvement Social Impact
Bond Proposal Submission

Inquiries:
All inquiries related to this RFP must be directed by email, on or
before the 7th calendar day before the Submission Deadline to:
Email: NParker@marymound.com
Subject Line: Reducing Youth Justice Involvement Social Impact
Bond Inquiry

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PART 1 – INSTRUCTIONS TO PROPONENTS

– READ EACH PART OF THIS DOCUMENT CAREFULLY –

Part 1 Instructions to Proponents

1.0 Services Required

Marymount Inc. (the “Contractee”) requests Proposals from qualified Proponents meeting the requirements contained in this Request for Proposals (RFP) to provide an independent evaluation of the 3-year Reducing Youth Justice Involvement Social Impact Bond (the “Project”)

The Proponent **must** have demonstrated expertise in Indigenous-led outcomes based evaluation.

The Proponent will be responsible for verifying the outcomes of the Project, which, in turn, will determine whether outcomes payments are triggered.

The Proponent will provide an Evaluation Plan that will include, at minimum, the reporting schedule and the templates of all required reports (as set out in this RFP). The Evaluation Plan is the first deliverable requested in this RFP.

The Proponent will provide Quarterly Evaluation Reports to measure and confirm the outcomes achieved through the Project.

The Proponent will provide a Final Evaluation Report to summarize outcomes achieved through the Project and provide additional desired information related to the Project.

The Proponent will provide the evaluation data and data analysis files to Marymount Inc., as relevant to the Project, for use in documentation (format to be agreed upon) to satisfy the Services completion.

The Proponent will be committed to ongoing communications with the Contractee throughout the duration of the Services contract.

See Part 2 “Description of Services Required” for a full description of the services sought.

2.0 Desired Indigenous Business Participation

For this procurement the participation of Indigenous Businesses is desired. Points will be awarded to Proponents offering Canadian Indigenous Businesses as the

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service provider or as one of the service providers by way of subcontract. Additional points will be awarded if the Canadian Indigenous Business is a Manitoba Indigenous Business.

3.0 **Definitions**

In this RFP:

"Agreement" means the formal written agreement to provide the Services to be signed by [Name Org] and the successful Proponent (if any).

"Canadian Indigenous Business" means:

- a) a business
 - (i) that is at least 51% owned and controlled by one or more Indigenous persons of Canada; and
 - (ii) if it has six or more full-time employees, at least one-third of whose full time employees **must** be Indigenous persons of Canada

where "business" includes a band, as defined by the Indian Act, a sole proprietorship, a corporation, a cooperative, and a partnership;

or

- b) a not for profit organization whose by-laws require that at least 51% of its board members be Indigenous persons of Canada.

"Contractee" means Marymound Inc. (Marymound): the organization who enters into the Agreement with the Contractor to provide the Services that are contemplated in this RFP.

"Contractor" means the Proponent who enters into the Agreement with the Contractee (Marymound) to provide the Services that are contemplated in this RFP.

"Indigenous Business" means Canadian Indigenous Business or Manitoba Indigenous Business or both, whichever is applicable given the context.

"Indigenous person of Canada" means

- c) a person of First Nation ancestry, including treaty, status or registered Indian, non-status or non-registered Indian, and a Métis person, or
- d) a person of Inuit ancestry,

who is a Canadian citizen and resides in Canada.

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“Indigenous person of Manitoba” means

- a) a person of First Nation ancestry, including treaty, status or registered Indian, non-status or non-registered Indian, and a Métis person, or
- b) a person of Inuit ancestry,

who is a Canadian citizen and resides in Manitoba.

“Manitoba” means The Government of Manitoba, as represented by the Minister of Families, Social Innovation Office, and the Department of Justice.

“Manitoba Indigenous Business” means:

- a) a business:
 - (i) that is at least 51% owned and controlled by one or more Indigenous persons of Manitoba; and
 - (ii) if it has six or more full-time employees, at least one-third of whose full time employees **must** be Indigenous persons of Manitobawhere “business” includes a band, as defined by the Indian Act, a sole proprietorship, a corporation, a cooperative, or a partnership;
or
- b) a not for profit organization whose by-laws require that at least 51% of its board members be Indigenous persons of Manitoba.

