

Request for Proposals (RFP)	
Scope of Service	Métis Nation BC (MNBC) has purchased three Mercedes Sprinters 4x4 2500 Cargo 170 vans, to be used for mobile community programming. Vehicles require retrofitting/up fitting with shelving, , a small office area and an awning.
RFP/Solicitation	# H-102
RFP Issued by	Métis Nation British Columbia
Issue Date	July 20th, 2023
Closing Date/Time	Proposals must be received by August 3 rd 2023, 5pm PST.
MNBC Contact Information and Questions	All enquiries related to this RFP, including any requests for information, questions, and clarification, are to be directed to the Director of Education, Carol Kerfoot. MNBC will respond if time permits. Information obtained from any other source is not official and should not be relied on. Enquiries and responses will be recorded and may be distributed to all Proponents at MNBC's option.
Delivery of Proposals	Proponents may submit one (1) electronic copy of the proposal in PDF to Carol Kerfoot at ckerfoot@mNBC.ca . Please include the RFP # H-102 within the email subject line. MNBC will reply acknowledging receipt, and it is the proponent's responsibility to ensure that MNBC has received their proposal. Please do not submit anything larger than 5MB by email.
Short Listed Proponents	When multiple proponents are being considered, those who have been short-listed will be contacted within two weeks of the RFP closing date.
Proponent Notified	The successful proponent will be notified by email/telephone.
Proponent's Submission	A person authorized to sign on behalf of the proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.
Notice of Financial Reporting for Consultants and Companies	<i>Please note that it is MNBC policy to publish on our website the name and total funds paid to all our vendors who have received in excess of \$5,000 per calendar year. All vendors must agree to this condition as part of their contractual agreement with MNBC.</i>

Proponent Section	
<i>(To be completed by the proponent and included as the "RFP Cover Page" of the proposal)</i>	
The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal, we agree to all terms and conditions of this RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP 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.	
Signature of Authorized Representative:	Legal Name of Proponent:
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	
Email:	Phone Number:

1. Background and Summary

Background



MNBC represents the section 35 rights of over 24,000 Metis citizens who are registered with MNBC and advocates for the over 98,000 self-identified Metis in British Columbia. MNBC represents thirty-nine (39) Metis Chartered Communities in British Columbia. We are recognized by the Métis National Council ("**MNC**"), Province of British Columbia, and the Government of Canada as the Governing Nation for Métis in BC.

Summary

Métis Nation BC (MNBC) has purchased three Mercedes Sprinters 4x4 2500 Cargo 170 vans, to be used for mobile community programming. All three vehicles require retrofitting/up-fitting with shelving, swivel seats, and a small office area.

2. Project Purpose and Scope

MNBC's Ministry of Education is seeking a company to assist in retrofitting/up fitting three Mercedes Sprinters 4x4 2500 Cargo 170 vans. The vans will be used for mobile community programming throughout BC.

MNBC has participated in a discovery process to determine what is needed to optimize service delivery. It was determined that the primary function of the vans will be carrying program and cultural materials, to allow staff to set up programs and services in community spaces and/or outdoors. The secondary function of the van is for staff to have a temporary office or meet with a family, on an as-needed basis.

The designs on the following page are provided as an indication of a possible design and an accurate representation of what MNBC will need to transport. Note that an awning is also required.

The designs are not to scale and can be modified based on the respondent's expertise. An updated design is not required as part of a proposal.

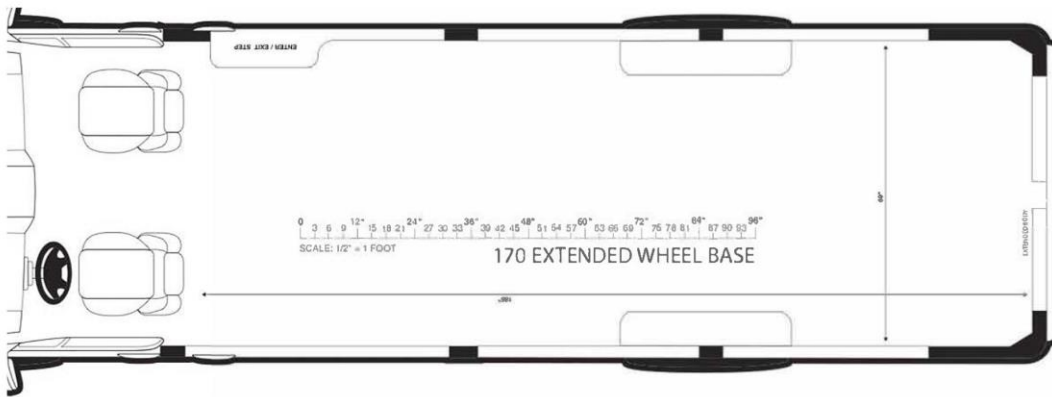
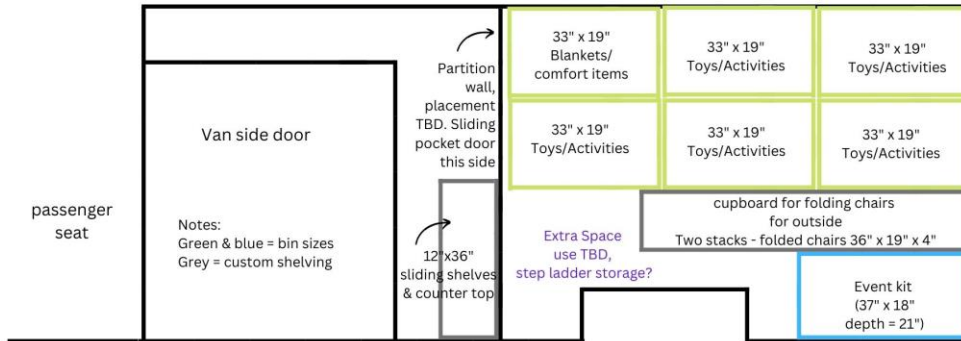
Different materials may be used in the back (storage area) and front (office area). Considerations for choice of material will include:

- wear and tear, with durable materials preferred
- ease of maintaining, both long term and with respect to regular cleaning
- cost
- environmental impact/footprint
- aesthetics, with natural colour tones preferred

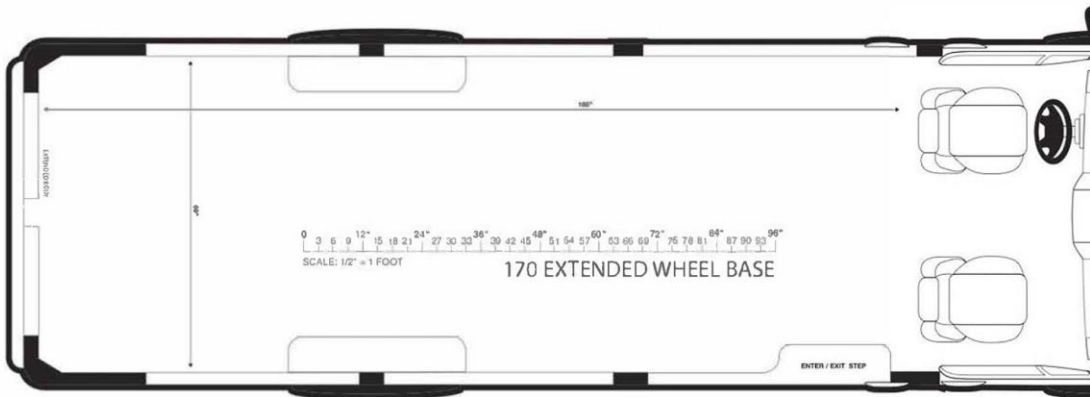
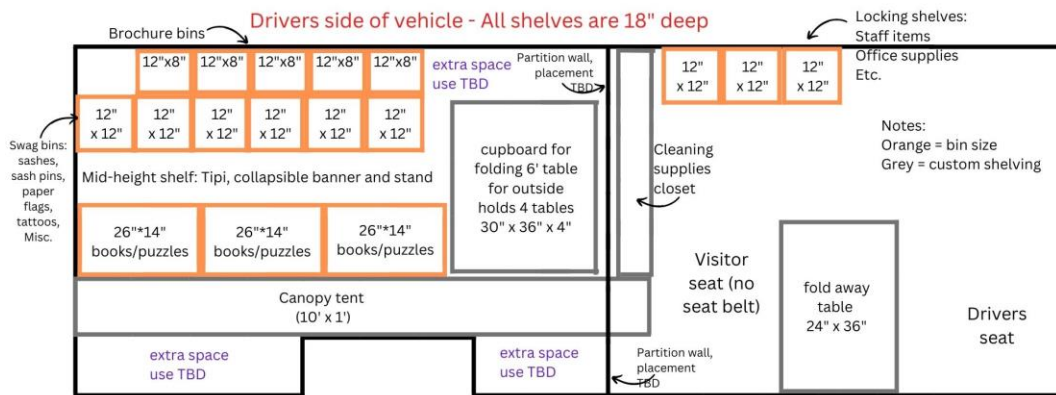


MÉTIS NATION BRITISH COLUMBIA

Passenger side of vehicle - All shelves are 24" deep



Drivers side of vehicle - All shelves are 18" deep





3. Proposal Guidelines

Reply to this request with a proposal that addresses the following:

a) Company

- Provide the name and role of any persons who would be in contact with MNBC on this project.
- Describe the capacity of the company to retrofit/up fit three identical vehicles in a timely manner.
- Companies located within a 2-hour drive of MNBC’s main office may be preferred.

b) Qualifications:

- The successful proponent should have experience retrofitting/up fitting vehicles for the delivery of community programs or services in British Columbia (for example: mobile library, mobile office, mobile medical office, etc.).
- Ability to work within tight timelines; vehicles must be completed as soon as possible.
- Knowledge of Indigenous people, specifically the Métis Nation is considered an asset.

c) Work plan:

Briefly describe your understanding of the project, your approach to addressing the project requirements, and a timeline of key events or milestones. Explain if the vehicles will be worked on concurrently or sequentially, production timeline, and the estimated delivery of each completed vehicle. Any expected wait times, for example ordering materials, must be built in to the work plan. If the company has a delay (wait list) as to when work could start, this must be clearly indicated.

d) Fee Schedule:

Provide a fee schedule that clearly indicates the cost of materials and labour. The fee schedule shall be presented in table form and clearly identify all costs to MNBC. Ranges are permitted, providing sufficient explanation is provided.

4. Project Timeline

MNBC ordered the vehicles early this year and has been informed that the vehicles will arrive at the dealership in late July / early August of this year (2023). One or more of the vehicles could be sent for retrofitting/up fitting immediately upon arrival.

5. Proposal Evaluation Criteria

The contract for work will be awarded by MNBC based on the quality of the proposal, including but not limited to the qualifications and experience of the company, proposed work plan, and cost estimate submitted to MNBC for its consideration.

Qualifications and experience	40%
Proposed approach/work plan	40%
Pricing	20%

MNBC reserves the right to contact any bidders to clarify their proposal. The successful company will be required to enter into a written agreement with MNBC for the services provided.

6. Inquiries and distribution

Inquiries shall be submitted in written form up to five (5) days before the closing date and addressed to Carol Kerfoot, ckerfoot@mNBC.ca