“must”, “shall”, “requires” or “required” means something is mandatory. If a Proposal does not contain or comply with a mandatory requirement, the Proposal will be rejected and not evaluated further.

“Parties” means the Contractee and the Contractor.

“Party” means the Contractee or the Contractor, as applicable.

“Personal Health Information” means “personal health information” as defined in PHIA.

“PHIA” means *The Personal Health Information Act*, C.C.S.M. c.P33.5.

“Project” means the Reducing Youth Justice Involvement Social Impact Bond Project.

“Project Board” an advisory board that monitors and provides oversight and guidance of key strategic and operational decisions of the Project

“Proponent” means the entity or person that makes a Proposal.

“Proposal” means the response to this RFP made by a Proponent.

“RFP” means this Request for Proposals in respect of the Services which includes all addenda that may be issued in respect of the RFP prior to the Submission Deadline.

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"Services" means the work and tasks required by the Contractee to be performed which may include the provision of the goods, materials and equipment required to perform the work and tasks, and any deliverables arising from the work and tasks performed, all as more particularly described in Part 2.

"Services End Date" means the earlier of the following dates: (i) the date that is three (3) years and three (3) months after the Services Start Date; and (ii) such other date as may be agreed to by both Parties in writing.

"Services Period" means the period during which the Contractor shall provide the Services, which period will start on the Services Start Date and end on the Services End Date, unless this Agreement is terminated prior to that date.

"Services Start Date" means May 15, 2022 or such other date as may be agreed to by both Parties in writing.

"should" or "desired" means something is desirable but not mandatory. If a Proposal does not contain or not comply with a desirable requirement, the Proposal will not be rejected and will be evaluated, but the Proposal will be given a lower rating because of the omission.

"Subcontractor" means a Person to whom the Contractor directly subcontracts any of its obligations under this Agreement.

"Submission Deadline" means the date and time set out on the title page of this RFP or any amendment to that date and time made by the Contractee by way of addendum prior to that date and time.

"Two-Eyed Seeing Approach" means to see from one eye with the strengths of Indigenous ways of knowing, and to see from the other eye with the strengths of Western ways of knowing, and to use both of these eyes together.

"Youth" means youth aged 12-17 at the time of entry to the program and who have open and closed custody involvement with the justice system.

4.0 Timetable

4.1 Unless amended by addendum to this RFP prior to that date:

- a) the deadline and email address for inquiries is set out on the title page to this RFP; and
- b) the Submission Deadline and email address is as set out on the title page to this RFP.

4.2 The following dates are targets only and are subject to change at the sole discretion of the Contractee:

- a) Complete evaluation of Proposals: May 5, 2022.
- b) Award Contract: May 6, 2022.

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- c) Services Start Date: May 15, 2022.
- d) Services End Date: August 15, 2025.

5.0 Proposal Format

5.1 Proponents are advised to address the evaluation criteria and mandatory requirements in their Proposals.

6.0 Proposal Content:

6.1 Table of Contents

This should provide a list of the main Proposal content and where it is found in the Proposal and include appropriate cross-references to attachments or appendices as required.

6.2 Company Profile

The Proposal should include:

- a) The name and address of the Proponents' organization and the name, email address, and phone number of the main contact person.
- b) A description of the Proponent's business including information about how the Proponent is organized to carry out business.
- c) Details of any subcontracting or joint venture arrangements proposed by the Proponent.

6.3 Project Team

The Proposal should identify the name, title, expertise, and project role of each person involved. This requirement may include a description of each team member's experience with quantitative and qualitative based outcomes based evaluations, Indigenous evaluations, administrative data linkage, and matched sample designs. The Proponent may demonstrate this experience by referencing relevant education, work product and/or publications.

This information may include:

- a) A one page resume for each proposed team member clearly indicating the related work experience, training and education in the relevant area of expertise; projects that are comparable in size, scope and nature as the Services being evaluated. This should include information about the experience of each proposed team member; specifically highlighting experience within the past 3-5 years.

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- b) A document identifying the reporting relationship among the proposed team members identified, the specific task assignment of each, and the approximate workload distribution, expressed as a percentage per team member, to complete the project.

6.4 Experience with Indigenous Organizations and Perspectives

The Proposal should demonstrate the Proponent's past experience in working with Indigenous organizations and Indigenous research methodologies.

6.5 Description of Relevant /Technical Expertise

The Proposal should demonstrate the Proponent's expertise in quantitative and qualitative program evaluation, outcome measurement (for secondary outcomes), Indigenous-led evaluation and approach to outcome measurement and design, administrative data linkage, matched sample designs.

This information may include:

- a) Experience with quantitative outcomes-based evaluations, including three examples.
- b) Experience with qualitative outcomes based evaluations, including three examples.
- c) Experience with Indigenous approaches to evaluation, including three examples.
- d) Description of the technical capacity to complete the requirements of this evaluation. For example: technical understanding of administrative data linkage, matched sample, and capacity to handle sensitive and confidential data.

6.6 Description of how Proponent will provide Services

The Proposal should include a description of how the Proponent intends to provide the Services.

This information may include:

- a) ***Project Management Plan and Maintaining Timelines***

An overview of the Proponent's project management plan and ability to maintain the deadlines indicated in the RFP.

- b) ***Research, Evaluation and Data Analysis Strategy***

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An overview of the Proponent’s research, evaluation and data analysis strategy. This may include: the software to be used; data collection or research to be conducted; how the data will be verified including quality control; and any other research methods, tools or techniques that are deemed relevant to this RFP.

c) ***Data Management, Security and Storage***

An overview of the Proponent’s procedure for data collection, linkage with details on the process to create the database.

An overview of the Proponent’s ability to receive, store and protect confidential sensitive data.

d) ***Risk Assessment and Mitigation Plan***

A brief assessment of the potential risks and a mitigation plan for ensuring the Services are delivered in accordance with the timelines.

6.7 References

The Proponent should list at least three (3) references, preferably from parties for whom services were provided within the last five (5) years that were comparable in scope, nature and complexity to the Services sought herein. For each reference the following information should be provided:

- i) description of the project
- ii) name of the entity for whom the project was done
- iii) name of primary contact
- iv) telephone number for primary contact and entity
- v) e-mail address for primary contact

6.8 FORM A - Offer Letter

An Offer Letter using the form provided in Part 3 of this RFP (Form “A”), **must** be fully completed and signed by a representative of the Proponent with the authority to bind the Proponent. The form may be put on a Proponent’s letterhead with a different font but **must** not otherwise be modified.

6.9 FORM B - Status in relation to Marymount Form

The Proponent **must** provide a completed and signed Status in relation to Marymount form (using the form provided in Part 3 - Form “B”).

This form includes a statement about real, potential or perceived conflicts of interest of any entity that will provide the Services including all proposed subcontractors of the Proponent. If a Proponent is in doubt as to whether individuals or circumstances give rise to a conflict of interest, the Proponent should consult the person identified in Part 1, section 9.1 of this RFP prior to submitting a Proposal.

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6.10 FORM C - Cost Proposal Form

The Proponent **must** provide a completed Cost Proposal form (using the form provided in Part 3 of this RFP (Form “C”).

The Proponent **must** provide a total price quotation. The statement of total price (fees and expenses) **must** clearly indicate the entire amount payable to the Proponent for providing the Services. The total price **must** include all wages, benefits, employer remittances, taxes and all other amounts payable by the Proponent to its personnel and all administrative and support service costs (including travel costs, if any), equipment, supplies, overhead and other incidental costs (unless otherwise provided for in this RFP) involved in providing the Services.

- a) Prices **must** be quoted in Canadian dollars and **must** not change for the duration of the Agreement.
- b) Any applicable taxes **must** be indicated separately.

6.11 FORM D - List of Indigenous Businesses to Provide Services

If no Indigenous Business will provide the Services, do not complete or submit Form “D”

If Services will be provided by a Canadian Indigenous Business or a Manitoba Indigenous Business the Proponent should provide a list of all of the entities that will provide the Services, including the Proponent and any proposed subcontractors of the Proponent using the form provided in Part 3 (Form “D”). The list **must** also include the estimated value of the work to be performed by each entity.

6.12 FORM E - Indigenous Business Certification

If no Indigenous Business will provide the Services, do not complete or submit Form “D”

If Services will be provided by a Canadian Indigenous Business or Manitoba Indigenous Business, the Proponent should provide a completed and signed Indigenous Business Certification Form using the form provided in Part 3 (Form “E”) for each Indigenous Business that will provide the Services including all proposed subcontractors of the Proponent but not for an Indigenous Business that is a band, as defined by the Indian Act.

7.0 Submission Method and Deadline

- 7.1 The Submission Deadline and email address is as set out on the title page to this RFP.

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- 7.2 Proposals must be submitted no later than the Submission Deadline.
- 7.3 Late submissions are not permitted and any proposals submitted after the Submission Deadline will be rejected
- 7.4 Proposals must be submitted in PDF format, with the required signatures in the PDF attachment(s).

8.0 **Inquiries**

- 8.1 The deadline and email address for inquiries is set out on the title page to this RFP.

9.0 **Amendment and Withdrawal of Proposal**

- 9.1 Proponents may amend their proposals prior to the Submission Deadline by modifying or deleting and re-submitting their proposal. Any amendment received after the Submission Deadline will not be accepted.

10.0 **Evaluation Committee**

- 10.1 The evaluation committee will be comprised of representatives of each of the following parties: Manitoba and the Contractee.
- 10.2 By submitting a Proposal, the Proponent agrees that all decisions on the degree to which a Proposal meets the evaluation criteria are solely within the purview and judgment of the evaluation committee. The decision of the evaluation committee is final.

11.0 **Evaluation Process and Criteria**

- 11.1 Proposals received by the Submission Deadline will be opened.
- 11.2 Proposals received after the Submission Deadline will not be opened or considered for evaluation.
- 11.3 Proposals **must** meet all of the mandatory submission requirements to proceed to the next step of the evaluation process.
- 11.4 Proposals not meeting all the mandatory submission requirements will be rejected and receive no further consideration.
- 11.5 The mandatory submission requirements are as follows:

PART 1 – INSTRUCTIONS TO PROPONENTS

MANDATORY REQUIREMENTS	PASS/ FAIL
Completed and signed FORM A – Offer Letter	
Completed FORM B - Status in Relation to Contractee Form	
Completed FORM C – Cost Proposal Form	

11.6 Each Proposal that fulfils the mandatory requirements will be evaluated in accordance with the criteria and points allocated to each criterion as follows:

EVALUATION CRITERIA	POINTS
Company Profile	10
Project Team	10
Experience with Indigenous organizations an perspectives	10
Relevant / Technical Expertise	10
Project Management Plan and Maintaining Timelines	10
Research, Evaluation and Data Analysis Strategy	20
Data Management, Security and Storage	15
Risk Assessment and Mitigation Plan	5
Canadian Indigenous Business	5
Manitoba Indigenous Business	5
Total	100

11.7 Proposals **must** receive a minimum score requirement of 60/100 to proceed to the next step of the evaluation process.

11.8 Proposals not meeting the minimum score requirements will be rejected and receive no further consideration.

11.9 A Proponent’s status in relation to the Contractee and record of past performance will be a factor in the determination of the Proponent’s qualifications to provide the Services.

11.10 The Contractee will contact the first three references provided by the preferred Proponent under consideration, and may consult other entities who have had dealings with the Proponent or the Proponent’s subcontractors.

11.11 The Contractee may determine, in its sole and absolute discretion, that a Proponent’s record of past performance is unsatisfactory.

12.0 Acceptance of Proposal and Signing Agreement

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- 12.1 If the Contractee decides to accept a Proposal it will accept the Proposal that, in the Contractee's sole opinion, is the best overall Proposal.
- 12.2 If the Contractee decides to accept a Proposal, the Contractee will signify its conditional acceptance by notifying the Proponent, and preparing and forwarding the Agreement for signing.

13.0 Conditions of RFP and Proposal

By submitting a Proposal, the Proponent agrees, to the following terms and conditions:

- 13.1 The Contractee may reject any Proposal if the Contractee, in its sole discretion, determines that an actual or potential conflict of interest exists
- 13.2 The Contractee may cancel this RFP at any time, with no liability whatsoever to any Proponent.
- 13.3 The Contractee may amend or clarify this RFP by one or more addenda issued before the Submission Deadline. The Contractee will not issue an addenda later than 48 hours before the Submission Deadline except for an addenda which extends the Submission Deadline.
- 13.4 The Contractee in its entire discretion, may reject or accept a Proposal. The Contractee is under no obligation to accept any Proposal or to select the Proposal offering the lowest price for the Services.
- 13.5 The Contractee reserves the right to reissue the RFP where, in the Contractee's sole opinion, none of the Proposals submitted in response to the RFP warrant acceptance or where it would not be in the best interests of the Contractee to accept any of the Proposals.
- 13.6 Proponents are responsible for all costs incurred by them in preparing, and submitting Proposals.

Part 2 Description of Services Required

1.0 Background

Manitoba has launched a Social Impact Bond (SIB). A SIB is an innovative social financing model intended to reduce risk to government, fund impact driven projects, and support private-public partnerships, while addressing government priorities.

The Reducing Youth Justice Involvement SIB (the “Project”) was developed to reduce days in custody for 45 Manitoba youth with intensive needs and significant justice involvement, through reconciled and culturally relevant programming. Rates of incarceration come at significant social and economic costs to Manitoba and the youth involved. The Project is intended to enable an innovative, culturally appropriate approach to solving this challenge.

Through a competitive process, Manitoba selected Marymount (the “Contractee”) as the service provider best suited to deliver the Project based on their proven ability to provide comprehensive and culturally appropriate services aligned to the goals of the initiative.

Marymount shall provide mentorship and healing services to a minimum of forty five (45) Manitoba youth between the ages of 12-17 who are in open and closed custody arrangements with Manitoba Justice at the time of referral. Manitoba Justice will provide referrals of interested youth to Marymount who must voluntary consent to program participation. For individuals recruited to the program, Marymount will provide services that include High-Fidelity Wraparound, Neurosequential Mapping, Clinical Treatment, and Indigenous Cultural and Land Based healing services to reduce the average number of days youth spend in custody.

Marymount shall use its commercially reasonable efforts to achieve the following Project outcomes/objectives:

- a) Within 24 months of the Project Start Date, at least 45 participants will have been entered into the program.
- b) Within 36 months of the Project Start Date, at least 45 participants will have received, at minimum, 12 months of programming.
- c) Within 36 month of the Project Start Date, the total average number of days spent in custody across participants will have been reduced by 25 days in

PART 2 - DESCRIPTION OF SERVICES REQUIRED

relation to matched group comparisons derived from Manitoba Center for Health Policy data.

An independent third-party evaluator (the “Contractor”) is being sought through this RFP to track, measure, and verify Marymound’s results.

2.0 Scope of Work

2.1 Evaluating Outcomes/Objectives

The Contractor will be responsible for evaluating the Project outcomes/objectives.

- a) The primary objective of the evaluation is to report on the criteria needed to trigger Project outcome payments. This criteria is dependent upon the following factor:
 - i) **The average number of reduced days spent in custody for program youth in relation to matched control samples**
 - b) The secondary objective of the evaluation is to monitor a variety of factors relating to program participation, progress and efficacy, including:
 - i) **The number of youth receiving and engaged in programming**
 - ii) **Ongoing fidelity measurements**
 - iii) **Clinical outcomes for youth**
 - iv) **Assessment of program efficacy**

2.2 Report Submission

The Contractor will be responsible for submitting a variety of evaluation reports, to satisfy the evaluation objectives outlined above and within a set timeframe.

All Reports and information outlined in Section 3.0 Deliverables, are to be submitted via email to the Contractee and Manitoba. Contacts will be supplied after the contract has been awarded.

2.3 Meetings and Communication

The Contractor will meet with the Contractee to co-create the first deliverable, and the Contractor will be committed to early engagement with the Contractee to co-create the evaluation plan.

PART 2 - DESCRIPTION OF SERVICES REQUIRED

The Contractor will be committed to ongoing communications with the Contractee throughout the duration of the Services contract.

The Contractor will work in collaboration with the Contractee to compile the data needed to complete all tasks in the evaluation.

The Contractor will work in collaboration with the Contractee to assist in the communication and organizing of site visits.

3.0 **Deliverables**

3.1 **Evaluation Plan**

Within fifteen (15) days after the Services Start Date, the Contractor shall submit an Evaluation Plan (the "Evaluation Plan").

The Evaluation Plan shall set out the proposed details of the evaluation, including what data will be collected, how and when, how data will be analyzed, and how and when results will be reported.

The Evaluation Plan **must** contain, at minimum, the following information:

- a) Reporting Schedule (as set out in this RFP)
- b) Reporting Templates (applicable to all reports outlined in this section).

3.2 **Quarterly Evaluation Reports**

Within three (3) months and ten (10) days after the Services Start Date, the Contractor shall commence submitting Quarterly Evaluation Reports to Marymound and the Project Board.

Quarterly Evaluation Reports shall be generated by the Contractor for each quarter of the thirty-six (36) months of the Project, and submitted within ten (10) days of the previous quarter's month end (a total of 12 Quarterly Outcome Payment Reports).

Each Quarterly Evaluation Report shall provide information on the Contractee's progress towards meeting Project objectives and outcome targets.

The Quarterly Evaluation Reports shall include the following evaluation components:

- a) **The average number of days spent in custody.** The Contractee has an outcome target to reduce the number of days program participants have spent in custody by 25 days in relation to

PART 2 - DESCRIPTION OF SERVICES REQUIRED

matched comparisons derived from Manito Centre for Health Policy data over the thirty-six (36) month period of the Project. The report shall include an ongoing tabulation of this outcome.

- b) **The number of youth receiving programming.** The report shall include an ongoing tabulation of the number of youth currently receiving or who have received programming as a result of Project activities.
- c) **Ongoing fidelity measurements.** The report shall include an ongoing tabulation of the ongoing fidelity measurement to ensure effective wraparound efficacy as a result of Project activities, including:
- d) **Assessments of program efficacy.** The report shall include an ongoing tabulation of the qualitative and quantitative assessments of program quality and youth outcomes as a result of Project activities.

3.3 Final Evaluator Report

The Contractor shall submit the Final Evaluator Report no later than ten (10) days before the Services End Date.

The Final Evaluator Report shall contain:

- a) A summary of the Project objectives and outcomes achieved in the Quarterly Evaluation Reports.

3.4 Evaluation Data and Data Analysis Files

The Contractor shall submit all data and data analysis files (format to be agreed upon) related to services and projects identified under the Project to Marymound no later than ten (10) days before the Services End Date.

4.0 Role of Marymound

4.1 Marymound (the “Contractee”) will:

- a) Marymound will collaborate with the contractor to develop the initial evaluation plan.
- b) Manage communications with the Contractor, and provide the Contractor with a main contact person for these purposes.
- c) Provide prompt response to Contractor communication.
- d) Provide Quarterly Data Reports as detailed in section 4.2.
- e) Provide the organizational support necessary for the completion of the Services.

PART 2 - DESCRIPTION OF SERVICES REQUIRED

4.2 Quarterly Data Reports

Within three (3) months and five (5) days after the Services Start Date, the Contractee shall commence submitting Quarterly Data Reports to the Contractor.

Quarterly Data Reports shall be generated by the Contractee for each quarter of the thirty-six (36) months of the Project, and submitted within five (5) days of the previous quarter's month end (a total of 12 Quarterly Data Reports).

The Quarterly Data Reports shall provide a detailed breakdown for each of the following evaluation components:

- a) **Average Number of Days Spent in Custody**
- b) **The number of youth receiving programming**
- c) **Ongoing fidelity measurements**
- d) **Assessments of program efficacy List**

5.0 Project Evaluation Additional Information:

For the duration of the Services, the Contractee shall provide the Contractor with any additional reporting (as requested by the Contractor, acting reasonably).

6.0 Management by Manitoba

Manitoba will (as applicable to this RFP):

- a) Oversee the RFP Selection Process.
- b) Participate in the RFP Evaluation Committee.
- c) Provide communication for final applicant notifications.
- d) Provide approval on the Evaluation Plan.
- e) Receive copies of reports from the Contractor.
- f) Distribute copies of evaluator reports to the Project Board.
- g) Monitor Contractor's Indigenous participation, if applicable.
- h) Assist with the data collection, transfer and/or the data sharing agreement process with Manitoba Centre for Health Policy

7.0 Schedule/Timeline including Milestones

PART 2 - DESCRIPTION OF SERVICES REQUIRED

This table displays the anticipated submission due date for each Deliverable (Section 3.0):

Deliverable	Submission Due Date
Evaluation Plan	Within fifteen (15) days after the Services Start Date the Contractor shall submit an Evaluation Plan developed and co-created with Marymount
Quarterly Evaluation Reports	<p>Within three (3) months and ten (10) days after the Services Start Date, the Contractor shall commence submitting Quarterly Evaluation Reports.</p> <p>Quarterly Evaluation Reports shall be generated by the Contractor for each quarter of the thirty-six (36) months of the Project, and submitted within ten (10) days of the previous quarter's month end (A total of 12 Quarterly Outcome Payment Reports).</p>
Final Evaluator Report	The Contractor shall submit the Final Evaluator Report no later than ten (10) days before the Services End Date.
Evaluation Data and Data Analysis Files	The Contractor shall submit all data and data analysis files (format to be agreed upon) related to services and projects identified under the Project no later than ten (10) days before the Services End Date.

8.0 Payment Schedule

This table displays the payment timeline. Payment is triggered by the delivery of the specified reports and on condition of the completion of all other requirements detailed in the Deliverables Section (3.0).

Deliverable	Proposed % of Payment
Evaluation Plan	10
First set of Quarterly Evaluation Reports (covering months 1 to 12 of the Project).	20
Second set of Quarterly Evaluation Reports (covering months 13 to 24 of the Project).	20
Third set of Quarterly Evaluation Reports (covering months 25 to 36 of the Project).	20
Final Evaluator Report and Evaluation Data and Data Analysis Files	30

PART 3 - FORMS

Part 3 Forms

- Form A Offer Letter**
- Form B Status in Relation to Maryland**
- Form C Cost Proposal Form**
- Form D List of Businesses to Provide Services**
- Form E Indigenous Business Certification Form**

Questions about how to fill out any of these forms?

Please refer to the email address for inquiries as set out on the title page to this RFP

PART 3 - FORMS

FORM A Offer Letter (Page 1 of 2)

RFP for The Reducing Youth Justice Involvement Social Impact Bond Project RFP #: 6773-2021/2

1. Proponent:

Full legal name of entity making Proposal

Usual business name of Proponent (if different from above)

Street

City Province Postal Code

Facsimile number Telephone number

2. Contact:

Contact Person Title

Address

Facsimile number Telephone number

Email

(continued, next page)

PART 3 - FORMS

3. Offer:

We have examined the RFP for the Services, including any addendums, in its entirety, made the necessary investigations and offer to perform the Services in accordance with terms and conditions set out in the RFP including the Agreement set out in the RFP.

4. Irrevocable:

This Proposal becomes irrevocable on the Submission Deadline and is open for acceptance for 30 days after the Submission Deadline.

5. Execution of Agreement:

If the Contractee accepts this Proposal and the Proponent satisfies the conditions of acceptance, the Proponent is required and agrees to enter into an agreement with the Contractee substantially in the form set out in the RFP

6. Certification:

The Proponent certifies that all the statements and representations made in this Proposal are true and accurate to the best of the Proponent's knowledge.

7. Signature(s):

The Proponent or the Proponent's authorized representative(s).

Signature

Signature

Print name and official capacity
of person whose signature
appears above.

Print name and official capacity
of person whose signature
appears above.

I have the authority to bind
the Proponent.

I have the authority to bind
the Proponent.

Date: _____

Date: _____

PART 3 - FORMS

FORM B Status in Relation to Marymount

The Reducing Youth Justice Involvement Social Impact
RFP for Bond Project RFP #: 6773-2021/2

Failure to complete and submit this Form as part of your Proposal shall result in Proposal disqualification and it will receive no further consideration.

Name: _____
Mailing Address: _____
Street Address: _____
City, Province: _____
Telephone/Fax: _____

Part 1: Disputes or Pending Disputes with the Contractee

Do you or your proposed subcontractor(s) have any dispute or pending dispute with the Contractee?

Yes No

If your answer is "Yes" please describe:

Part 2: Monies owed to the Contractee

Do you or your proposed subcontractor(s) owe any monies to the Contractee that are overdue, in arrears or otherwise delinquent?

Yes No

If your answer is "Yes" please describe:

Part 3: Conflict of Interest

Is there a conflict of interest or possible conflict of interest or perceived conflict of interest that would exist if you were to provide the Services either directly or through a subcontractor?

Yes No or Not sure

If your answer is "Yes" please describe:

Authorized representative

Printed name

Signature

Date

PART 3 - FORMS

FORM C Cost Proposal Form

RFP for The Reducing Youth Justice Involvement Social Impact Bond Project RFP #: 6773-2021/2

Submitted by _____
(Full legal name of entity making Proposal)

Prices **shall** be quoted in Canadian Funds (CAD) and **shall** remain firm for the duration of the Agreement. The Proponent **must** provide a firm lump sum price and price structure for the proposed Services for the duration of the Agreement.

Any applicable taxes **must** be indicated separately (ex. GST, PST, HST, etc.).

All wages, benefits, employer remittances, taxes and all other amounts payable by the Proponent to its personnel and all administrative and support service costs (including travel costs, if any), equipment, supplies, overhead and other incidental costs involved in providing the Services must be included by Proponents. Proponents may add tasks or further break down the tasks in accordance with their Proposal.

Item	Maximum Inclusive Cost	Comments
Evaluation Plan	\$	
First set of Outcome Evaluation Reports (covering months 1 to 12 of the Project).	\$	
Second set of Outcome Evaluation Reports (covering months 13 to 24 of the Project).	\$	
Third set of Outcome Evaluation Reports (covering months 25 to 36 of the Project).	\$	
Final Evaluator Report and Evaluation Data and Data Analysis Files	\$	
Sub-Total	\$	
Applicable taxes (if any) (specify type of tax in comment column)	\$	
TOTAL COST	\$	

Proponent pricing **shall** be valid for the period of time set out in the Offer Letter (Form "A").

Proponent confirms that costs not provided for remain the responsibility of the Proponent.

FORM D List of Businesses to Provide Services

List of Businesses To Provide Services				
RFP for: The Reducing Youth Justice Involvement Social Impact Bond Project			RFP #: 6773-2021/2	
Proponent's Name: <i>(Name of Proponent submitting Proposal to Manitoba)</i>				
Please list all businesses that will be providing Services and the estimated value of the work to be performed by each. If you are proposing to have an Indigenous Business provide Services you must submit this form as part of your Proposal in order to be evaluated for Indigenous participation. If you are proposing to have an Indigenous Business provide Services, failure to submit this Form as part of your Proposal shall result in the Proposal receiving zero points for Indigenous participation. Total price quoted (excluding any applicable taxes):				
Business Name	Contractor or Subcontractor	Indigenous Business Yes or No	Description of Services to be Provided	Estimated Value (\$) of work to be performed ¹
Total Price Quoted (excluding taxes) \$				

¹ Sum of all estimated values should equal "Total Price Quoted"

if you are not proposing to have an Indigenous Business deliver some or all of the Services, then do not submit this form

FORM E Indigenous Business Certification Form

**The Reducing Youth Justice
Involvement Social Impact Bond
Project**

RFP for

RFP #: **6773-2021/2**

The Proponent must submit this form **completed by each Indigenous Business** that will provide the Services (except where the Indigenous Business is a band, as defined by the Indian Act) including all proposed subcontractors of the Proponent. Previous registration in the Indigenous Business Directory does not constitute certification for the purposes of this RFP. If an Indigenous Business is proposed to provide the Services, failure to submit or accurately complete this form for each Indigenous Business identified on the Form D shall result in a reduced score for Indigenous participation.

Certification is for (check applicable box): Contractor or Subcontractor

Name:

Mailing Address:

Street Address:

City, Province:

Telephone/Fax:

If you are not an Indigenous Business, do not fill out this form.

I certify that:

1. This is a business that is at least 51% owned and controlled by one or more Indigenous persons of: Canada* AND Manitoba*

2. This business has 6 or more full time employees and at least 1/3 of them are Indigenous persons of: Canada or Manitoba.

OR

This business has fewer than 6 full time employees.

*See definition of Indigenous persons of Canada and Indigenous persons of Manitoba in Part 1, section 3.0.

All statements and representations in this form are true and accurate to the best of the Proponent's knowledge.

Authorized representative of the Indigenous Business:

Printed name

Signature

Date

